

UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

3pm, 27th April 2020
via Microsoft Teams

Minutes

Present:

Name	Job Title
Cassie Coakley (CC)	Students' Union President (Chair)
Georgia Petts (GP)	Vice President Education
Mohit Bulchandani (MB)	Vice President International
Emma Blackburn (EB)	Vice President Welfare and Community
Abi Brown (AB)	Vice President Activities
James Brooks (JB)	Chief Executive
Hannah Coleman (HC)	Deputy Chief Executive
James Bayliss (JaBa)	College of Science Officer
Sophia Liu (SLi)	LIBS Officer
Emma Calvert (EC)	College of Social Science Officer

Also in attendance:

Shanna Limm (SLm)	Union Administrator (note taking)
Jenny Barnes (JBa)	Head of Student Voice and Insight (<i>present for point 8 only</i>)

Item

Action

Part A

1. Apologies for absence

- No apologies for absence were noted by the group.

Declarations of Interest

- GP noted that her Declarations of Interest required an update, following the former College of Arts Officer standing down.

Health and Safety

- No items were raised for discussion.

2. Minutes of the last Executive Committee meeting held on 6th April 2020

- The group agreed that the minutes were an accurate recording of the previous meeting.

3. Minutes of the last SMT meeting held on 20th April 2020

- AB queried the allocation of commercial tickets as discussed in the meeting; JB noted that further to feedback received in the staff survey, the Senior Management Team were reviewing staff benefits and the inclusion of events tickets for full-time and student-staff.

4. Matters Arising

- EB noted that she had contacted LiSH, with the relevant staff members currently deployed to assist with the Covid-19 outbreak. It was noted that when the staff re-assumed their positions, the matter would be pursued.

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- AB noted that she had received positive responses in relation to Vic Langer's (VL) (Deputy Chair, Board of Trustees) acknowledgement for her end of term.
- It was noted that SUGgestions which were impracticable under the current circumstances has been placed on hold, with SLs updating the authors of their assigned submissions.
- GP noted that the feedback noted within the GOATing report regarding contact hours in the School of Film and Media, had since been raised to Gyles Lingwood (GL) (College Director of Education - Arts).
- Following the previous set of Officer Reports, it was noted that those who had failed to submit their report had received the relevant warning.
- As well as this, GP noted that the Accountability Forum discussed in the previous meeting had taken place, with the individual in question being removed from post.
- GP noted that following the former College of Arts Officer stepping down from her position, arrangements for co-opts had taken place, with the matter noted for agenda point 9.
- AB noted that she had contacted the ECO Society regarding their proposed name change but was yet to receive a response.

5. Weekly Report

- EB noted that the recorded footfall in the Advice Centre was positive.
- MB queried the £4.16 in wet sales recorded for Tower Bar; JB noted that he would investigate the matter and update the group.

JB

6. Weekly Events

- No events were raised for discussion.

7. SUGgestions

- The group agreed to provide updates on their assigned Suggestions.

AB noted the following:

- No update would be required following the previous meeting.

GP noted the following:

- No update would be required following the previous meeting.

EB noted the following:

- She was currently reviewing the feasibility of her SUGgestions for the next academic year.
- A meeting with Stage Coach had taken place in relation to a student bus service, however the proposed action was not financially viable.
- With the Campaigns Network under review, the Housing Officer position was to be considered in line with the current Community Officer, whose remit covers accommodation.

CC noted the following:

- Timings for student usage of the University Library was ongoing but delayed, as a result of the current circumstances

MB noted the following:

- A meeting with the International Office was being arranged to discuss the implementation of the pen pal scheme.

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8. GOATing Report

- 25th May – 8th April
- 8th April – 23rd April
- It was noted that the total number for SL submissions was incorrect.
- The group agreed that it was useful to be able to view and discuss the updated section of the document.

9. Co-opt – College of Arts Officer & School of English and Journalism

- Further to Matters Arising, GP noted that the recently elected College of Arts Officer (2020/21) was happy to be co-opted into the role, with the School Rep for English and Journalism to be subsequently co-opted also.
- The co-opts were approved by the group (5-0).

10. Reward and Recognition Proposal

- AB presented the group with the proposed reward and recognition scheme available to sports and societies online. It was noted that the scheme would act as a replacement for the previous Feathers scheme.
- The group agreed that the programme was brilliant and would be a positive way to link with Employability through the SkillsLog.
- It was agreed that AB would contact JBa in order to discuss the programme being integrated onto the SUMS platform.

AB

11. Campaigns Network Representation Proposal

- HC noted that the proposal had been conducted by taking into account feedback from current Officers, as well as strategic aims.
- It was suggested that the Campaigns Network operate as a representative function, with less focus on events going forwards.
- The group discussed centralised training for Volunteer Officers in order to broaden understanding of the Students' Union and instilling the ethos of the organisation at an early stage; the group agreed that this would be beneficial going forwards.
- It was agreed that HC would review all overarching training for volunteer officers and update the group in the next Executive Committee.
- The proposal was approved (5-0).

HC

12. Student Leader Wins

- The Taskmaster Challenge for sports and societies had received a high number of student input on social media.
- AB's reward and recognition proposal for Activities had been approved.
- MB's petition for Tier4 Visa extensions has gone live, with final approval awaited from the government.
- GP and CC had been working alongside Liz Mossop (LM) (Deputy Vice Chancellor) and Judith Carey (JC) (Director of Student Affairs) on the Extenuating Circumstances and Safety Net policies, which were now live.
- GP has also been assisting the University with clarity on the Safety Net policy and how the matter will impact students, whilst signposting students to the relevant services.

13. Student Leader Verbal Updates:

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- **President**

CC submitted the following:

- She had caught up with Sabbatical Officers from Kent, Sussex and Newcastle to discuss the current circumstances and how Unions had been impacted.
- She had worked on peer-to-peer support for those with Dyslexia.
- SUGgestions were ongoing.
- The Swannys final panel had taken place, with the winners agreed.
- She had Chaired the Board of Trustees.
- Live Q&A sessions on Facebook were going well.

- **VP Education**

GP submitted the following:

- She had been working on the Safety Net Policy with University staff.
- Work with School Reps was ongoing, with Officers updated on academic developments and the relevant information should they receive queries.
- A lot of queries had been received from students regarding academic policies and what the SU can do to support students at this time.
- She had met with the Postgraduate Deans to discuss supporting the Post-Graduate community during and after the pandemic.
- She was currently looking into academic offences and essay mills to see what promotional material should be utilised to promote awareness.

- **VP International**

MB submitted the following:

- The Facebook Q&As had been a positive way to interact with the student body.
- Lincoln Together training was almost complete.
- He had been attending virtual catch-ups with LIBS every Tuesday and Thursday.
- Work on his assigned Suggestion had commenced.
- The ISA Forum had taken place online.
- He had attended the University LEAP meeting.

- **VP Welfare and Community**

EB submitted the following:

- She had spent the majority of her time responding to accommodation and hardship fund queries.
- She had written to Danesgate to express concern over their most recent update.
- Work was ongoing for Lincoln Together training.
- The Campaigns Network was under review in order to make roles more of a representative function.
- A lot of prep work was going into The Swannys.

- **VP Activities**

AB submitted the following:

- She as working on the 8/10 Swans final.
- Work on BUCS Funding applications was ongoing, with teams contacted for their submissions.

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- The current MedSoc structure was to be reviewed, with members of the group meeting with AB at a later date.
- A presentation and workshop for Lincoln Together had been created.
- Facebook Live Q&As were positive.
- Digital screens were to be utilised for role models.

14. Chief Executive Verbal Update

- Staff furloughing was ongoing in line with government developments, with the organisation continuously reviewing finances to ensure that the correct measures were in place.
- The opportunities available to students upon reopening were under review, following the impact to Commercial services.
- With much of the venues' stock due to expire, the potential for delivery services was being considered, with the inclusion of a 'Quack box' to allow students to make Quacktails at home.
- Dave Andrews (DA) (Head of Commercial Operations) was currently reviewing a takeaway menu which would be implemented upon reopening.

15. College Officer Verbal Updates

- No updates were noted by the group.

16. Any Other Business

- It was noted that all Officer Reports had been received for April, the group noted that this may have been a positive consequence of the Accountability Forum, which had instilled responsibilities amongst volunteer officers.
- The group discussed the officer reports received and it was agreed that the School Rep for Psychology would be the nominated Volunteer Officer of the Month for April.
- EB noted that she had received an email in reference to the possibility of a Move Out May campaign. The group discussed the matter and agreed that a campaign would be problematic to facilitate and promote under the lockdown.
- The group agreed that move out promotional material should focus upon how items could be disposed, as opposed to a student focussed campaign.

Part B

17. Guide for Volunteer Office Reports

- Document taken as read.

18. Elections Review

- Document taken as read.

19. Look After Your Mate Report

- Document taken as read.

20. Hate Crime Reporting Working Group Notes

- Document taken as read.



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Date of Next Meeting: 3pm, 18th May 2020

Chair

Cassie Coakley

Signed

C. Coakley

DRAFT