



UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

9.30am, Monday 20th May 2019
Chief Executive's Office, Students' Union

Minutes

Present:

Name	Job Title
Kudzai Muzangaza (KM)	Students' Union President
Tommy George (TG)	Vice President Education (Chair)
Sophia Liu (SLi)	Vice President International
Cassie Coakley (CC)	Vice President Activities
Hannah Coleman (HC)	Deputy Chief Executive

Also in attendance:

Shanna Limm (SLm) Union Administrator (note taking)

Item

Action

Part A

1. Apologies for absence

- James Brooks (JB), Chief Executive
- Grace Corn (GC), Vice President Welfare and Community
- James Bayliss (JaBa), College of Science Officer
- Glen Allison (GAI) College of Arts Officer
- Mikhail Belovol (MB), College of Business Officer
- Nial Francis (NF), College of Social Science Officer

Declarations of Interest

- No additional conflicts were raised amongst the group.

Health and Safety

- HC noted that the actions required following the recent Fire Risk Assessment had been disseminated to the appropriate members of staff.

2. Minutes of the last Executive Committee meeting held on 13th May 2019

- The minutes were agreed to be an accurate record of the meetings.

3. Minutes of the last SMT meeting held on 13th May 2019

- Document taken as read.

4. Matters Arising

- HC noted that she had not yet met with Sophie Carney (SC) (Advice Centre Manager) regarding the notification of complainants further to an investigation's outcome when under distressful circumstances.
- It was noted that the SLs had updated the assigned SUGgestions via SUMS.
- TG noted that he had met with the incoming Officer in relation to the complaint received and subsequent formal warning; it was noted that the meeting had gone well with the individual apologising for their actions.

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5. Weekly Report

- The group noted that the weather had positively impacted The Swan.
- TG noted the lack of awareness regarding take away cold drinks and takeaway options from The Swan, it was agreed that further communications were needed regarding this.
- HC noted that the dry GP for Tower Bar was being looked into.

6. Week's Events

- It was noted that the RAG Car Boot was due to take place in The Engine Shed on 25th May, with 21 tables sold thus far.

7. SUGgestions

- Further to his assigned SUGgestion in relation to the switching off of lights, KM noted that he had contacted Elaine Ruff (ER) (Energy Manager) who had subsequently agreed to investigate the implementation of self-operating switches.
- TG noted that he and CC had met with ICT in order to discuss computer screens with a sleep function; it was noted that this function would be implemented as part of the next Windows upgrade.
- As well as this, TG noted that dictionaries for international students had been discussed at the Standing Regulations Oversight Group (SROG), with regulations now altered to reference the books.

8. Disciplinaryies

- No ongoing disciplinaryies were raised for discussion.

9. Legal Action by University of Lincoln on the Students' Union

- It was noted that CC had a conflict in relation to the matter, the group agreed (3-0) that the conflict would be mitigated, with CC permitted to remain in the room.
- HC provided the group with an overview of the ongoing case, with no further update received since the dated letter received.
- HC noted that the Students' Union's insurers had been informed of the investigation, with the relevant members of University staff also contacted.

10. Mature Students Campaigns Group

- In GC's absence, HC noted that there had been a lack of engagement from the Mature Students Campaigns Group in relation to campaigning as opposed to social events. No Mature Officer was elected for 19-20. As a result, it was proposed that the group be removed from the Campaigns Network.
- This was approved by the group (4-0).

11. NUS Company Law Meeting Voting

- Document taken as read.

12. Santander EDI Grant

- KM noted that he had received correspondence from Santander Universities in relation to future collaborative projects focussing upon diversity and inclusion. As a

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result, it was noted that an annual grant of £1,500 would be received in order to fund the project.

- The group discussed potential projects which could utilise the proposed grant, with suggestions including:
 - Bursaries for societies/sports clubs for groups with a high uptake of international students.
 - More opportunities for international students in alternative SU activities such as the Campaigns Network.
 - A focus upon tackling loneliness and mental health issues of international students.
 - More College collaboration events similar to Diwali
- It was agreed that the SLs would forward all relevant suggestions to KM, who would compile the list and provide these to JB at a later date.

SLs

13. BUCS Development Grant Procedure

- HC noted that the procedure had been updated in order to effectively support sports clubs throughout the process and provide set criteria for applications.
- CC queried the VPA's lack of inclusion in the Development Grant panel, with HC noting that the role had a conflict as Chair to the Participation Sub-Committee.
- It was noted that a resource pack would be provided to previously unsuccessful clubs outlining the commitments necessary as per their submission.
- The document was approved by the group (4-0).

14. Student Leader Verbal Updates:

- **President**

KM noted the following:

- The previous week's LSUT Board meeting had gone well, with the Engine Shed and Tower Bar Managers making positive changes respectively.
- A review of the SU Awards had also taken place during this meeting, with the commercial team highlighting areas of improvement.
- He had met with Elly Sample (ES) (Director of Communications, Development & Marketing) in order to discuss the proposed climate change declaration; further to this it was noted that more details needed to be communicated to students in relation to the declaration.
- Both he and CC had attended the SAMM Working Group, during which sick days and registers were discussed.
- He was due to meet a member from Advance HE in order to discuss EDI alongside the BAME Officer.
- A meeting with Karen Lee (KL) (MP – Lincoln) with himself and GC, had been arranged for 24th May, with the group to discuss the recent Environmental Act event.
- The Education and Student Life Committee was due to take place on 22nd May.

- **VP Education**

TG noted the following:

- He had attended the Standing Regulations Oversight Group during which there were several student wins. These included alternative grading options for those with



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approved extenuating circumstances, the inclusion of dictionaries for international students in exams and hats and scarves now permitted in exams during cold weather.

- Further to the Access and Participation Oversight Group, he had met with Alex Jones (AJ) (Head of Student Administration and Deputy Director of Student Affairs).
- He had met with ICT alongside CC with the Blackboard platform being prepared for the next academic year.

- **VP International**

SLi noted the following:

- She had attended an Attendance Panel during the previous week.
- The Study Group School Action Day was due to take place on 28th June.
- A final International quiz had been proposed for 24th May.
- LIBS had provided an update of their summer school plans in the most recent meeting.
- 30 students had participated in filming for the You Are Not Alone campaign.

- **VP Activities**

CC noted the following:

- Sports Board had gone well. Simon Parkes (SP) (Deputy Vice Chancellor) feedback positively for the progress throughout the year.
- 35 sports clubs had met with Rhino during the previous week in order to discuss the kit available to purchase further to 1st July when the contract commenced.
- She had attended various meetings alongside KM and TG.
- From 21st-24th May she would be out of office due to annual leave.

15. Officer Reports

- With no College Officer present no update was provided to the group.

16. Deputy Chief Executive Verbal Update

HC noted the following:

- It was requested that the SLs look into using the remainder of their annual leave where possible. SLs
- Further to this it was requested that SLs submit their handover and do's and don'ts presentations as soon as possible. SLs
- The ongoing work for The Barge was on track.

17. Any Other Business

- KM presented the group with the updated changes within the University Disciplinary Regulations further to the Executive Committee's feedback. It was noted that Lisa Baker (LB) (Deputy University Secretary and Head of Governance) had been incredibly helpful in making the proposed changes.
- It was noted however that the following topics would be discussed with LB for further clarification:
 - The payment of accommodation fees should an individual be relocated into more expensive housing as part of the process. KM
 - The link between the Students' Union Disciplinary Procedure and the Regulations for Reps.



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- A time frame for the rearrangement of meetings should the original meeting be adjourned.
- The implications of training costs should this be the outcome of an investigation.
- Clarifying of the exclusion of students within Students' Union venues.
- It was agreed that the removal of the Social Secretary position within the LGBT+ Campaigns Group would be approved (4-0).
- The group discussed the proposed Activities Lead position within the RAG Group; this was approved (4-0).
- It was noted that going forwards all changes to standing orders must be drafted by Liz Smy (LS) (Representation and Governance Co-ordinator).
- TG noted that he had submitted annual leave for the 28th May and from 30th May- 4th June; this was approved by the group (4-0).
- As the meeting was the group's final Executive Committee, it was agreed that the College Officers would be commended for their contribution throughout the year.

Part B

18. Student Leader Time Analysis:

- 8th-14th May 2019
- Document taken as read.

19. Social Sport Review

- Document taken as read.

20. Date of Next Meeting: 10am, 1st July 2019

Chair

Signed