

UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

9am, 18th May 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

Also in attendance:

Shanna Limm (SLm)	Union Administrator (note taking)
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Item

Action

Part A

1. Apologies for absence

- Emma Calvert (EC), College of Social Science Officer
- It was noted that late apologies were received by EC as a result of high workload.
- Further to the previous co-opt, it was noted that SLm would contact Katie Smith (KS) (College of Arts Officer) in order to invite her to Executive Committee meetings going forwards.

Declarations of Interest

- No items were raised for discussion.

Health and Safety

- JB noted that there had been security issues with the Canoe and Kayak equipment storage located at Riseholme, following which a rigorous audit process was to be implemented.

2. Minutes of the last Executive Committee meeting held on 27th April 2020

- The minutes were approved as an accurate recording of the previous meeting.

3. Minutes of the last SMT meeting held on 11th May 2020

- No items were raised for discussion.

4. Matters Arising

- JB noted that the £4.16 noted within Tower Bar's wet sales was a training error on the system.
- AB noted that she and HC had met with Alan Bage (ABg) (IT and Data Manager) and Jenny Barnes (JBa) (Head of Student Voice and Insight) to discuss the integration of

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the Rewards and Recognition scheme onto the SUMS platform. AB noted that the work was ongoing and was positive thus far.

- HC noted that Kayleigh Teague (KT) (Assistant Campaigns Manager) was reviewing an overarching training schedule for Volunteer Officers, with a proposal to be taken to the next SMT meeting.

5. Weekly Report

- JB noted that £1,392 had been raised from Quack Packs thus far, with the sales not included within the weekly report; it was added that further work was being reviewed in relation to outgoing stock.
- JB commended AB for her work assisting with the delivery of Quack Packs.
- EB queried the lack of Advice Centre footfall; HC noted that the Advice Centre had been inundated with queries, with footfall not updated as a result.

6. Weekly Events

- JB noted that NHS Blood Drives had been frequently booked for the Engine Shed in the upcoming weeks, following positive responses from NHS staff and the public.

7. SUggestions

- CC noted that she and the Union Chair were due to meet in the week, to discuss a new submission.
- MB provided an update on the following:
 - The Pen Pal scheme was now complete and ready to go live, with the International Office to promote the opportunity where possible.
- EB provided an update on the following:
 - She had contacted the author of the SUggestion in relation to a potential Housing Officer position, however no response had been received.
 - Work on the Tower Bar disabled toilet door could not be completed whilst lockdown was enforced.
- Both GP and AB had no update for the group.

8. GOATing Report

- **22nd April - 4th May**
- It was noted that an influx of queries had been received in relation to graduation and the period of time in which outgoing graduands would receive their degree certificates. JB noted that he had been in contact with Judith Carey (JC) (Academic Registrar) regarding the matter.
- JaBa noted that communications had been received which outlined that degree certificates would be sent in the post during September.
- Further to the above, JB noted that the University were working towards altering accommodation contracts for the upcoming academic year.

9. Attendance Panel Report

- **February - May 2020**
- The group agreed that the report was useful in terms of compiling feedback for attendance panels.

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- JB noted that he and Liz Mossop (LM) (Deputy Vice Chancellor) had discussed working collaboratively in relation to attendance panels going forwards.

10. Postgraduate Students' Association

- JB noted that further to positive developments with the ISA group, it had been proposed for a Postgraduate Students' Association to be created in a similar vein.
- GP queried the governance for the group and who would act as the lead officer; JB noted that JBa would be requested to form the structure of the Association prior to Executive Committee approval.
- The group agreed that a forum for Postgraduate students would have a positive impact, with the area previously lacking engagement and a sense of collective belonging.
- The group discussed the potential to lobby the University to offer reduced pricing for Postgraduate courses, as a result of the circumstances of Covid-19; this is following a successful campaign from York Students' Union.

11. Activities Standing Orders:

- 1002 - Activities Hub
- 2002 - Societies
- 2003 - Academic Societies Hub
- 2004 - Academic Societies
- 3001 - Sports Hub
- 3002 - Sports Clubs
- HC provided an overview of the proposed changes, including how informal and formal warnings could be enforced.
- It was noted that the most significant change was in relation to new societies, who would require 15 active members in line with new Sports teams and HMRC guidelines.
- The standing orders were approved by the group (5-0).

12. Campaigns Network Standing Orders:

- Cover Sheet
- 5003 - Disabled
- 5004 - LGBT+
- 5005 - Women's
- 5006 - BAME
- 5008 - Community
- 5011 - Environmental
- Further to the previous Executive Committee, HC noted that the format of the Campaigns Network had been reviewed, in order for the group to predominantly act as a representative function.
- It was noted that committee positions had been altered to offer clarity on roles and responsibilities.
- These were approved by the group (5-0).

13. Student-Led Projects

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- HC noted that Student-Led Projects would be integrated into the Activities remit, further to the changes to the Campaigns Network standing orders.
- The group discussed the remit of RAG and agreed that the function would fit appropriately within Activities also, as a result of high engagement levels for sport and society fundraising. It was noted however, that the RAG function would need to be differentiated from other financial matters such as sponsorships and funding opportunities for clubs.
- It was noted that the matter would require clear communications when approaching current officers, as some had integrated well in the current networks.
- JB noted that alterations had also been proposed for the Senior Rep Group platform, with the inclusion of all elected officers to empower all positions to discuss student issues outside the remit of academia. The group agreed that this was a positive notion.

14. Co-Opts

- GP provided the group with an overview of the co-opts; these were approved by the group (5-0).

15. Accessibility Report

- EB presented the group with the document and noted that the report had been conducted with the involvement of the Disabled Student group.
- It was suggested that EB report her findings to a University Committee; it was agreed that CC would contact the staff officer of the Inclusion Committee, in order to present at the next meeting.
- It was requested that EB amend the report's introduction to emphasise student involvement on the report and also note that the Sports Centre had denied access.
- The group commended EB on the report and noted that it accurately represented accessibility issues that students may face.

CC

EB

16. Student Leader Verbal Updates:

- **President**

CC submitted the following:

- She had attended the Education and Student Life Committee, as well as the internal LSUT and Board of Trustees meetings respectively.
- Several days of annual leave had been taken.
- Filming had taken place for the SU Awards.
- She had recorded for the BBC.
- Effective communications had gone out on behalf of herself, LM and JC about the next academic term.
- She had hosted a Facebook live video.

- **VP Education**

GP submitted the following:

- She had attended the following committees over the previous weeks:
 - Standing Regulations Oversight Group
 - Academic Offences Committee

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- LALT Academy Board
- Lincoln Medical School Course Management Committee
- Digital Education Sub-Group
- An attendance and misconduct panel had respectively taken place, with GP in attendance.
- During the Education and Student Life Committee, the group had discussed online learning and provisions going forwards.
- Many emails had been received from students in relation to the delayed academic year and online learning.
- She had created communications for the Senior Reps to explain the procedures and upcoming events, as well as handover documents to assist in a smooth transition for incoming reps.
- A meeting had taken place with the Postgraduate School, to discuss what support is available to PG students.
- She had been introduced to the new Director of Education for LIBS and Head of College for Arts.
- The Students' Union catch-up with Student Services had gone well.

- **VP International**

MB submitted the following:

- The SUGgestion assigned to MB regarding a Pen Pal Scheme was now marked as complete.
- He had been attending virtual catch-up sessions with LIBS every Tuesday and Thursday.
- The International Committee had taken place.
- An ISA Forum had been arranged for 27th May at 1pm.
- Lincoln Together training was complete.
- He had hosted a Facebook Live and provided communications for CC's session.

- **VP Welfare and Community**

EB submitted the following:

- Throughout the week, she had been answering student queries regarding accommodation and wellbeing.
- She had attended an Environmental Webinar regarding litter.
- Videos had been created for the Swannys and SU Awards.
- She had attended the OfS Mental Health Project Steering Group.
- The Campaigns Network structure and standing orders had been reviewed and altered.
- She had met with Lincoln Digs regarding Accreditation.

- **VP Activities**

AB submitted the following:

- She and HC had been working together on BUCS Funding allocation.
- The meeting regarding the rewards and recognition proposal had been positive.
- An introduction video for new committees was ongoing.
- The 8/10 Swans final had been well received.

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- She was continuing with Parasport research.
- Many Quack pack deliveries had taken place.
- Activities minisites were being created with Marketing designs in creation.

17. Chief Executive Verbal Update

- He was in communication with JC regarding term dates and the implications for students.
- Both GP and CC had been commended by University staff for their ongoing work regarding communications for students.
- He and HC had spent the previous week in meetings regarding staffing.
- There had been frequent issues with furlough payments through the University's Payroll department.
- Work for the app was ongoing, with trademarking to be confirmed.
- Training for the incoming Student Leaders was under review.
- Recurrent future planning meetings had been arranged going forwards, in order for staff to effectively communicate and plan.

18. College Officer Verbal Updates

- SLi noted that she had received many queries in relation to general advice.
- JaBa raised no items for discussion.

19. Any Other Business

- EB noted that an online Wellbeing Cafe had been proposed, however concerns had been raised in relation to consent and GDPR.

Part B

20. Code of Conduct 2020/21

- Document taken as read.

21. Dyslexia Support Network

- Document taken as read.

Date of Next Meeting: 3pm, 8th June 2020

Chair

Cassie Coakley

Signed

