



UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union Executive Committee 5th December 2016 at 11:00am in the Students' Union Boardroom.

Present:

Chair: Sammi Storey (SS) - President

John-Paul Dickie (JD) – Vice President Academic Affairs

Tasnim Hassan (TH) – Vice President Welfare & Community

James Brooks (JB) – Chief Executive

Hannah Coleman (HC) – Head of HR/ Deputy CEO

Also in attendance:

Laura Crouch (LC) – Marketing Coordinator – Until agenda point 6

Nicola Adlard (NA) – HR Assistant

1. 1.1 Apologies for absence

Charlie Garrod (CG) - Head of Commercial Services

1.2 Declarations of interest

- None declared.

2. Minutes of the previous meeting

Noted:

- The minutes of the meeting held on the 28th November were agreed as an accurate record.

3. Matters Arising

Noted:

- TH stated the filming for the Never Okay video will take place in January.
- Student Leaders have spoken with students but have not brought any issues to this meeting.
- The "All Student Members meetings" have been added to this meeting's agenda.

Actioned:

- TH to add the Never Okay video filming into diaries.
- NA to add Time Analysis to the agenda for the Student Leaders residential.

4. Weekly Report

Noted:

- It was noted The Swan have upcoming Christmas parties in the next few weeks.

5. Weeks Event

Noted:

- The Levellers are coming to the Engine Shed on Thursday 8th December therefore the back corridor will be out of use.

6. Refreshers Fayre

Noted:

- Discussion took place regarding the possibility of running 2 Refreshers Fayres and it was decided to run one fayre and rebrand the fayre to appeal to a wider audience. Names were suggested including 'Give it a Go;' 'Start Something New;' 'Discovery Fayre' – it was decided 'Discovery Fayre' was the most appealing.

Actioned:

- LC to check how many tables are in the venue to be used for the Refreshers Fayre.
- LC to begin the Refreshers Fayre design process next week. LC to tell SS when SS can bring this to Executive Committee.
- TH to arrange the RAG and Liberation group attendance at the Refreshers Fayre.
- LC to set up a Refreshers working group and let SS know when this has been done.

7. All Student Members Meetings

Noted:

- Michael Daniell will be the deputy chair for the foreseeable future.
- JPD suggested inviting guest speakers to the All Student Members Meetings to encourage more students to attend.
- JB suggested inviting Karl McCartney MP to take part in a Q&A session at a future meeting.

Actioned:

- JPD, Jenny Barnes (Student Voice and Impact Manager) and Scott McGinn (Student Voice Co-ordinator) to meet to discuss the possibility of inviting guest speakers to the meetings. SS to then invite guest speakers should this be decided.
- SS and JB to discuss the possibility of Karl McCartney MP attending the All Student Members Meeting outside of this meeting.

8. Time Analysis

Actioned:

- To be added to the Student Leaders residential agenda on 13th-14th December 2016.

9. "We Are Lincoln" Charter

Noted:

- Nothing to update.

10. School of the Month

Noted:

- Discussion took place regarding the four nominations. It was decided the School of the Month is Chemistry.

Actioned:

- JPD to send link to the School of the Month to SS and TH to circulate.

11. New Sports and Societies Applications

Noted:

- Water Polo Society application was brought to the meeting – it was decided the application would be approved.

12. Snow Trip to France

Noted:

- It was decided the Snowsports trip to France be approved. It was noted there was confusion surrounding who to submit the application to therefore training for the club was suggested.

13.1 Vice President Academic Affairs

Noted:

- 137 reps attended the rep forum. Topics for February's meeting are the Library staff doing a guest talk and a personal tutoring update.
- JPD to plan with Jenny Barnes (Student Voice and Impact Manager) to increase interaction with work based distance learning students.
- At the time of the meeting 38% of students had completed the Module Evaluation.
- The societies bake off is taking place on 6th December 2016.
- JPD is attending the panel for the Lincoln Award on 7th December 2016.
- The learning spaces survey closes on 11th December 2016.
- JPD to begin writing the TEF submission next week.

13.2 VP Welfare and Community

Noted:

- The housing fayre was a success with 100 more students attending than last year.
- ISA Christmas quiz is taking place on 15th December – TH to lead and organise the event.
- Attended four attendance and review panels – information was sent to TH regarding the panels the working day before.
- SS and TH met with Judith Carey to be updated on sexual harassment and violence policy.
- De-stress planner is completed and ready to be implemented.

- Attended Carholme Community Forum – on the whole the forum gave a positive response to the street light survey.
- Working on liberation events and the de-stress events.
- SS commended TH on a successful housing fayre.

Actioned:

- A survey to be sent to all stall holders at the housing fayre by the Marketing team to gain feedback.
- HC to bring the monetary figure from the housing fayre to the next meeting on Monday 12th December 2016.
- TH to block time out in diary the last working day before an attendance or review panel to allow time to read the papers. JB and SS to raise with Mary Stuart (Vice Chancellor) regarding the short time scale to read the papers.
- TH to speak to Rachael Wix (Social Media and Digital Assistant) about the best way to publicise this on social media.

13.3 President

Noted:

- Discussed team/society of the month at Hubs – it was well received and ideas were suggested by those present at Hubs.
- Attended the open day on Wednesday 30th November to deliver a presentation at the Junxion – no-one attended.
- Swan's Den application process this week – one person has dropped out, SS to check who will be attending later this week.
- The vlog was released at the end of last week and will be released towards the end of this week – SS requested any updates from JPD or TH to be received by SS by Thursday 8th December 2016.
- Attended Sport at Lincoln meeting, SS was impressed with the activities team at the meeting.

Actioned:

- A Spanish student would like to hold a party – SS to invite TH to the meeting.

14.Chief Executive Verbal Update

Noted:

- JB to attend a meeting following this committee regarding the operating of the heating in the building.
- The unsafe wall in the venue to be replaced in the next couple of weeks with a curtain.
- Project Griffin – JB has a meeting on Wednesday regarding this.
- JB meeting with Ian Hodson to investigate if student staff members can be paid on a weekly basis rather than monthly.
- The Student Leader/ SMT residential is booked on 13th-14th December and there will be team building activities for Student Leaders.

- The National Student Survey at the University have asked the Students' Union to do the marketing and design for the survey.
- JB and HC are working on a career pathway plan for Student Leaders to identify their skills and ensure they have a clear plan for the future.

15. Health and Safety

Noted:

- The wall in the venue will be replaced with a curtain.
- The Engine Shed flooring is an ongoing issue.

16. Any Other Business

16.1 Executive Committee Meeting Calendar Invite

Noted:

- JPD stated college officers would like to be included in the calendar invite for the Executive Committee meeting so they are aware of any time/ location changes.

Actioned:

- NA to speak to Eilidh Faccenda – Office Assistant to add college officers onto the calendar invite.

16.2 Calais trip

Noted:

- As part of a registered charity a student would like to raise money by running a bake sale.

Agreed:

- All agreed a bake sale would be acceptable.

16.3 Transgender Remembrance Event

Noted:

- JPD provided his account of the event and stated how in hindsight the unexpected speakers should not have been allowed to speak, however admitted that due to the nature of the event it would have been very difficult to do this.
- SS reiterated to TH that Guest speakers who have not signed the agreement should not be allowed to speak at event but understood that they were a surprise to TH as she had not been made aware they would be attending.
- TH agreed with both comments and notes that in future this should not happen and greater care should be taken.
- JPD referred to key points that had featured in the student complaint that TH was seen to be walking around at inappropriate times during the event and agreed that this was inappropriate.
- TH agreed and accepted full responsibility and apologised for these actions and would be aware of this in future.

- After discussing this it was agreed a motion of caution would be put against the VP Welfare and Community.

Actioned:

- SS to contact Subash Chellaiah – University Chaplain to reiterate the external speakers’ policy.

17. Date of Next Meeting: 12th December 2016

Chair

Signed

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Confirmed