



UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE MEETING

10am, 2nd October 2017
Chief Executive's Office, Students' Union)

MINUTES

Present:

Name	Job Title
Kudzai Muzangaza (KM)	President (Chair)
Luke Exton (LE)	Vice President Activities
Connor Delany (CD)	Vice President Welfare and Community
Sophia Liu (SLi)	Vice President International
Tommy George (TG)	Vice President Academic Affairs (<i>present until Item 8 only</i>)
James Brooks (JB)	Chief Executive
Amy O'Sullivan (AO)	Student Insight Coordinator (<i>present for Items 11 – 12 only</i>)

Also in attendance:

Holly Millar (HM)	Executive Assistant
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Item	Action
1. Apologies for absence <ul style="list-style-type: none">None declared. Declarations of Interest <ul style="list-style-type: none">None declared.	
2. Minutes of the previous meeting held on 25th September 2017 <ul style="list-style-type: none">The minutes of the meeting were agreed to be an accurate record of the meeting.CD queried the statement in Item 14 regarding the term 'Student Leader' being changed to 'Sabbatical Trustee'; it was agreed that a note would be added at the start of the Bye Laws document to clarify that the terms Student Leader and Sabbatical Trustee may be used interchangeably depending on the context, particularly in reference to their representation of Student Union (SU) members.	
3. Minutes of the previous SMT meeting held on 25th September 2017 <ul style="list-style-type: none">Document taken as read.	
4. Matters Arising <ul style="list-style-type: none">LE noted that regarding the Brazilian Jiu Jitsu application, he had spoken to Lorna Cruickshank (Activities Manager) (LC) and they had provided feedback to the applicant regarding the costings and space requirements; the application will be re-submitted for consideration accordingly.CD noted that regarding the Oxfam Society application, an internal meeting would be organised and the applicants to be advised that there was no tangible benefit for them to become a Society compared to a Student Led Project. <i>Post-meeting note: The meeting as noted above occurred and it was agreed that this would be a Student Led Project.</i>JB confirmed that he had addressed the of the Social Sport logos and that it had been agreed that works on logos and brands would be paused for the time being.	
5. Weekly Report <ul style="list-style-type: none">It was noted that the GP figures for Dry at Engine Shed were lower than expected but that it was not a concern.	



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- The group reviewed an email from Adrian Brown (Head of Finance) (AB) regarding takings at The Swan & Tower Bar in the first two weeks of 2017/18 compared to the previous two years; the group agreed that the results were very positive.
- 6. Weeks Events**
- CD noted that his event in Upper Tower Bar on Thursday 5th may be cancelled.
- 7. Student Leader Time Analyses**
- It was noted that the Time Analysis for Freshers' Week had not been presented as it was taken as read that it would be entirely attributed to GOATing and considerably exceed 37 hours for each Student Leader (SL).
 - KM proposed the introduction of a new category for Social Events for QUACK etc; the group agreed, with SLs to split their time in their diaries as necessary to include GOATING where appropriate.
- 8. SUGgestions**
- KM noted that there had been multiple SUGgestions submitted since Freshers Week', four of which had been approved for voting, with a further two with JB for approval to progress to voting.
 - LE noted his concerns regarding the SUGgestion for a Portfolio for Activities.
 - JB noted his concerns regarding full time staff who were also students submitting idea via this platform.
- 9. GOATing Update**
- Discussed as per Item 7.
- 10. Society Applications Update**
- **Engineering Society**
 - LE noted that this application had been re-submitted following discussion with the applicants; the group approved this application (4-0).
- 11. Student Insight Guidance Update**
- AO noted that the Staff Student Insight Scheme (SISS) guidance and criteria had been updated and clarified as necessary.
 - KM queried the reference to a 'specific demographic' and how the selection of this demographic was to be determined. AO noted that this scheme was purposefully aimed at less-engaged students.
 - The group approved the updated guidance (4-0).
- 12. Staff Student Insight Scheme (SISS)**
- Discussed as per Item 11.
- 13. Blackboard**
- TG noted the following:
 - Since 22nd September access to Blackboard has been intermittent and significantly worsened on 25th.
- [REDACTED]



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- DVC Julian Free (JF) had implemented an Incident Management Team, which the SU had mirrored with Major Incident Team meetings respectively.
- The SU had been assisting the University with sending out communications and initiating their own via social media to direct students to their timetables on the Portal.
- Blanket extensions until 6th October had been agreed for assignments as a result of this.
- A Developer from Blackboard was currently on campus, although only for today.
- At the time of meeting Blackboard was available although some features had been disabled and only the standard programmes were available.
- JF would be conducting a review of the situation once remedied and the SU had been invited to partake in this.

14. Sports and Societies Application Form

- The group agreed that the form was adequate as it was and that inadequate applications should be flagged before either before or at the Executive Committee meeting as part of governance best practice.

15. Activities Wars

- LE outlined the proposed event, which would include a series of challenges and competitions between the Sports Clubs; the date of the event to be confirmed in due course.

16. Leadership Feedback of the Week

- LE queried the progress on the previously proposed RAG Initiative of attempting to balance a coin on a lemon floating in water at Tower Bar. JB noted that concerns around feasibility had been raised by Bar Staff. The introduction of RAG charity collections boxes at the bar was suggested instead, although it was noted that they would need to be secured.

17. Student Leader Verbal Updates President

KM noted the following:

- Commended other SLs for their hard work to date.
- Nearly 300 International Students had attended SLi's International Welcome Party on 28th September, which constituted 27% of International Students at the University.

VP Activities

LE noted the following:

- The student discount for space rental at LPAC was progressing.
- Tickets for the Cathedral Cup were now on sale.
- He had met with his mentor and the SU's External Trustee for Finance, Roger Buttery, on 29th September.
- Thanked the other SLs for attending Taster Sessions where possible.

VP Academic Affairs

TG noted the following by written update:

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- He had met with Mark Page (College Director of Operations for Science) (MP) and Harriet Gross (Deputy Head of College of Social Science) (HG) to discuss college level issues and partnerships between the college and the SU.
- The Senior Rep Group (SRG) discussed some Module Evaluation questions which were used as feedback for DVC Sue Rigby (SR) and the SRG were updated on the Course-Mate process.

VP Welfare and Community

CD noted the following:

- A good number of nominations had been received for the Campaigns Network, with four being received to represent Mature Students.
- He had met with a student carer who had highlighted apparent issues in terms of understanding and appropriate considerations by the University for those circumstances; CD to conduct focus groups with student carers and to highlight common issues that affect their access to education accordingly.

VP International

SLi noted the following:

- She was liaising with the Library regarding the International Bookshelf idea and was organising a meeting with MP to discuss alternatives.
- She thanked the other SLs for attending the International Welcome Party last week.

18. Chief Executive verbal update

JB noted the following:

- SR was hoping to have a greater SU involvement in Graduation Ceremonies going forwards and had asked for a representative from the SU to sit on the organisational committee; it was agreed that KM would undertake this.
- Chris Bateman (CEO of York St John Students' Union) would arrive today in anticipation of tomorrow's Board meeting.
- The SU were in the process of implementing an Injunction against Lee Hessey to prevent him from entering SU property.
- The University of Northampton Students' Union had intended to create a venue called Engine Shed, which would contravene the Trade Mark held by the SU.

19. Any Other Business

- The group discussed their concerns regarding the management of the RAG initiative to date this year.
- LE noted that Social Sport had taken £104 last week with the following attendance numbers:
 - Badminton – 23
 - Netball – 49
 - Cricket – 9
 - Gymnastics – 21
 - Lacrosse – 17
- LE noted that the agreement for photography for BUCS events had been drafted.

20. Date of Next Meeting: 10am, 9th October 2017



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Chair

Signed

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APPROVED