



**UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting**

10am, Monday 2nd July 2018
Chief Executive's Office, Students' Union

Minutes

Present:

Name	Job Title
Kudzai Muzangaza (KM)	Students' Union President (Chair)
Tommy George (TG)	Vice President Education
Grace Corn (GC)	Vice President Welfare & Community
Sophia Liu (SLi),	Vice President International
James Brooks (JB)	Chief Executive
Emily Stow (ES)	Student Insight Assistant (<i>present only for point 9</i>)

Also in attendance:

Shanna Limm (SLm) Office Assistant

Item Part A	Action
<p>1. Apologies for absence</p> <ul style="list-style-type: none"> • Cassie Coakley (CC), (Vice President Activities) • Hannah Coleman (HC), (Deputy Chief Executive) • Holly Millar (HM), (Executive Assistant) • Glen Allison (GAl), (College of Arts Officer) • James Bayliss (JaBa) (College of Science) • Nial Francis (NF) (College of Social Science Officer) • Mickhail Belovol (MB) (College of Business Officer) <p>Declarations of Interest</p> <ul style="list-style-type: none"> • The document taken as read. 	
<p>2. Minutes of the previous Executive Committee meeting held on 25th June 2018</p> <ul style="list-style-type: none"> • The minutes were agreed to be an accurate record of the meeting. 	
<p>3. Minutes of the SMT meeting on 25th June 2018</p> <ul style="list-style-type: none"> • The minutes were taken as read. 	
<p>4. Matters Arising</p> <ul style="list-style-type: none"> • TG noted that he was awaiting a response from Jessica Shields (JS) (Student Employability & Careers Centre Manager) regarding the Entrepreneurial Society in order to clarify the role of the group as either a network or society. • JB noted that a similar issue had been resolved by the Executive Committee in relation to the group several years prior. It was agreed that SLm would look into previous Executive Committee minutes in reference to this. • It was noted that no further amendments had been put forward regarding the collaborative Student Engagement Strategy, which had since been approved. 	<p>TG</p> <p>SLm</p>
<p>5. Weekly Report</p> <ul style="list-style-type: none"> • The group noted that the Engine Shed figures were positive as a result of the World Cup screenings. 	
<p>6. Week's Events</p>	



UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

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Chief Executive's Office, Students' Union

Minutes

- KM queried the closure of both Tower Bar and The Swan on Saturday 14th July with the University hosting an Open Day. It was noted that JB would raise this with Dave Andrews (DA) (Head of Commercial Operations). JB

- 7. SUGGESTIONS**
 - KM noted that no further SUGGESTIONS had been submitted via the online platform.
 - It was also noted that KM would meet with Jenny Barnes (JBa) (Head of Student Voice) in order to discuss a potential framework for SUGGESTIONS, allowing submissions to be categorised and archived effectively.

- 8. Informal Disciplinary**
 - It was noted that there were no outstanding Informal Disciplinary.

- 9. School Action Day Feedback**
 - ES provided the group with an overview of the School Action Day programmes, with TG noting that the previous sessions had received positive feedback.
 - It was agreed that the agenda point would be taken to the next Executive Committee with JBa present to discuss the document.

- 10. Employee of the Month**
 - The group agreed that Clare Harris (CH) (Finance Assistant) would receive Employee of the Month for June.

- 11. Fundraising Rep Role Description**
 - It was agreed that the agenda point would be deferred to the next Executive Committee.

- 12. Student Engagement Ops Plan**
 - TG provided the group with the student engagement opportunities available at the Students' Union to be included in the Student Engagement Strategy.
 - It was agreed that any additions to this list would be submitted to TG by the next Executive Committee. SLs
 - The group discussed the Teaching Excellence and Graduate Success committee and who was expected to attend the meeting from the Students' Union, it was agreed that JB would look into this. JB
 - TG noted the proposed Student Engagement sub-committees going forwards; it was agreed that TG would discuss the matter with JB in order to establish who would attend these groups. TG/JB

- 13. Campaigns Network Standing Orders**
 - GC noted that the Campaigns Network standing order had been amended in order to include the involvement of ISA and the altered title of the Disabilities Officer.
 - The group discussed the standing order and it was noted that several alterations needed to be incorporated into the document including: a definition of casting vote, the non-voting position of Project Leaders and the inclusion of individuals within the group at the Chair's discretion.



UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

10am, Monday 2nd July 2018
Chief Executive's Office, Students' Union

Minutes

- It was agreed that GC would relay these changes to Kayleigh Teague (KT) (Campaigns Support Co-ordinator).

14. 15th July Power Shut Down

- JB noted that power across the campus was due to be shut off on 15th July.
- It was noted that as the date coincided with the World Cup final, the screening would be dependent on the timings of the maintenance's completion.

15. GDPR

- The SLs raised concerns over communicating with students online following the recent GDPR changes.
- JB requested that going forwards the group speak to him regarding any GDPR queries.

16. Annual Leave Request

- KM relayed his proposed annual leave dates to the group, with the Executive Chair position temporarily devolved to TG, this was approved (3-0).
- GC also provided the group with her proposed dates, these were approved (4-0).

17. Student Leader Verbal Updates:

- **President**

KM noted the following:

- He had met with Toby Wilkinson (TW) (Deputy Vice Chancellor) alongside TG, SLi and Deborah Lock (DL) (Deputy Head of College/College Director of Education) in order to discuss Inclusive Curriculum and issues regarding student mobility and the attainment gap. He noted that the issues highlighted would be focussed upon throughout the year, with several initiatives to be solidified.
- During the previous week he and JB had provided the University HR department with a presentation on the opportunities available to students at the SU.
- The SLs had met in order to discuss their proposed campaigns throughout the year, with the broad scope needing to be narrowed down.
- He and JB had attended the PGR Student Supper event at the Vice Chancellor's Office, with the group to be reached through collaborative work with Academic Subject Librarians.
- Several Board of Governors events had taken place in the previous week, with the SLs to catch-up on the issues raised at a later date.

- **VP Education**

TG noted the following:

- Following the Inclusive Curriculum discussion with TW, he was working with the Student Voice department to utilise the data available via SUMS for research purposes.
- He had attended a meeting regarding the digital learning environment with ETSG outlined.
- The PPOG had taken place during the previous week, with the proposed new courses discussed amongst the group.



UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

10am, Monday 2nd July 2018
Chief Executive's Office, Students' Union

Minutes

- He had attended a meeting alongside Mary Stuary (MS) (Vice Chancellor), JBa and Dave Prichard (DP) (Head of Administrative Support) which had been incredibly productive.
- NUS' Chief Executive Simon Blake had visited the SU in the previous week.
- The Board of Governors dinner had been a great networking opportunity.

- **VP Activities**

CC submitted the following:

- The remaining staff carousels had been completed during the previous week.
- Throughout the week Student Leader training sessions had remained ongoing.
- She had attended a meeting alongside Michael Redpath (MR) (Head of Events and Marketing) with Needham Clothing which had been interesting, with the opportunity allowing ideas to be generated further.
- She and SLi had attended transmission testing for the 'Quadarman', an ongoing project of the Engineering Society.
- The Board of Governors dinner had taken place in the previous week.

- **VP Welfare & Community**

GC noted the following:

- She had attended her first Carholme Community Forum with the attendees noting the improvements within the area over the past year.
- As well as this, she noted that following the Community Forum she had submitted an article for a local magazine highlighting her position and the work proposed going forwards.
- The Tackling Hate Crime Advisory Group had been positive, with the group informing her of the proposed projects for the year, with potential collaborative work for Black History Month put forward.
- She had been working alongside the Marketing department to improve the current signage for free sanitary products in SU venues.
- Throughout the week she had been networking with the Campaigns Network Officers to discuss their plans and was enthusiastic in the proposed campaigns.

- **VP International**

SLi noted the following:

- An Advice Centre introductory meeting had taken place in the previous week.
- She and HC had met with a tour operating company in order to discuss potential collaborative work for International trips.
- She was due to give a presentation to incoming International students on 2nd July.

18. Chief Executive Verbal Update

JB noted the following:

- He had met with the NUS Chief Executive in the previous week which had been a useful discussion.
- Committees in relation to the Medical school were being established.



UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

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19. Any Other Business

- KM reiterated to the group that written updates would need to be submitted by all SLs when absent for the week Executive Committee.

Part B

20. Student Leader Time Analysis

- 22nd-28th June 2018
- KM noted that his hours had not been analysed as had not updated his diary within the time frame. It was noted that this would be updated with the analysis compiled during the week.

KM

21. Date of Next Meeting: 10am, 25th June 2018

Chair

Signed

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APPROVED