



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

10am, Monday 1st October 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
Sophia Liu (SLi)	Vice President International
Grace Corn (GC)	Vice President Welfare and Community
Cassie Coakley (CC)	Vice President Activities
James Brooks (JB)	Chief Executive
Nial Francis (NF),	College of Social Science Officer
James Bayliss (JaBa)	College of Science Officer
Mikhail Belovol (MB)	College of Business Officer (<i>present until point 12 only</i>)

Also in attendance:

Shanna Limm (SLm) Office Assistant (note taking)

Item

Action

Part A

1. Apologies for absence

- Glen Allison (GAl), (College of Arts Officer)
- Hannah Coleman (HC), (Deputy Chief Executive)
- It was reiterated that College Officer apologies should be sent to TG in the first instance, who would then communicate these to the group.

Declarations of Interest

- Document taken as read.

2. Minutes of the last Executive Committee meeting held on 24th September 2018

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

3. Minutes of the last SMT meeting held on 24th September 2018

- SLi queried amendments to the platinum card refund policy.
- JB noted that the Front of House signing in policy had been altered with students and university staff members now not required to sign-in.

4. Matters Arising

- It was noted that Emily Stow's (ES) (Student Insight Assistant) review of Student Reviewers would be brought to the Executive Committee; it was agreed that Jenny Barnes (JBa) (Head of Student Voice and Insight) would be briefed regarding the matter.
- KM noted that he had discussed the West End Community meal with Subash Chellaiah (SuC) (Multi-Faith Chaplaincy Co-Ordinator), with the Students' Union to sell tickets for the event but not actively be involved in promotion.
- JB noted that the issue regarding Volunteer Officer wall planners would be discussed during the Freshers' Debrief meeting.

SLm



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- TG noted that he had discussed the possibility of PG coffee mornings with the PGR Officer who had expressed positive feedback on the opportunity. It was noted that TG would meet with Dave Andrews (DA) (Head of Commercial Operations) to discuss the implementation of these events. TG
 - Further to this, TG that he had also briefly discussed financial concerns for PG students with Fiona Purdy (FP) (Senior Student Advisor) with the pair to create an action plan throughout the week. TG
 - CC noted that her meeting with the Afro-Caribbean Society President had been postponed to a later date.
 - The group discussed the football team that had potentially been operating within ACS and the implications in relation to sport insurance. It was agreed that CC would discuss the matter with the ACS President during their next meeting. CC
 - It was noted that promotion for the Sports Centre's weighted nets had been released.
 - TG noted that he was due to meet with Liz Mossop (LM) (Deputy Vice Chancellor) regarding the progression of the Education and Student Life Committee going forwards.
 - KM requested that SLs be mindful of their annual leave, particularly if the requests are to be approved retrospectively; it was reiterated that SLs would hold each other to account for these requests during Executive Committees.
 - In relation to student timetabling concerns, TG noted that he had since spoken to LM and Bridget Jackson (BJ) (Timetabling Manager) regarding the matter with the crucial issues since resolved.
 - Furthermore, TG noted that he had received an email from the University's IT department in reference to making timetables more ergonomic.
5. Weekly Report
- JB noted that an issue had been raised regarding the Engine Shed's PED machines synching to the EPOS system; it was noted that this had since been resolved.
 - It was noted that figures for The Swan were up by £5,000 in comparison to the previous year with the group commending the team for their hard-work.
 - The group discussed the promotion of sporting events within Tower Bar.
6. Week's Events
- It was noted that several Student Leader headed events were taking place throughout the week, with the International Welcome Party on 1st October and the Second-Hand Book Sale on 2nd.
 - KM noted that the Black History Month launch event was due to take place on 3rd October and requested that SLs attend where possible.
7. SUggestions
- KM noted that no new SUggestions had been enacted.
 - JB noted that two more submissions had been forwarded in relation to on-campus lockers and furniture within the Alfred Tennyson building.
8. Informal Disciplinaryies



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- KM provided a group with an overview of two informal Disciplinarys which had since been resolved.
9. Annual Leave Requests:
- VPE, 28th September 2018
 - VPA, 2nd November 2018
 - These requests were both approved (4-0) respectively.
10. Academic Societies Cluster Rep Co- opt
- It was noted that the Co-Opt would be assigning the current Academic Cluster Rep to the relevant schools of Business and Science; this was approved (5-0).
 -
11. Fever Proposal (approved via Chair's Powers)
- JB noted that the proposal would not be pursued due to varying conflicts.
12. LGBT+ Standing Order Change - Addition of Social Secretary Position
- GC presented the group with the updated LGBT+ Standing order with amended role titles and the addition of a Social Secretary position. This was approved (5-0).
 - The group discussed the possibility of an LGBT+ Society and how this would impact the Campaigns group. It was noted that if this were the case the representative function of the Campaigns group would be established as opposed to the Society's social focus.
13. VPA BUCS Participation – Women's Basketball
- CC requested that she participate in Women's Basketball BUCS matches going forwards; this was approved by the group (4-0) subject to CC's role as VPA taking precedent to the matches where applicable.
14. Affiliations
- England Netball
 - Men's Futsal
 - Men's Football
 - The affiliations for both Men's Football and Futsal were approved by the group (5-0); with TG's conflict regarding Futsal mitigated by the group (4-0).
 - It was noted that the England Netball application required further amendments due to date discrepancies; it was agreed that the issue would be reiterated to the Activities department. CC/SLm
15. Societies Tour
- CC proposed that that destination for the next Societies Tour be altered to Prague following a recent poll; this was approved (5-0).
 - Further to this, CC presented the group with the proposed dates and costing for the Sports Tour. It was agreed that CC would discuss the matter with the Activities department and produce a proposal with an overview of all relevant details. CC
16. Student Leader Verbal Updates:



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- **President**

KM noted the following:

- Following Freshers' Week, he had maintained a busy pace with his workload predominantly focussing upon preparations for Black History Month.
- SHAG Day had gone well, with positive feedback received and 70 students receiving sexual health tests.
- He had presented several Welcome Talks to returning students over the past week.

- **VP Education**

TG noted the following:

- He had presented a range of Welcome Talks throughout the week.
- Course Rep elections were going well with an increase of nominations in comparison to the previous year.
- Plans for Academic Societies had been discussed with the Sports and Societies Officers with the pair responding positively to the ideas.
- He had attended several sport and society taster sessions.
- SHAG Day had received positive responses.
- Following a Digital Education Steering Group, a room within the Minerva Building had been proposed as a concept suite in order to trial new layouts and lecturing equipment.
- He had met with the PGR Officer regarding PG Week.

- **VP International**

SLi submitted the following:

- The trip the IKEA had received positive feedback with 32 students in attendance.
- Several individuals had nominated themselves for positions within the ISA Committee.
- She had met with Sophie Carney (SC) (Advice Centre Manager) regarding International Buddy Training.
- The International Welcome Party was due to take place on the evening of 1st October, with 84 tickets sold so far.
- She had attended several taster sessions during the previous week.

- **VP Welfare & Community**

GC noted the following:

- She had submitted her bus consultation following the feedback from the student survey.
- The Chaplaincy Away Day had gone well, with the group focussing spirituality and wellbeing.
- The Let's Talk About event had been an excellent opportunity to network with students who were yet to engage with the Campaigns Network.
- Individuals had nominated themselves to be elected for the Women's Officer, BAME Officer and members of the ISA Committee respectively.
- SHAG day had been a success with feedback to be implemented going forwards.
- She had sat on the interview panel for the full-time Student Advisor position, with the position successfully recruited.
- Preparations for Mental Health Day on 10th October were underway.



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- Lincoln Pride had been a fantastic experience, with the LGBT+ group working exceptionally hard.
- A meeting regarding a Brexit Contingency Plan had taken place, with a focus on future You Are Not Alone campaigns.

- VP Activities

CC noted the following:

- Filming for the We Are Lincoln Lounge had commenced once more.
- She had attended various Welcome Talks.
- SHAG Day had been a success.
- She had met with the Fencing Committee to discuss several issues raised.
- The Open Day on Saturday 29th October had been extremely busy.
- Overall she had attended 17 sport and society taster sessions.
- Work on This BUCS Girl Can was due to start during the week.

17. Officer Reports

- NF noted that he had met with Mark Smith (MS) regarding (Director of Education - School of Sport and Exercise Science) to discuss his plans going forwards.

18. Chief Executive Verbal Update

JB noted the following:

- He was due to visit the University of Kent from 2nd-3rd October.
- A fire safety audit had been undertaken during the previous week which received positive feedback, with the University looking into further issues raised.
- The first CEO breakfast session had taken place and was well-received by staff.
- Progress had been made in relation to The Barge.
- He had met with the CEO from Hull Students' Union.
- Discussions had taken place regarding end-of-term waste in the West End area.

19. Any Other Business

- GC presented the group with the Student Led Project application in relation to Homeless Relief having since clarified specifics with the application's author. This was approved by the group (5-0).
- GC raised concerns over the date of the proposed RAG Ball due to the Engine Shed's limited availability.
- JB noted that he would meet with Michael Redpath (MR) (Head of Events and Marketing) alongside GC in order to discuss RAG activities.

JB/GC

Part B

20. Student Leader Time Analysis:

- 21st-27th September
- It was noted that this would be presented in the next Executive Committee.

21. Officer Reports:



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- LGBT
- RAG
- The reports were approved (5-0).

22. Date of Next Meeting: 10am, 8th October 2018

Chair

KWOZAI MUZANGAZA.....

Signed

Rafae.....