



UNIVERSITY OF LINCOLN STUDENTS' UNION  
Executive Committee Meeting

10am, Monday 11<sup>th</sup> March 2019  
Chief Executive's Office, Students' Union

Minutes

Present:

Name	Job Title
Kudzai Muzangaza (KM)	Students' Union President (Chair)
Sophia Liu (SLi)	Vice President International
Grace Corn (GC)	Vice President Welfare and Community
Cassie Coakley (CC)	Vice President Activities
Hannah Coleman (HC)	Deputy Chief Executive
James Bayliss (JaBa)	College of Science Officer ( <i>present until point 10 only</i> )
Nial Francis (NF)	College of Social Science Officer

Also in attendance:

Shanna Limm (SLm)	Office Assistant (note taking)
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Item

Action

Part A

1. Apologies for absence

- James Brooks (JB) Chief Executive
- Tommy George (TG) Vice President Education
- Mikhail Belovol (MB) College of Business Officer
- Glen Allison (GAI) College of Arts Officer

Declarations of Interest

- It was noted that both GC and JaBa had conflicts in relation to agenda point 11.

Health and Safety

- No items were raised for discussion.

2. Minutes of the last Executive Committee meetings held on 25<sup>th</sup> February 2019

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

3. Minutes of the last SMT meetings held on:

- 25<sup>th</sup> February 2019
- 4<sup>th</sup> March 2019
- It was noted that work on sponsorship agreements was ongoing.

4. Matters Arising

- KM noted that he and GC had discussed the potential for a #metoo movement on campus and it was agreed that the cost implications and time constraints were not sufficient enough to effectively run the event.
- It was noted that the results from the recent Recycling Survey had been shared with Rebecca Forster (RF) (Environmental Manager) who received the feedback positively. KM noted that the reports were also due to be communicated with Residential Services who could take the matter forward.



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- NF queried the recycling facilities available to residents within Lincoln Courts, with GC noting that trials were taking place in both Courts and Cygnet Wharf.
- In relation to e-Sports and their queries regarding Varsity, CC noted that a meeting had taken place with HC and Lorna Cruickshank (LC) (Activities Manager) also in attendance. It was noted that the meeting had been productive and positive with CC providing a breakdown of the event with the culture of Varsity also highlighted.
- KM noted that he had looked further into concerns regarding the University Health Centre, with an audit to be received in relation to the amount of appointments missed on average; it was agreed by the group that an educational piece could be taken forward further to the audit results. Once the results were received it was agreed that KM would report back in the next Executive Committee.
- It was suggested that more student reps attend the Patient Participation Group to relay student concerns.

KM

#### 5. Weekly Report

- The group noted that Tower Bar's figures were good when considering the weather and lack of sporting events throughout the week.
- CC noted that Activities' football was high, with the department surpassing their target for We Are Lincoln Awards nominations.

#### 6. Week's Events

- It was noted that Make a Difference Week had commenced, with a variety of events taking place throughout the week.
- CC noted that sporting alumni were due to visit during St Patrick's day weekend, which should increase numbers in Tower Bar.
- The group agreed to promote the upcoming Defence Lab as best possible.

#### 7. SUGgestions

- KM noted that several new SUGgestions had been submitted, with several requesting opportunities that were already available.
- It was noted that a submission had been received in relation to sign language courses for sport and society committee members.
- GC noted that she had received student and staff feedback in relation to the need for water fountain facilities in the David Chiddick Building; it was noted that this had been relayed to Grant Anderson (GA) (Head of Space Strategy, Planning & Sustainability) with GC awaiting a response.
- SLi noted in TG's absence that more dictionaries had been purchased for the Library following a submission on the SUGgestions platform.
- It was noted that the app for Tower Bar and The Swan was ongoing.
- KM noted that student cards displaying an expiry date had been researched further with the feedback received making the suggestion unfeasible.
- JaBa queried why student cards were scanned within Students' Union venues, following contradictory feedback. HC noted that she would raise this in the next SMT meeting for clarification.

HC

#### 8. Disciplinaryies



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- It was noted that following updates to the approved Student Members Disciplinary procedure, Student Leaders would no longer be chairing the Informal or Formal Procedures.
- HC noted that there were several ongoing cases.

#### 9. Academic Societies Officer

- Further to feedback in an Accountability Sub-committee, it was noted that an Academic Societies Officer had been proposed due to the differentiation between Societies and Academic Societies.
- This was approved by the group (4-0).

#### 10. Financial Fairytales

- HC noted that a Financial Fairytales scheme had been implemented by the Students' Union several years earlier in order to provide students with financial advice and workshops, with the scheme receiving lower attendance levels in the more recent years.
- The group discussed the relevance of the scheme in line with Skillslog and agreed that the scheme had lost traction, with the sessions not as significant to the student body.
- It was agreed that more mature sessions were necessary focussing more on financial matters such as ISAs and loans as opposed to budgeting.

#### 11. Loc8 Me

- It was noted that GC and JaBa were conflicted due to their tenancies within the Loc8 Me group; these were mitigated with JaBa leaving the meeting and GC remaining present.
- HC noted that several comments on social media had been noted in relation to the letting agent Loc8 Me and their services towards student tenants.
- It was noted that as the feedback received had been negative, KM, GC and HC would meet to discuss the matter and create an action plan in relation to the next step. This would also be relayed in the next Executive Committee meeting.

KM/GC/HC

#### 12. Gender Based Violence Policy

- GC provided the group with the proposed Gender Based Violence policy which was to be implemented by the University.
- It was noted that the document required slight amendments further to a review session with the LGBT+ Officer and Women's Officer.
- It was suggested that the listed offences presented in the document should reference their definition by law.
- The group agreed that GC would suggest the recommendations to the necessary members of staff at the University.

#### 13. Totem

- Further to feedback in relation to the Totem social media pages, the group discussed the wider impact of the posts and the page's affiliation with NUS as a whole.



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KM

- It was agreed that KM would discuss the matter with JB in order to agree upon the next necessary action.

**14. Annual Leave Request**

- **VPW&C 15<sup>th</sup>-18<sup>th</sup> April**
- As the time period coincided with Easter, this was approved (4-0).

**15. Approved overspend for the Competitive Grant**

- CC provided the group of an overview of the submissions from the most recent Competitive Grant panel and noted that the submissions received from three students in particular had been strong.
- Further to panel deliberation it was agreed that one individual would be fully funded with the other two individuals partially funded, which would effectively cause an overspend of £500.
- It was noted that the funding was in place to support students in their activities with the costings coming from Activities' contingency budget.
- This was approved by the group (4-0).

**16. Student Leader Verbal Updates:**

- **President**

KM noted the following:

- The voter rally which had taken place during Elections Week had gone well with student engagement being particularly impactful.
- Discussions had taken place with Liz Shutt (LS) (Director of Policy) in relation to 21<sup>st</sup> Century Lab going forwards, with student views on the matter to be gathered at the York visit during the following week.
- Results night had gone well.
- Women in Work had hosted an excellent conference which was attended by the SLs.
- He had spoken at the LGBT+ History Month closing event.
- The Students' Union Staff Away Day had been positive.
- He and TG were contributing to a book chapter alongside Kirsty Miller (KiM) (Deputy Head of School, Psychology).
- Swan's Den had gone well, with £9100 awarded in total between 4 students.
- During the previous week he had attended budget meetings in relation to all Students' Union departments.

- **VP International**

SLi noted the following:

- The trip to Oxford had gone well with 62 students in attendance.
- During the previous week she had attended 15 attendance panels overall, with the procedure improving in each area.
- Six attendees of the Village Hall Study Group had signed up to the tailored Buddy Scheme with SLi working with Amy O'Sullivan (AOS) (Student Insight Co-ordinator) and the Marketing department to promote the group further.
- More promotion was needed for the International trip to Scotland.
- She had been invited to attend a LIBS Residential alongside students.



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- She had also been invited to attend a College of Science Leadership discussion.

- **VP Welfare and Community**

GC noted the following:

- 50:50 meetings with Campaigns Network Officers and Student-Led Project Leads had taken place with several impactful campaigns proposed.
- Environmental Week was due to commence from 18<sup>th</sup> March.
- The most recent Campaigns Network meeting had gone well with the group being more critical with funding requests.
- Further to discrepancies with attendance panels, she was continuing to relay discrepancies to the relevant School admins.
- Make a Difference Week had now commenced.
- As part of Women's History Month a Solidarity was taking place in the University Library.

- **VP Activities**

CC noted the following:

- Elections had been great and she was thankful for successfully winning the position of Students' Union President 2019/2020.
- The Staff Away Day had been interesting in hearing departmental updates on KPIs.
- She and GC had attended an Offer Holder Day.
- Preparations for Varsity had taken place throughout the previous weeks.
- She had attended a BUCS Regional meeting in Birmingham alongside members of the Activities department.
- Alongside KM she had attended the Students' Union budgetary review meetings.

**17. Officer Reports**

- NF noted that he had assisted with the Psychology School Action Day and was also due to help with the upcoming Law School Actions Day.

**18. Chief Executive Verbal Update**

JB noted the following:

- In JB's absence it was noted that no update would be given.

**19. Any Other Business**

- With the upcoming Environmental briefing taking place in alignment with Brexit, GC noted that University staff members and the MP from Lincoln had been selected by NUS to attend an Environmental Act Briefing Event.
- It was noted that this event would contain a key speaker, panel discussion and question and answer section.
- The group agreed (4-0) that GC would attend the event as the appropriate Sabbatical Officer.
- It was also agreed that GC would discuss the invitation to the Lincoln MP with JB.

GC/JB

**Part B**



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20. Student Leader Time Analysis:

- 20<sup>th</sup>-26<sup>th</sup> February
- 27<sup>th</sup> February – 5<sup>th</sup> March
- The documents were taken as read.

21. Rep Co-Opts

- These were approved by the group (4-0).

22. Volunteer Officer Reports

- It was noted that due to Elections, not all of the Officer reports had been received with the group agreeing that Volunteer Officer of the Year would not be decided for the month of February.

23. Lecture Recording Guidance

- Document taken as read.

24. Campaigns Network Funding

- These were approved by the group (4-0).

25. New Society Applications:

- Football Supporters
- Occupational Therapy
- Furry Society
- The proposed societies were approved (4-0).

26. Clash of Castles Summary

- It was noted that the review was approved and would be forwarded to the relevant staff members at York St John's.

27. Chair's Powers: Animal Behaviour Society

- This was ratified by the group (3-0).

28. Date of Next Meeting: 10am, 25<sup>th</sup> March 2019

Chair

Signed

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