



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

10am, 16<sup>th</sup> 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
James Brooks (JB)	Chief Executive
Hannah Coleman (HC)	Deputy Chief Executive/Head of HR
<b>Also in attendance:</b>	
Shanna Limm (SLm)	Office Assistant
Holly Millar (HM)	Executive Assistant

- | Item  | Action    |
|---|-----------|
| <p><b>1. Apologies for absence</b></p> <ul style="list-style-type: none"> <li>• None declared.</li> </ul> <p><b>Declarations of Interest</b></p> <ul style="list-style-type: none"> <li>• None declared, but it was noted</li> <li>• JB noted that Student Leaders (SL) would have to declare their previous and/or current societies for future meetings.</li> </ul>   | <b>SL</b> |
| <p><b>2. Minutes of the previous meeting held on 9<sup>th</sup> October 2017</b></p> <ul style="list-style-type: none"> <li>• The minutes of the meeting were agreed to be an accurate record of the meeting, subject to the following amendment:               <ul style="list-style-type: none"> <li>- Under Item 17, CD noted that "There will be a consultation undertaken at Lincoln City Council regarding Regulation 7 in the 2007 Towns and Planning Act..."- this should have read "There will be a consultation undertaken at Lincoln City Council regarding Regulation 7 in the Town and County Planning (Control of Advertisement) Regulations 2007..."</li> </ul> </li> </ul>  |           |
| <p><b>3. Minutes of last SMT meeting held on 9<sup>th</sup> October 2017</b></p> <ul style="list-style-type: none"> <li>• KM noted that he was pleased to see the implementation of the Ask for Angela campaign in Students' Union venues following the Got an Idea suggestion.</li> </ul>  |           |
| <p><b>4. Matters Arising</b></p> <ul style="list-style-type: none"> <li>• LE confirmed that since the previous Executive Committee Meeting, the Sports and Societies application form had been reformatted so that applications would be defined as either a sport or society.</li> <li>• CD noted that he had attended a consultation with Nigel Manders (NM) (West End Residents Association), in regards to removing To Let signs from student properties during the Christmas period.</li> <li>• TG noted that following the Blackboard briefing meeting on 17<sup>th</sup> October, he would produce a paper detailing the issues faced by students due to Blackboard as discussed at the previous Executive Committee on 9<sup>th</sup> October.</li> </ul> | <b>TG</b> |
| <p><b>5. Weekly Report</b></p>  |           |



UNIVERSITY OF LINCOLN STUDENTS' UNION  
Executive Committee Meeting

10am, 16<sup>th</sup> October 2017  
Chief Executive's Office, Students' Union

MINUTES

- The figures for the Engine Shed sales were noted as down in comparison to last year. JB noted that during the previous year the venue hosted several comedy performers such as Russell Howard, which meant that revenue increased.
  - In addition to this, the group noted that The Swan's takings had increased in comparison to last year.
- 6. Weeks Events**
- The document was taken as read.
- 7. Student Leader Time Analysis**
- KM noted that all SLs had achieved a large amount of GOATing hours over the past week.
- 8. SUGgestions**
- KM noted that they had received 30 SUGgestions to date, proposing that those with more votes be prioritised.
  - It was noted that TG would be assigned the following approved SUGgestions: TG
    - The uploading of the reading lists to Blackboard one month prior to the relevant semester.
    - The request of a printer on the 4<sup>th</sup> floor of the Art and Architecture building (AAD).
  - JB noted that in regards to the SUGgestion about The Swan doorbell Charlie Garrod (CG) (Head of Commercial Services), had removed the doorbell which was used as a signal from Kitchen Staff that food was ready to serve; pagers were recommended as a replacement.
- 9. GOATing Update**
- It was noted that this item would be included as a sub-category in Time Analysis on the agenda going forwards. HM
- 10. New Society Applications:**
- The K-Wave Appreciation Society was approved by the group (5-0).
- 11. Go Green Week**
- The group agreed that they would not be progressing with the proposals put forward following the last meeting of the University Environmental and Sustainability Committee on 5<sup>th</sup> October.
  - HC suggested that she discuss the matter with Jane Kilby (JK) (Employability and Campaigns Manager) and Megan Graham (MG) (HR and Office Manager), who Chair the SU's Green Impact Working Group. HC
- 12. Brazilian Jiu Jitsu**
- LE noted that the £40 joining fee would cover training facility costs; the application was approved by the group (5-0).
- 13. Development Fund Requests**
- LE noted that a series of Development Fund Requests were approved at the Activities Hub on 12<sup>th</sup> October; the group ratified these requests (5-0).



UNIVERSITY OF LINCOLN STUDENTS' UNION  
Executive Committee Meeting

10am, 16<sup>th</sup> October 2017  
Chief Executive's Office, Students' Union

**MINUTES**

- HC noted that the longswords purchased for HEMA (Historical European Martial Arts) would be stored in the new Society storage space for which access is restricted.

**14. Campaigns Network Standing Order 5001**

- CD noted that meetings would now occur every six weeks as a minimum and at least twice per academic term; the group approved (5-0).

**15. Amnesty Affiliation Fee**

- CD noted that the affiliation fee for the Amnesty Student Led Project to the national organisation was £21; the group approved (5-0).

**16. Employee of the Month**

- The group agreed that Gavin Shields (GS) (Head Chef at The Swan) would be awarded as the overall winner for September, with the nominated Student Team Members to be equally recognised for their work as noted in the nomination.

**17. Office Keys**

- JB noted that locks had been installed on the SU office doors and that keys would be provided to the Senior Management Team (SMT), JK and Alan Bage (AB) (Senior Web Developer); as of 16<sup>th</sup> October, the doors to access the main office would be locked at night and that staff who require access out of hours would need to ask the relevant Duty Manager to unlock the doors.

**18. Leadership Feedback of the Week**

- HC noted that this week all departments had been asked to submit a department-specific question that they could ask the Leadership group; JB requested that the SLs propose their own questions.

All

**19. Student Leader verbal updates:  
President**

KM noted the following:

- He commended that Employability and Campaigns Team for their work in relation to the The Duke of Edinburgh (DofE) and noted the success of the launch event on 10<sup>th</sup> October.
- They had met with the Student Leaders from Newcastle University Students' Union (NUSU) at the North East Sabbatical Meeting, although it was noted that their ethos was not in line with University of Lincoln Students' Union (ULSU).

**VP Activities**

LE noted the following:

- He thanked the other SLs for their attendance at the BUCS events on 11<sup>th</sup> October and noted that there had been thirteen wins for ULSU that day.
- Positive responses and commendations for the SLs had been received from sports and societies overall.

**VP Academic Affairs**

TG noted the following:

- The Postgraduate Working Week had been a success, with 138 Postgraduate students engaging overall.



UNIVERSITY OF LINCOLN STUDENTS' UNION  
Executive Committee Meeting

10am, 16<sup>th</sup> October 2017  
Chief Executive's Office, Students' Union

**MINUTES**

- The Programme Leaders Lunches had also been a success, with TG observing that the growing relationship between students and staff would allow for improved representation.

**VP Welfare and Community**

CD noted the following:

- He was working with Subash Chellaiah, (SC) (Multi-Faith Chaplaincy Co-Ordinator), regarding a proposed Holocaust Memorial Day event.
- He was working alongside the University Health Centre in order to ensure any information relating to virus outbreaks could be effectively communicated to students.

**VP International**

SLi noted the following:

- The International Student Association (ISA) nominations had opened on 9<sup>th</sup> October, with six nominations received so far.
- The International Friends Training Catch Up would be taking place this week.
- The Diwali Light Festival event would be taking place on the 23<sup>rd</sup> October.

**20. Chief Executive verbal update**

JB noted the following:

- A consultation had opened for the proposed new Quality Code for the Quality Assurance Agency for Higher Education (QAA); the changes being proposed, which would come into effect in 2019, would significantly decrease the impact of the student voice as the number of student practises would be reduced from twenty-six parameters to two, with most being noted as ancillary. HM to arrange a meeting between JB and the SLs to further discuss this matter.
- Ben Tindall (BT) (Web Developer) had visited Kent University Students' Union to provide face to face training on SUMS and this had been very well received.
- The Quack event on 11<sup>th</sup> October, in which bottles were thrown at Jedward, would be followed with firm action by the SU, with the perpetrators being investigated in line with the Student Disciplinary Policy.
- Contracts for external parties would be amended to clarify the SU's Intellectual Property Rights to any photographs taken within the SU premises.
- The process of interviewing for the Head of Marketing and Communications role would begin this week.

HM

**21. Any Other Business**

- It was agreed that LE would email the SLs and JB the new Varsity logo for approval.
- It was noted that the event hosted by the Chinese Society at the DoubleTree Hilton, without SU approval, would be investigated further as this constituted a breach the SU Code of Conduct.

LE  
HC

**22. Date of Next Meeting: 10am, 23<sup>rd</sup> October 2017**

Chair

Signed

.....

.....