



UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

10am, Monday 14th January 2019
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 and Community (<i>present until point 15</i>)
Cassie Coakley (CC)	Vice President Activities
Sophia Liu (SLi)	Vice President International
James Brooks (JB)	Chief Executive
Hannah Coleman (HC)	Deputy Chief Executive
James Bayliss (JaBa)	College of Science Officer
Nial Francis (NF)	College of Social Science Officer

Also in attendance:

Shanna Limm (SLm) Office Assistant (note taking)

Item

Action

Part A

1. Apologies for absence

- Mikhail Belovol (MB), College of Business Officer
- Glen Allison (GAI), College of Arts Officer

Declarations of Interest

- GC noted that she had forwarded an update to her Declarations of Interest to SLm.

Health and Safety

- JB noted that an issue had been raised regarding risk assessments and their relation to incidents in the Sports Centre.

2. Minutes of the last Executive Committee meetings held on 17th and 19th December 2018

- KM noted in relation to the extraordinary meeting on 19th December that the group had discussed the next ASM, as well as the frequency of the Executive Committee going forwards, with meetings taking place on a bi-weekly basis.
- JB added that the lesser amount of meetings would allow the group to be more thorough when reading papers and allow further due diligence.
- It was noted that this would not delay processes, as Chair's Powers would allow for timely decisions to be approved/denied.

3. Minutes of the last SMT meeting held on 17th December 2018

- KM queried a meeting with Lincoln BIG, with JB noting that this was in reference to an association with the local pubwatch in the community.
- It was also noted that Michael Redpath (MR) (Head of Events and Marketing) was looking into the services of AddAction in relation to potential referrals for drug related issues in venues.



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4. Matters Arising

- It was noted that the letting agents of both MB and GIA were needed for the Declarations of Interest.
- TG noted that he had discussed gaining feedback from university committees with Liz Smy (LS) (Representation and Governance Co-ordinator), with catch-ups arranged in the relevant schools, as well as a new system in place for the compilation of minutes.
- Further to the extraordinary Executive Committee, KM noted that the next ASM had been arranged for 4th February.

5. Weekly Report

- Document taken as read.

6. Week's Events

- With several sport and society events taking place throughout the week, KM noted that the group should aim to achieve a combined total of 50 GOATing hours.
- JB noted that Mary Stuary (MS) (Vice Chancellor) would be hosting the Vice Chancellor's Award and Excellence Awards Ceremony on 24th January and requested that the SLs attend where possible.

7. SUGgestions

- The group agreed to discuss the current status of all ongoing SUGgestions, which were discussed as follows:
 - KM noted that lockers had been positioned in the Postgraduate Common Room, with the usage of these being reviewed in order to gage the student appetite. TG noted that positive feedback had been relayed back from the Postgraduate Officer.
 - KM noted that he had discussed student cards which included expiry dates with Matt Cavill (MC) (Portfolio Manager). It was agreed that KM would discuss this further with Judith Carey (JC) (Director of Student Affairs).
 - It was noted that the Marketing department were also looking into online student cards.
 - It was noted that an SUGgestion had been submitted regarding alcoholic hand gel being made available across the campus. KM noted that he had discussed this with Richard Merryweather (RM) (Head of Campus Services) with suggestions of more "wash your hands" signs noted.
 - In relation to the SUGgestion of charging ports during nights out, TG noted that Dave Andrews (DA) (Head of Commercial Operations) had been researching more charging ports for Tower Bar.
 - Further to this, TG noted that he had discussed the possibility of more charging facilities for the Library with Ian Snowley (IS) (Dean of Student Learning Development and University Librarian) with points being reviewed.
 - TG noted that he had discussed the availability of Oxford dictionaries with Liz Mossop (LM) (Deputy Vice Chancellor) who was due to speak to the relevant staff members regarding this.
 - GC noted that she was awaiting a response from RM in relation to water fountains in the David Chiddick building.

KM



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- It was noted that the Preoday app was in the final stages of completion.
- CC noted that shelters on the Sports Centre Astroturf were ongoing.
- GC noted that feedback had been received regarding the bookshop hosted in September, with many requesting an online platform
- KM noted that an SUGgestion for the VIVIT experience had also been submitted which would offer students an opportunity to view a live post-mortem.

8. Informal Disciplinary

- It was noted that there were no current ongoing disciplinarys.

9. Annual Leave Request – VPE

- 23rd January
- 25th January
- This was approved by the group (4-0).

10. Free Speech Society

- HC noted that the Free Speech Society - which had been approved by the Executive Committee several months prior - had failed to fill its core committee positions. Therefore, due to procedural timeframes the group would need to be disbanded.
- It was noted that the group would be placed up for adoption on the SU website so could be reformed should it hit the threshold necessary.

11. Transport Strategy

- GC noted that changes to local transport were discussed at the most recent Carholme Community Forum, with the group proposing to make a submission to the council.
- It was agreed that any changes as a result to the student population would be promoted where possible.

12. Fairtrade

- It was agreed that the SLs would be filmed as part of the Fair Trade Challenge as per previous years.

13. Full-time Staff Christmas Party

- Following feedback from December's party, HC noted that this year's event was due to take place in the Engine Shed which would allow more staff to attend and mean more value for money.

14. SU Website Leaders and Officers Page

- GC noted that the Leaders and Officers page available on the SU website did not reference Campaigns Network, College and Sport and Society Officers.
- JB agreed to discuss the inclusion of these individuals with Dan Willcocks (DW) (Marketing and Communications Manager).

JB

15. NSS



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- TG presented the group with an overview of the latest NSS survey, noting that this would run in a similar fashion to previous years with a slight change in the incentives available.

16. Coursemate Update

- TG provided the group with an overview of the statistics found in relation to Coursemate.
- It was agreed that an analysis of trends such as prominent issues in specific Colleges was needed.

17. Subject Level TEF Structure

- TG noted that LM had created a draft document of the TEF level statement which needed to be expanded upon with details from the relevant SU departments.
- The document was approved (5-0).

18. Student Leader Verbal Updates:

- **President**

KM noted the following:

- He had spent the majority of the previous week based in the office catching up on emails.
- Grant Anderson (GA) (Head of Space Strategy, Planning & Sustainability) had invited him to attend an interview for AUDE, which had been a good experience. With the interview panel discussing how integrated facilities can be adapted to student need.
- Meetings had taken place regarding LGBT+ and Women's history month.
- He had visited Holbeach campus to host a drop-in session.

- **VP Education**

TG noted the following:

- He and GC had given students from the International Study Group a tour of the SU which had sparked an interest in future involvement.
- A meeting had taken place with LM in order to discuss TEF, Oxford dictionaries and the uploading of lecture slides.
- He had met with Matthew Cragoe (MC) (Pro Vice Chancellor / Head of College of Arts) and had discussed recruitment rates for the College of Arts.

- **VP International**

SLi noted the following:

- As she had been on annual leave for the majority of the week she had been catching up with emails.
- Preparations for the Lunar New Year were underway.

- **VP Welfare & Community**

GC noted the following:

- A Viking House Recycling Survey is due to be released in the next week.
- She had attended Carholme Community Forum, with the group looking to feed into the Lincoln Transport Plan.



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- Preparations for LGBT+ and Women's History Month were underway.
- She was due to meet with Deputy Chief Constable Craig Naylor alongside the Women's Officer in order to discuss the Lincoln Girl Gang chat/ Reclaim the Night and the issue of street harassment.

- **VP Activities**

CC noted the following:

- She had been preparing for Clash of the Castles.
- Deadlines for tour took place during the week.
- The first kit tender meeting had taken place with a second later in the week.
- Several meetings were in place during the week with students interested in the Sport and Society Officer positions.

19. Officer Reports

- NF noted that he had attended the Education and Student Life Committee and also met with Kirsty Miller (KMi) (Deputy Head of School) regarding Health and Social Care.

20. Chief Executive Verbal Update

JB noted the following:

- Multiple invoices had been received in relation to unpaid BUCS Competition fees from several sports clubs; it was noted that this was down to previous committee members who had not resolved the payments.
- The SUMS platform had received further interest from Students' Unions.
- Jim Dickinson (JD) (WonkHE) was visiting the Students' Union on 21st January.
- The Barge contract was due to be signed later in the evening with dates to be decided later on in the week.

21. Any Other Business

- HC noted that a meeting had taken place in the previous week with AKUMA further to a complaint received; it was noted that improvements were necessary going forwards, with any issues to be reported to CC.
- JB noted that there had been changes to the closure of the Eastern Approach.
- HC noted that changes were needed regarding Campaigns Network elections.

Part B

22. Student Leader Time Analysis:

- 4th-10th January 2019
- This was approved by the group (5-0).

23. Development Funds (Chair's Powers)

- The group ratified Chair's Powers (4-0).

24. Community Campaign's Network Co-opts

- Campaigns Lead
- Communications Lead



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- **Publicity Lead**
 - These positions were approved by the group (5-0).
25. **Lecture Recording Guidance**
- This was approved (5-0).
26. **ULSU Societies Playing Sports Policy**
- The amended policy was approved (5-0).
27. **Lincoln University Guides and Scouts Affiliation - SSAGO**
- This was approved (5-0).
28. **New Society Application:**
- **St John's Ambulance**
 - The submitted application was approved (5-0).
29. **SMT/ Student Leader Meeting**
- 50 GOATing hours per week
 - 1 event a week as a team (excluding Quack and BUCS)
 - Suggestions taken as read.
30. **Date of Next Meeting: 10am, 28th January 2019**

Chair

Signed