



UNIVERSITY OF LINCOLN STUDENTS' UNION  
Executive Committee Meeting

10am, Monday 4<sup>th</sup> June 2018  
Chief Executive's Office, Students' Union

Minutes

Present:

Name	Job Title
Kudzai Muzangaza (KM)	Students' Union President (Chair)
Luke Exton (LE)	Vice President Activities
Tommy George (TG)	Vice President Academic Affairs ( <i>present only until item 11</i> )
Connor Delany (CD)	Vice President Welfare & Community
Sophia Liu (SLi),	Vice President International
James Brooks (JB)	Chief Executive

Also in attendance:

Holly Millar (HM)	Executive Assistant
Shanna Limm (SLm)	Office Assistant

- | Item<br>Part A   | Action |
|--|--------|
| <p>1. <b>Apologies for absence</b></p> <ul style="list-style-type: none"><li>Hannah Coleman (HC), (Deputy Chief Executive)</li><li>Glen Allison (GAI), (College of Arts Officer)</li><li>James Bayliss (JaBa) (College of Science)</li><li>Beatrix De Arcos Marin (BAM), (College of Social Science Officer)</li></ul> <p><b>Declarations of Interest</b></p> <ul style="list-style-type: none"><li>The document taken as read.</li></ul>  |        |
| <p>2. <b>Minutes of the previous Executive Committee meeting held on 21<sup>st</sup> May 2018</b></p> <ul style="list-style-type: none"><li>The minutes were agreed to be an accurate record of the meeting.</li></ul>   |        |
| <p>3. <b>Minutes of the SMT meeting on 21<sup>st</sup> May 2018</b></p> <ul style="list-style-type: none"><li>The minutes were taken as read.</li></ul>  |        |
| <p>4. <b>Matters Arising</b></p> <ul style="list-style-type: none"><li>CD noted that the recommendations in relation to future campus signage had been forwarded to the relevant staff members.</li><li>KM noted that he was unable to contact the author of the SUGgestion regarding prayer space in the University Library due to the individual not having opted-in following recent GDPR changes.</li><li>It was noted that all SLs had completed their 'three do's and don'ts' presentations for the upcoming Student Leader handover week.</li><li>Following correspondence with Toby Wilkinson (TW) (Deputy Vice Chancellor), KM noted that he was due to meet with David Cobham (DC) (Associate PVC &amp; Dean for Transnational Education) to discuss Internationalisation Strategy and Volunteering.</li></ul> |        |
| <p>5. <b>Weekly Report</b></p> <ul style="list-style-type: none"><li>Document taken as read.</li></ul>   |        |
| <p>6. <b>Week's Events</b></p>   |        |



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- TG noted that the PG Rep Forum due to take place on Tuesday 5<sup>th</sup> June had been cancelled.

**7. SUGGESTIONS**

- KM provided the group with an overview of how SUGGESTIONS would be approached going forwards in the next academic year.
- SL noted that she had discussed the possibility of an additional on-campus prayer space with TW and it was noted that following developments with both Witham and Bridge House no further developments were due to take place.
- LE noted that the social media posts in relation to the sports cushions acquired for the Sports Centre had been well-received.

**8. Informal Disciplinary**

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

**9. Student Engagement Strategy**

- TG noted that the LALT department had proposed a collaborative Student Engagement Strategy alongside the Students' Union.
- The group discussed several amendments which were necessary for the collaborative document.
- It was agreed that TG would discuss these amendments in a catch-up meeting with Mary Stuart (MS) (Vice Chancellor).

TG

**10. Student Leader Verbal Updates:**

- **President**

KM noted the following:

- During the previous week he was out of office due to annual leave.
- He had attended a meeting alongside HC and Jacqueline Mayer (JM) (Head of Student Services and Deputy Director of Student Affairs).
- Preparations for Black History Month were underway, with a rough agenda in place for October.
- He had attended a Carholme Road Community meeting in which several issues were raised regarding parking.

- **VP Activities**

LE noted the following:

- He and TG had attended a Cricket social which had been fun.
- Further feedback in relation to the Sports Centre from the previous All Student Members Meeting had since been discussed with Simon Parkes (SP) (Deputy Vice Chancellor).
- The majority of his office time had been spent focussing on board reports and presentations for Student Leader handover week.
- He had been out of office for several days during the previous week due to annual leave.

- **VP Academic Affairs**



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TG noted the following:

- He had viewed the proposed designs for the Minerva Building's atrium which looked positive and more inviting.
- On 23<sup>rd</sup> May he and KM attended an away day focussed on learning and quality which was hugely beneficial.
- The College of Social Science Academic Board had been interesting, with a careers hubs proposed for student usage.
- Similar to the other SLs he had taken several days of annual leave throughout the previous week.
- He and Jenny Barnes (JBa) (Head of Student Voice) had attended a QAA conference in Gloucester on 30<sup>th</sup> May; this was regarding advice and guidance for the Quality Code.

- **VP Welfare & Community**

CD noted the following:

- During the previous week he had attended Equality and Diversity training which he would recommend SLs attend going forwards.
- He had chaired a Hate Crime Advisory meeting on 22<sup>nd</sup> May which was constructive, with several projects and developments proposed.
- Following a meeting with welfare groups at Bishop Grosseteste University the potential for collaborative projects was looking positive.
- He had also been on annual leave throughout the duration of the previous week.

- **VP International**

SLi noted the following:

- She had met with Andrew Stevenson (AS) (Director of Research & Enterprise) in order to discuss the approved ASM proposal regarding student entrepreneurs, with potential workshops and guest speakers suggested going forwards.
- A proposal produced by herself and KM had been forwarded to JM in reference to the accessibility of emergency funding for international students.
- She and Kayleigh Teague (KT) (Campaigns Support Co-Ordinator) had been working together on updating the ISA Standing Order.
- A networking lunch with the International Office had taken place on 23<sup>rd</sup> May.

## 11. Chief Executive Verbal Update

JB noted the following:

- Throughout the duration of the previous week he had been out of office on annual leave.

## 12. Any Other Business

- It was agreed (5-0) that JB would attend a meeting on behalf of the Students' Union in order to discuss the proposal of a non-alcoholic student lounge.
- KM noted his commendations to LE and CD for their work throughout the year, with the meeting being their final Executive Committee respectively.

## Part B



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13. Student Leader Time Analysis

- 18<sup>th</sup>-24<sup>th</sup> May
- 25<sup>th</sup>-31<sup>st</sup> May
- The documents were taken as read.

14. ISA Standing Order

- SLi noted that the standing order had been created in line with the Campaigns Network format
- CD queried several amendments made in relation to SLi's role.
- It was agreed that SLi and CD would discuss both SLi's and ISA's role within the Campaigns Network going forwards; this would then be relayed in the next Executive Committee.

SLi/CD

15. Officer Reports

- Postgraduate Research Officer
- RAG Officer
- These were approved (5-0).

16. Date of Next Meeting: 10am, 18<sup>th</sup> June 2018

Chair

Signed

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