



## UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union  
 Executive Committee 31<sup>st</sup> July at 10am in  
 James Brooks' Office (Students' Union)

### Present:

Kudzai Muzangaza (KM) – President (Chair)  
 Luke Exton (LE) – Vice President Activities  
 Tommy George (TG) – Vice President Academic Affairs  
 Connor Delany (CD) – Vice President Welfare and Community  
 Sophia Liu (SL) – Vice President International  
 Hannah Coleman (HC) – Deputy Chief Executive

### Also in attendance:

Holly Millar (HM) – Executive Assistant

1.	<b>Apologies for absence</b>
	<ul style="list-style-type: none"> <li>James Brooks (JB) – Chief Executive</li> </ul>
	<b>Declarations of Interest</b>
	<ul style="list-style-type: none"> <li>None declared.</li> </ul>
2.	<b>Minutes of the previous meeting held on 24th July 2017</b>
	<ul style="list-style-type: none"> <li>The minutes of the meeting were agreed to be an accurate record subject to the following amendments:           <ul style="list-style-type: none"> <li>Item 5 should have highlighted that TG would be unable to attend the Postgraduate Focus Group with Bradley Allsop due to the Chemistry Rep meeting at The Hub on Wednesday 26<sup>th</sup>.</li> <li>Item 18 should have stated that Elaine Smith works for the People's Assembly</li> </ul> </li> </ul>
3.	<b>Matters Arising</b>
	<ul style="list-style-type: none"> <li>CD noted that he had sent an initial email to the Student Led Projects that morning and their potentially being present at the Open Days.</li> <li>TG noted his action to arrange a meeting with Sue Rigby regarding "Keep Wednesday Free" was ongoing.</li> </ul>
	<b>Action</b>
	<ul style="list-style-type: none"> <li>CD to email RAG regarding their potentially being present at the Open Days as well.</li> </ul>
4.	<b>Weekly Report</b>
	<ul style="list-style-type: none"> <li>HC noted that there had been an increase in Dry compared to last year but that this may be attributable to the buffets from the previous week.</li> </ul>
5.	<b>Weeks Events</b>
	<ul style="list-style-type: none"> <li>Document taken as read. HC reiterated that the rear corridor was out of bounds on 1<sup>st</sup> August due to a sound check for the DMA's event that evening.</li> </ul>
6.	<b>Student Leader Time Analysis</b>
	<ul style="list-style-type: none"> <li>Document taken as read.</li> </ul>

<b>7.</b>	<b>SUGgestions</b>
	<ul style="list-style-type: none"> <li>• KM noted that, regarding the temperature control in the Library, the main problematic air con units had been fixed and that Ian Snowley (IS) (Dean of Student Learning Development and University Librarian) was continuing to work with the Estates departments; it is hoped that eventually the Library staff would be able to regulate the temperature themselves.</li> </ul>
	<ul style="list-style-type: none"> <li>• KM noted that, regarding the installation of water fountains in the library, this would be done at the same time as the refurbishment work of the toilets. KM added that (IS) hoped that the works on the ground floor of the Library would be complete by the start of the term in September, although all other works would be completed during the following summer to avoid term-time disruption.</li> </ul>
	<ul style="list-style-type: none"> <li>• TG noted that he was meeting with Grant Anderson (Head of Space Strategy, Planning &amp; Sustainability) later today regarding the retrospective installation of power sockets in lecture theatres.</li> </ul>
	<ul style="list-style-type: none"> <li>• KM noted that his meeting with Harvey Dowdy (HD) (Director of Estates) had been postponed until 25<sup>th</sup> August 2017 due to HD's annual leave and that he would raise the matter of on-campus microwaves with her then.</li> </ul>
	<ul style="list-style-type: none"> <li>• KM noted that he had submitted a ticket to the Web Development team regarding the assigning of SUGgestions to all Student Leaders (SLs) rather than just himself.</li> </ul>
	<b>Action</b>
	<ul style="list-style-type: none"> <li>• HC to follow up with the Web Development team regarding the aforementioned request.</li> </ul>
<b>8.</b>	<b>International Friends</b>
	<ul style="list-style-type: none"> <li>• The document was taken as read.</li> </ul>
	<ul style="list-style-type: none"> <li>• SL noted that she had made some small changes to the volunteer job description and that there were now 25 places and proposed monthly meetings with the SLs had been included, as well as assistance for the International Student events through the year.</li> </ul>
	<ul style="list-style-type: none"> <li>• SL noted that she would liaise with Helena Bueno (HB) to promote the role as soon as the aforementioned document had been agreed.</li> </ul>
	<ul style="list-style-type: none"> <li>• TG noted that DBS checks can take several weeks to be processed and queried whether they were necessary for this role.</li> </ul>
	<ul style="list-style-type: none"> <li>• HC noted that it would be difficult to have all of these roles fulfilled by the start of Freshers' Week.</li> </ul>
	<ul style="list-style-type: none"> <li>• The group agreed that the description should be sent out following the removal of the two bullet points regarding assisting the Vice President International during Welcome Week and attending International Arrivals Lounge</li> </ul>
	<b>Action</b>
	<ul style="list-style-type: none"> <li>• SL to amend the document as discussed and liaise with both HB and the Marketing and Communications team regarding promotion of the role.</li> </ul>
<b>9.</b>	<b>Leadership Feedback of the Week</b>
	HC noted the following:
	<ul style="list-style-type: none"> <li>• Lorna Cruickshank (LC) was currently undertaking a lot of work regarding Social Sport with the University Sports Centre.</li> </ul>

- Regarding the recruitment of new staff, there was currently only one advert left on the website, for the role of Sports Development Assistant; the role of Societies Assistant had not been recruited to following the interviews on 27<sup>th</sup> July.
- The Finance team was continuing with their preparation work in anticipation of the end of year and the audit.
- The Accommodation Survey had been distributed to staff and would be made public following discussion with Rachal Lilley (RL) (Advice Centre Manager).

**10. Student Leader verbal updates:**

**President**

KM noted the following:

- He and TG had met with Garry Wilson (Principal Lecturer, School of Psychology) on 24<sup>th</sup> July regarding the Lincoln Academy for Learning and Teaching (LALT) and the SU and how the two can work collaboratively.
- He had attended a brief talk about the University and College Union (UCU) and Students Unions which was particularly relevant for post-graduate students. As a result of this, he had been offered the opportunity to meet with Head of UCU; meetings to be arranged.
- He and CD met with Calum Watt on 25<sup>th</sup> July regarding Disciplinary Motions.
- He met with Vice Chancellor Mary Stuart (MS) on 26<sup>th</sup> July and discussed what each of the Student Leaders (SLs) was working on and noted the concerns regarding the LPAC hire costs; MS suggested that a meeting be arranged between herself, the Societies most likely to be affected and staff from the LPAC.
- He and the other Student Leaders had enjoyed the Jon Day training session at Hull University on 27<sup>th</sup> July.
  - HC suggested that KM and the other SLs initiate further socialising and networking opportunities with their counterparts at Hull University Union, including inviting them to a visit at Lincoln SU.
- He and the other Student Leaders were invited to and attended a comedy show at Theatre Royale on 27<sup>th</sup> July. Further to this, KM suggested that a representative from the Activities Team meet with Theatre Royale to discuss the specifics around pricing agreements, etc.

**VP Activities**

LE noted the following:

- He is in the process of organising the Cathedral Cup Football Match with Bishop Grosseteste University.
- He was hoping to discuss the Keep Wednesdays Free matter (as noted in the meeting last week) at the meeting with Caroline Low (CL) (Director of Planning) on 9<sup>th</sup> August.
- He had attended a meeting on 25<sup>th</sup> July regarding introductory Krav Maga self-defense classes on campus, which it is proposed would run between 24<sup>th</sup> and 29<sup>th</sup> September.
- He had attended a meeting with Akuma on 26<sup>th</sup> July to review the previous year and plan ahead. It has also been agreed that the Hockey team would be able to order a banner through Akuma at cost, which might be of interest for other teams.

**VP Academic Affairs**

TG noted the following

- He had attended a very positive meeting with the International Business School.

	<ul style="list-style-type: none"> <li>• He had been researching the PICNIC (Partnership, Innovation, Collaboration, Networking, Improvement and Creation) Exchange Scheme as something which Lincoln students may be interested in going forwards. In a similar vein, Newcastle University had also been in contact regarding the possibility of a Peer Mentor scheme.</li> <li>• He had conducted some research on the University Standing Order Complaints Policy and advised the other SLs to do the same due to the significant differences between that and the Disciplinary Policy.</li> <li>• He has been researching and is hoping to initiate and lead a Get Assessment Savvy campaign, including referencing tips etc.</li> <li>• He met with Paul Tatton (PT) (as his External Mentor) on 26<sup>th</sup> July which was very productive.</li> </ul>
	<b>Action</b>
	<ul style="list-style-type: none"> <li>• Further to TG's mentor meeting, HC to ensure that PT has a copy of the most recent accounts for reference.</li> </ul>
	<b>VP Welfare and Community</b>
	CD noted the following:
	<ul style="list-style-type: none"> <li>• He met with representatives from the Nomad Trust regarding the fundraising for a new homeless shelter, as a possible a volunteering or RAG opportunity for students.</li> <li>• He met with Subash Chellaiah (University Chaplain) regarding a soup kitchen lunch, the details of which would be circulated to students via social media as necessary.</li> <li>• It had been brought to his attention that the number of wheelchair accessible desks in the Library had decreased, which he will investigate accordingly.</li> <li>• He met with the Katy Brookfield at the Wellbeing Centre and discussed the current reporting systems for students who report sexual assaults; CD noted that it would be beneficial if the reporting systems between the Students' Union and the University mirrored each other.</li> <li>• Further to the aforementioned training at Hull University on 27<sup>th</sup> July, he has been invited to attend a meeting regarding their Landlord Accreditation Scheme as an observer.</li> <li>• Lincolnshire Police is allowing for additional resource on campus during Freshers' Week, with particular focus on the routes frequently used to walk back to student accommodation.</li> <li>• The LGBT+ campaigns group had expressed a wish to apply for commercial sponsorships, although this needed to be investigated.</li> </ul>
	<b>Action</b>
	<ul style="list-style-type: none"> <li>• HC to confirm with CD whether the aforementioned sponsorships for LGBT+ were allowable.</li> </ul>
	<b>VP International</b>
	SL noted the following:
	<ul style="list-style-type: none"> <li>• She met with the Pre-sessional English and Academic Study Skills (PEASS) Students on 25<sup>th</sup> July (currently circa 50 enrolled, with circa 45 more expected by 7<sup>th</sup> August).</li> <li>• A meeting had been scheduled for later that afternoon regarding Diwali.</li> <li>• The suggestion that a Welcome Party Invitation be included in the International Freshers' packs.</li> </ul>
11.	<b>Chief Executive verbal update</b>

HC noted the following:	
	<ul style="list-style-type: none"> <li>• The draft Student Written Submission 2017 had been circulated that morning and the SLs were required to read and become familiar with this as it would be relevant to and discussed at numerous meetings.</li> <li>• Further to the SLs' Ops Plan Presentations on 4<sup>th</sup> August, they should prepare for the staff to ask some questions.</li> <li>• She and JB has visited Koreo in London on 25<sup>th</sup> July which had been very beneficial going forwards.</li> <li>• The position of Societies Assistant had not been recruited to following the interviews the previous week.</li> </ul>
<b>12.</b>	<b>Any Other Business</b>
	<ul style="list-style-type: none"> <li>• It was noted that work was ongoing regarding the outstanding society application (Lincoln University Guides and Scouts, (LUGS)).</li> </ul>
	<b>Action</b>
	<ul style="list-style-type: none"> <li>• Casey Blagg to liaise with SSAGO accordingly.</li> </ul>
<b>13.</b>	<b>Date of Next Meeting: 7<sup>th</sup> August 2017</b>

Chair

.....

Signed

.....

APPROVED