

UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

10.30am, Monday 3rd September 2018
Chief Executive's Office, Students' Union

Minutes

Present:

Name	Job Title
Kudzai Muzangaza (KM)	Students' Union President (<i>present for part of the meeting only</i>)
Tommy George (TG)	Vice President Education (Chair)
Sophia Liu (SLi)	Vice President International
Cassie Coakley (CC)	Vice President Activities
James Brooks (JB)	Chief Executive
Glen Allison (GAI)	College of Arts Officer
Nial Francis (NF)	College of Social Science Officer

Also in attendance:

Hannah Coleman (HC)	Deputy Chief Executive
Lorna Cruickshank (LC)	Activities Manager
Michael Redpath (MR)	Head of Events & Marketing (<i>present for Any Other Business only</i>)
Shanna Limm (SLm)	Office Assistant (note taking)

Item

Action

Part A

1. Apologies for absence

- James Bayliss (JaBa), (College of Science Officer)
- Grace Corn (GC), (Vice President Welfare & Community)
- Mickhail Belovol (MB), (College of Business Officer)

Declarations of Interest

- TG noted that he had submitted his updated Declarations of Interest.
- It was noted that SLm would update the document with both TG and GAI's Declarations of Interest.

SLm

2. Minutes of the last Executive Committee meeting held on 20th August 2018

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

3. Minutes of the last SMT meeting held on 20th August 2018

- It was noted that the HSBC Financial Health checks would be available to students at a later date.

4. Matters Arising

- KM noted that SUGgestions would display those being worked on and completed as opposed to the implementation of an archiving feature.
- JB noted that he had met with Chris Spendlove (CS) (University Registrar) in order to discuss a Brexit Contingency Plan; this had since been resolved.
- KM noted that he had received the funding request in relation to Lincoln Pride from GC; this had been approved via Chair's powers.
- All SLs noted that they had forwarded their Freshers' timeline to SLm.

5. Weekly Report

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- It was noted that the variances in the report were a result of the difference in events.

6. Week's Events

- KM noted that Grad Ball was due to take place on 13th September; with SLs encouraged to attend where possible.
- It was noted that a cheese and wine event was scheduled for 14th September.

7. SUGGESTIONS

- KM presented the group with a table of categorised and assigned SUGGESTIONS which required updates from the respective SLs; it was agreed that updated with be provided from each SL regarding their assigned task.

SLs

8. Informal Disciplinary

- No matters were raised for discussion.

9. BUCS Research

- LC provided the group with an overview of the research undertaken in relation to BUCS performance; it was noted that the Board of Trustees had strategical oversight of the direction of elite sport going forwards.
- The group discussed the recommendations provided for the development of teams; TG noted that the research presented was extremely valuable and would greatly assist in progressing elite sport.
- It was agreed that CC would feedback the implementation of these recommendations following the next Sports Board.

10. Annual Leave Request – VPE, 31st August 2018

- The group discussed the proposed annual leave and this was approved (4-0).

11. University of Lincoln Mountaineering Society

- Change of Constitution
- Affiliation Application
- The group discussed the proposed Mountaineering Constitution with KM querying the clause in relation to the sharing of personal data; it was noted that due to GDPR regulations this would need to be amended.
- As well as this, it was noted that the document would need to be reviewed in reference to the Committee Disciplinary Procedure.
- It was agreed that LC would discuss these amendments with the UoL Mountaineering Society Committee.
- The group approved the BMC Affiliation application (5-0) subject to LC reviewing the document.

12. Campaigns Network Event Grant Application Form

- The group discussed the proposed application; this was approved (5-0).

13. PG Survey Action Plan

- It was agreed that the point would be rolled over to the next Executive Committee.

SLm

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14. Alterline Housing Report

- It was agreed that the point would be rolled over to the next Executive Committee, due to the absence of GC.

SLm

15. Proposed Additional Support for UoL BUCS Teams

- CC noted that the School of Exercise Science would be offering a physio-therapy opportunity for BUCS participants, with the programme yet to be confirmed by the University.
- It was agreed that CC would relay feedback regarding this following the next Sports Board meeting.

16. RAG Challenges Proposal

- Proposal
- Insurance Schedule
- Machu Picchu Challenge Briefing Pack
- H&S Pack
- ATOL Certificate
- HC noted that further documentation would be required regarding the proposed trip including a relevant risk assessment, insurance and reference to the Foreign Travel Policy.
- This was approved by the group (5-0) subject to acquiring the respective documentation.

17. Academic Societies

- Action Plan
- Academic Societies Document
- Governance
- TG presented the group with an overview of Academic Societies and how these would be supported by the relevant departments within the Students' Union.
- It was noted that the External Speakers Policy was due to be discussed at the next Board of Trustees meeting; it was agreed that this would be removed from the proposed Action Plan.
- In regards to the Academic Societies Document it was agreed that TG would make the recommended amendments regarding representation in order to make the issue explicitly clear. JB also recommended that a line be included in order to stipulated that Course Reps/School Reps are also able to run for President/ other committee positions of an Academic Society.
- The documents were approved (5-0), subject to the recommended amendments.

TG

TG

18. Student Leader Verbal Updates:

- President

KM noted the following:

- He had met with Julian Free (JF) (Deputy Vice Chancellor) regarding waste in the West End area and discussed how the matter would be supported by both the Students'

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Union and University, ensuring that good relationships are maintained in the community.

- Organisation for Black History Month was progressing with totems ordered and designs to be produced; a meeting with the Library was due to take place in the week in order to discuss further events and plans.
- A meeting with the Health Centre had taken place, in which mental health provisions were discussed in and around Lincolnshire, with a particular focus on the impact on the student population.
- He had met with James Sewell (JS) to discuss the Board of Trustees.
- He is due to attend the Digital Culture Heritage launch in partnership with the Lincolnshire Bomber Command Centre.
- As well as this, he will be attending the Resident's Meeting in order to discuss the issue of waste prior to Welcome Week.

- **VP Education**

TG noted the following:

- During the previous week he had sat on the interview panel for the University Library's College of Arts and College of Science Librarian positions.
- The Peer Mentoring Working Group took place, in which the group discussed the direction of focus groups with particular attention on students' views of different systems.
- He had participated in a live stream with GC and Gal in order to discuss how the Students' Union supports learning.
- The Student Leaders met with the Sabbatical Officers from Hull Students' Union.
- He had met with Liz Mossop (LM) (Deputy Vice Chancellor) in order to discuss degree apprenticeships going forwards.
- Students from Holbeach are due to visit on 11th and 18th September.

- **VP International**

SLi submitted the following:

- She had met with Elly Sample (ES) (Director of Communications, Development & Marketing) in regards to international student recruitment.
- She is currently working collaboratively with May Loonam (ML) (Employability Opportunities Co-ordinator) in relation to training material for the International Buddy and International Friend schemes.
- Promotion for the International Welcome Party and International Buddies is now on social media.
- Transport is now arranged for the trip to IKEA on 29th September.

- **VP Activities**

CC noted the following:

- She had been out of office due to annual leave for the majority of the previous week.
- She had met with the Pool Society in order to discuss the year ahead.
- A Board of Trustees mentor meeting with James Rayner (JR) (External Trustee – Graduate) had taken place over the phone.

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19. Chief Executive Verbal Update

JB noted the following:

- The restructure of the Marketing department had been approved with staff briefed on the changes implemented going forwards.
- Issues raised regarding the Advice Centre had since been resolved.

20. Any Other Business

- MR noted that a Post-Quack party had been proposed in affiliation with Fever and Boutique.
- The group discussed the opportunity and this was approved (5-0) with an educational piece on sensible drinking to be provided to the student population

Part B

21. Student Leader Time Analysis:

- 17th-23rd August 2018
- 24th-30th August 2018
- Document taken as read.

22. Date of Next Meeting: 10am, 10th September 2018

Chair

Signed

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