



UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

9.30am, Monday 20th August 2018
 Chief Executive's Office, Students' Union

Minutes

Present:

Name	Job Title
Kudzai Muzangaza (KM)	Students' Union President (Chair)
Tommy George (TG)	Vice President Education
Sophia Liu (SLi),	Vice President International
Grace Corn (GC)	Vice President Welfare & Community
Cassie Coakley (CC)	Vice President Activities
James Brooks (JB)	Chief Executive
James Bayliss (JaBa)	College of Science Officer

Also in attendance:

Hannah Coleman (HC)	Deputy Chief Executive (<i>present for part of the meeting only</i>)
Michael Redpath (MR)	Head of Events & Marketing (<i>present for Item 9 only</i>)
Fiona Purdy (FP)	Senior Student Advisor (<i>present for Item 12 only</i>)
Shanna Limm (SLm)	Office Assistant (note taking)

Item

Action

Part A

1. Apologies for absence

- Nial Francis (NF), (College of Social Science Officer)
- Glen Allison (GAI), (College of Arts Officer)
- Mickhail Belovol (MB), (College of Business Officer)

Declarations of Interest

- It was noted that TG would update his declarations of interest with his affiliations with TEF. TG

2. Minutes of the last Executive Committee meeting held on 13th August 2018

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

3. Minutes of the last SMT meeting held on 13th August 2018

- Document taken as read.

4. Matters Arising

- TG noted that the PG Survey matter would be rolled over for discussion during the following week's Executive Committee. SLm
- KM noted that he would present the promotion of SUGgestion wins to the group in a couple of weeks' time following the approval of the Ops Plans.
- KM noted that he was awaiting an update from Jenny Barnes (JBa) (Head of Student Voice and Insight) regarding the proposed SUGgestions archiving provision. KM
- It was agreed that going forwards a bi-weekly verbal update from College Officers would be included in Part B once the term commences.
- HC noted that she had discussed Committee Member training with Emily Baldwin (EB) (Activities Co-ordinator) and that this would be reviews; further to this it was noted that



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HC would discuss the matter with Lorna Cruickshank (LC) (Activities Manager) upon her return.

5. Weekly Report

- The group noted that no significant events had taken place during the week, which was reflected in the report.

6. Week's Events

- KM noted that the Sabbatical Officer team from Hull Students' Union were due to visit on the 24th August as part of a networking event; it was noted that this would be discussed prior to the date.

7. SUGgestions

- KM noted that he was in discussions with JBa regarding an archiving feature on the SUGgestions platform.
- As well as this, KM noted that a communications method was being produced and going positively thus far.

8. Informal Disciplinaryies

- No matters were raised for discussion.

9. Veto List

- MR presented the group with the reviewed veto list in relation to Freshers' Fayres going forwards; the group discussed several amendments to the list.
- GC suggested that the group refer to NUS guidelines on the matter.
- The list was approved (5-0) subject to the suggested amendments.

10. Social Sport Review 2017/18

- HC provided the group with an overview of the Social Sport programme, noting that the scheme was designed to improve student welfare and aimed to be accessible and inclusive to all.
- KM noted that the programme had been successful, with the work thus far receiving positive feedback.
- HC noted that going forwards the programme was looking at becoming more inclusive to International students.

11. Student Engagement Operational Plan

- TG presented the group with the proposed collaborative Ops Plans alongside the University; this was approved (5-0).

12. Contingency Planning for Brexit

- FP noted that the implications of the Brexit were predicted to have a negative impact in regards to hate crime and finances nationwide.
- It was noted that the implications would remain ongoing over the course of several years and that once the impact would be tackled with campaign highlighting the University's community focus with cultural awareness events to also take place.



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- It was agreed that JB, GC, SLi and FP would arrange to meet with Chris Spendlove (CS) (University Registrar) in order to discuss the matter further. **JB/GC/SLi**

13. Proposed Liberation Trip

- GC noted that a Liberation trip to Africa on the Square had been proposed, which would also link directly to Black History Month.
- This was approved by the group (5-0).

14. Defence Lab

- KM noted that a series of self-defence classes had been proposed in order to complete an SUGGESTION from the previous year.
- The group discussed the monetary value of the classes in order to solidify commitment from students.
- These were approved (5-0).

15. VPE VC/DVC Update

- TG provided the group with an overview of his most recent discussions with Mary Stuart (MS) (Vice Chancellor) and Liz Mossop (LM) (Deputy Vice Chancellor) in regards to Student Engagement, communications and the Employability dashboard.

16. HSBC Financial Health Check

- HC noted that a Financial Health Check in association with HSBC was due to take place on 17th September; the group agreed that this was a beneficial opportunity for staff and students.
- TG queried the likelihood of a second session directed towards Postgraduate students in particular.
- This was approved by the group (5-0).

17. Trademark

- JB noted that ongoing discussions regarding the Engine Shed trademark had taken place, with several issues raised.

18. Academic Societies Action Plan

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

19. Student Leader Verbal Updates:

- **President**

KM noted the following:

- The build-up to Freshers' Week was ensuing with a lot of time spent in the office.
- Santander had proposed a contribution to the Swan's Den scheme with the institution to work collaboratively with the Students' Union.
- The Student Reference group had been interesting with feedback from Nursing students regarding the Students' Union discussed and issues to be tackled.
- Following the Student Leader's social media focus during A-level results day, a lot of positive feedback had been received with incoming students engaging with the Students' Union.



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- He had met with Julian Free (JF) (Deputy Vice Chancellor) during the previous week which had been productive.

- **VP Education**

TG noted the following:

- He had spent the majority of his week in the office working on the Academic Societies action plan.
- He had met with both MS and LM to discuss ongoing developments.
- QAA had released guidance drafts in relation to the Quality Code, with suggestions and amendments to be proposed in due course.
- Work had taken place in regards to the PG survey.
- He had sat on the interview panel for the Representation Assistant role.

- **VP International**

SLi submitted the following:

- She had met with Subash Chellaiah (SC) (Multi-Faith Chaplaincy Co-Ordinator) in relation to the next Diwali celebration event, with the pair discussing the proposed format as well as budgets.
- LIBS were hosting a mini-graduation ceremony for Malaysian students with SLi was due to attend.
- During the previous week she had participated in a Skype meeting with the University of Birmingham's VP International to discuss projects.
- She had attended meetings in relation to School Action Days and how these could be promoted to International students.

- **VP Welfare & Community**

GC noted the following:

- She had spent the week researching and planning campaigns and trips for Liberation groups, as well as ideas for SHAG day and Hate Crime Awareness.
- A meeting had taken place with Paulina Babuchowska (PB) (Equalities Manager) in relation to the university's positive developments with transgender staff members and students.
- Social media work during A-level results day had been well-received.
- She was in the process of discussing the SUGgestion of a second-hand bookshop along with JBa, with a one day event proposed.

- **VP Activities**

CC noted the following:

- She had attended a Jon Day training session alongside the other Student Leaders.
- Several meetings had taken place in relation to the Feathers Scheme.
- She had met with Simon Parkes (SP) (Deputy Vice Chancellor) which had been brilliant, with the pair discussing partnerships and mentoring.
- A meeting had taken place between herself, SLi, Gemma Smart (GS) (Hospitality and Events Co-ordinator) and Jess Skill (JS) (Societies Assistant) in order to discuss culture nights.
- She and GC had met to discuss campaigns going forwards.



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20. Chief Executive Verbal Update

JB noted the following:

- A list of international purchase requests was presented to the group for approval; these were approved (5-0).
- Going forwards he and HC would be working from home on Fridays where possible to reduce the weekend working hours; this was approved (5-0).
- The Health and Safety audit during the week had gone well, with massive improvements throughout the venue in comparison to the previous year.
- Progress had been made in relation to The Barge.
- Issues had been raised over the weekend in relation to the SU website; this had since been resolved.
- The annual accounts had gone well, with the auditors reviewing the provisional figures.

21. Any Other Business

- CC noted that an email she had written had been forwarded by JB in order to highlight the positive atmosphere within the workplace.
- The group approved CC's proposed annual leave (4-0).
- GC presented the group with a funding request in relation to Lincoln Pride; it was agreed that this would be forwarded to KM in line with Chair's powers. KM
- HC requested that all SLs forward their current Freshers' timeline to SLm in order for the information to be collated and events distributed effectively. SLs

Part B

22. Student Leader Time Analysis, 10th – 16th August 2018

- Document taken as read.

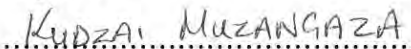
23. Date of Next Meeting: 10:30am, 3rd September 2018

Chair



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Signed



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