



**UNIVERSITY OF LINCOLN STUDENTS' UNION  
EXECUTIVE COMMITTEE MEETING**

10am, 25<sup>th</sup> September 2017  
Chief Executive's Office, Students' Union)

**MINUTES**

**Present:**

<b>Name</b>	<b>Job Title</b>
Kudzai Muzangaza (KM)	President (Chair)
Luke Exton (LE)	Vice President Activities
Connor Delany (CD)	Vice President Welfare and Community
Sophia Liu (SLi)	Vice President International
Tommy George (TG)	Vice President Academic Affairs
James Brooks (JB)	Chief Executive
Jennifer Barnes (JBa)	Student Voice and Impact Manager ( <i>present for Items 10 – 16 only</i> )
Amy O'Sullivan (AO)	Student Insight Coordinator ( <i>present for Items 17 – 18 only</i> )

**Also in attendance**

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

<b>Item</b>	<b>Action</b>
<p><b>1. Apologies for absence</b></p> <ul style="list-style-type: none"> <li>None declared.</li> </ul> <p><b>Declarations of Interest</b></p> <ul style="list-style-type: none"> <li>None declared.</li> </ul>	
<p><b>2. Minutes of the previous meeting held on 11<sup>th</sup> September 2017</b></p> <ul style="list-style-type: none"> <li>The minutes of the meeting were agreed to be an accurate record of the meeting subject to the following amendment:           <ul style="list-style-type: none"> <li>The 'We Are Lincoln Community' meeting noted in CD's verbal update should have read WERA (West End Residents' Association).</li> </ul> </li> </ul>	
<p><b>3. Minutes of the previous SMT meeting held on 11<sup>th</sup> September 2017</b></p> <ul style="list-style-type: none"> <li>Document taken as read.</li> </ul>	
<p><b>4. Matters Arising</b></p> <ul style="list-style-type: none"> <li>LE noted that there had been little concern expressed by other SUs regarding the previously discussed BUCS price increases; LE to continue to draft an open letter in response.</li> </ul>	<b>LE</b>
<p><b>5. Weekly Report</b></p> <ul style="list-style-type: none"> <li>The following was noted by the group:           <ul style="list-style-type: none"> <li>The event entry figures would be affected by both the Wrist Bands/Platinum Cards and the SEE Ticket purchases and therefore would not be indicative of the whole picture.</li> <li>The figures for The Swan were lower than expected.</li> </ul> </li> </ul>	
<p><b>6. Weeks Events</b></p> <ul style="list-style-type: none"> <li>TG noted that a Psychology event was scheduled between 5-7pm on 27<sup>th</sup> September and requested that the other Student Leaders (SL) attend if possible; LE requested the same for Sports Clubs trials.</li> <li>It was noted that all SLs would attend the International Welcome Party on 28<sup>th</sup> September.</li> </ul>	



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#### 7. Student Leader Time Analyses

- w/c 11<sup>th</sup> September 2017
- w/c 18<sup>th</sup> September 2017
- It was noted that w/c 11<sup>th</sup> September had contained a large amount of GOATing in anticipation of Freshers' Week.
- It was noted that the analysis for w/c 18<sup>th</sup> had been omitted from the papers in error and would be discussed at the next meeting.

HM

#### 8. SUGgestions

- Regarding the microwaves on campus, it was noted that KM would discuss this with Harvey Dowdy (Director of Estates) at the Introductory meeting on 26<sup>th</sup> September.
- Regarding the Gender Neutral toilets, TG noted that he had received confirmation that they would be included in all new builds in the University going forwards, although they would not necessarily be labelled as such.

#### 9. Society Applications Update

- Snooker Society (*to note*)
- Engineering Society
- Brazilian Jiu Jitsu Society
- Oxfam Society
- LE noted that the group had approved the application by the Snooker Society via email prior to Freshers' Week and that they had attended the Sports Fayre.
- Regarding the Engineering Society application, TG noted that the applicant is also a College Officer and therefore there might be concerns regarding his workload; LE to meet with him accordingly.
- Concerns were raised by the group regarding the costs and anticipated bookings at the Engine Shed listed on the Brazilian Jiu Jitsu Society application; LE to meet with the applicant and discuss further.
- Regarding the Oxfam Society application, the group agreed that this cause would be served more effectively by the creation of a Student Led Project; LE to work with CD, Lorna Cruickshank (LC) (Activities Manager) and Kayleigh Teague (KT) (Campaign Support Co-ordinator) to advise and progress this matter.

LE

LE

LE

#### 10. SUGgestions Process Update

- JBa presented some changes that she and her team had been working on with KM. It was noted that these changes were aimed at incentivising students to engage with SUGgestions, would be embedded within the Bye Laws and would be relatively quick to implement.

#### 11. Course Mate

- TG noted that Course Mate would function in a similar manner to SUGgestions but for course-related issues.
- JBa noted that this would be an anonymised process with items submitted to be initially vetted by Liz Smy (LS) (Academic Representation Assistant) to determine compliance with policies, etc. The suggestions would then be assigned to the relevant School Rep who would only know course and year of the person who suggested it. The School Rep would then use their network to speak to other students and gain feedback on the issue.



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It was noted that a matter would not automatically be disregarded if it was not approved and that TG or LS would look into it further. JBa noted that this part of the process could go live for student use within approximately four weeks.

- JBa noted that there was a further aspect of this idea which she and her team were working on with the Lincoln Academy of Learning and Teaching (LALT) team at the University, by which Student Engagement Champions could highlight issues for discussions.
- CD noted that this system would be particularly useful for students on courses with numerous crossovers such as those in the Business School, although the usage by International Students would need to be monitored.
- JBa added that if items were submitted that would be better served under SUGgestions or vice versa they would be referred accordingly.

#### 12. Senior Rep Bursaries

- JBa noted that the proposed changes took into account feedback from last year whereby students could be prevented from attending meetings due to their lecture schedule, and that as such they would now have the option to send their apologies.
- JB noted that the system would be dependent on appropriate feedback from other Reps and work with TG to ensure they did not take advantage of the system.

#### 13. Democracy Review

- Regarding 2.1.2.4 within Bye Law 2, the group agreed that the current number of 50 was too small a cohort to call an All Student Members meeting (ASM) and that quoracy should be raised to 150, whilst 50 students could call a referendum; JBa to make the necessary amendments to the Bye Law.
- It was noted that the calling of ASMs and Bye Law amendments could be made through SUGgestions now as well.

JBa

#### 14. Bye Laws Amendments

- CD noted that two years was an appropriate time period after which an NUS Referendum to be called, as it allowed for all students to have an impact in this area and affect change within the time span of their course.
- It was noted that the following amendments had been or would need to be made to the Bye Laws:
  - Through a resolution passed by the Executive Committee, an idea may be 'fast-tracked' and highlighted on the ideas platform.
  - The 'Chair's Powers' had been introduced, and may be used upon recommendation from the Chief Executive Officer, although the group agreed that further clarification was required to specify that this applied only to Trustee business.
  - Following the provision of a formal warning to a Volunteer Officer, an Accountability Forum could be held in accordance with Bye-Law 3.4 if the Executive Committee felt that it was necessary.
  - Regarding the process for policy amendments, the current policy would need to be nullified by the Executive Committee before the new one could be implemented.
  - The term 'Student Leader' would need to be changed to 'Sabbatical Trustee'.

JBa



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- The term 'Motion' was no longer in use in the Bye Laws and instead would be referred to as a 'Proposal'.
  - The process of co-opting students may only occur should an unsuccessful election occur, in which no candidates are elected as the election will not calculate.
  - TG queried how the co-opting process would proceed if there were no votes cast at all. JBa noted that this wouldn't be a problem provided that there was only one candidate.
  - JB noted that the changes would need to be ratified with the solicitors once finalised and approved at the next ASM. The group agreed that they were happy with the changes in principal (5-0) and that final agreement would be made by email once the aforementioned amendments had been made.
- 15. All Student Members' Meeting, 16<sup>th</sup> October 2017**
- The group agreed (5-0) that the next ASM occur on this date.
- 16. All Student Members' Meeting Policies**
- Tuition Fees
  - Accommodation
  - Zero Tolerance
  - No Platform
  - It was agreed that a further meeting would be scheduled to discuss these policies in depth. HM
- 17. Student Conference Funding – Process and Criteria**
- AO noted that she had created some necessary guidance and criteria to clarify the processes and roles of key partners in relation to this funding.
  - AO noted that there was sufficient funding for three attendances and that this funding would be offered, where possible, to students who had not had the opportunity to attend such events previously, including postgraduate students. JBa noted that postgraduate students may have the opportunity to access funds via their School although this was often utilised predominantly by staff. AO noted that applications for this funding were now live. The group raised no concerns in this regard.
- 18. Linc Up Guidance and Criteria**
- AO noted that she had drafted a governance procedure for this as well and that these criteria would affect the associated evaluation process as well (ie: in order to receive the expenses back, a suitable evaluation would be required also).
  - JBa noted that Mark Stow (MS) (Head of Careers & Employability) had confirmed that he would assist with 'pairing' students with University Departments where appropriate. The group thanked AO for her work in these areas.
- 19. Logos to Approve**
- Together for Lincoln (Campaigns Network)
  - Social Sport
  - The logos were not approved; JB to address this. JB
- 20. Postgraduate Welcome Week, w/c 9<sup>th</sup> October**

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- TG noted that various events would be organised by Bradley Alsop (BA) (Postgraduate Student Officer) and requested SL involvement at the events where possible.

#### 21. AKUMA Bags

- It was agreed that the respective SLs would purchase these bags themselves by 29<sup>th</sup> September.

#### 22. LGBT+ Group Committee

- CD proposed co-opting the LGBT+ Committee Positions into the respective Campaigns Network ones. The group approved (5-0) on the proviso that no-one currently in post would lose their position which CD would confirm.

CD

#### 23. Disciplinary Procedure

- KM noted that the procedure for complaints had been streamlined by the inclusion of informal resolution options and that the changes were in line with the previous feedback from students. KM stated that this item would be sent to the ASM on 16<sup>th</sup> October for noting.

#### 24. Catering Manager

- [REDACTED]

#### 25. Leadership Feedback of the Week

- No items were raised for discussion.

#### 26. Student Leader verbal updates:

- KM and the other SLs noted that Freshers' Week had been an unprecedented success and thanked the SU Staff for their hard work and dedication.

#### 27. Chief Executive verbal update

JB noted the following:

- JB noted that this year's Freshers' Week had been the most successful and enjoyable event of its kind since working for the SU and thanked the SLs for their efforts and commitment.

#### 28. Any Other Business

- It was agreed that feedback regarding Freshers' Week would be given at the next meeting; item to be added to the agenda accordingly.
- TG requested that the Course Rep positions be promoted by the other SLs via social media.
- KM proposed that some of the SL budget be used to reward the SU Activators for their assistance during Freshers' Week; the group agreed (5-0).

HM

#### 29. Date of Next Meeting: 10am, 2<sup>nd</sup> October 2017



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Chair

Signed

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APPROVED