



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

10am, Monday 4th December 2017
Chief Executive's Office, Students' Union

MINUTES

Present:

Name	Job Title
Luke Exton (LE)	Vice President Activities (Chair)
Tommy George (TG)	Vice President Academic Affairs
Connor Delany (CD)	Vice President Welfare and 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 (Minute Taker)

Item	Action
<p>1. Apologies for absence</p> <ul style="list-style-type: none"> • Kudzai Muzangaza (KM) (President) • Hannah Coleman (HC) (Head of HR/Deputy CEO) • Glen Allison (GA) (College of Arts Officer) • James Bayliss (JaBa) (College of Science Officer) • Isaac Jackson (IJ) (College of Business Officer) • Beatrix De Arcos Marin (BAM) (College of Social Science Officer) <p>Declarations of Interest</p> <ul style="list-style-type: none"> • Document taken as read. 	
<p>2. Minutes of the previous Executive Committee meeting held on 27th November 2017</p> <ul style="list-style-type: none"> • The minutes of the meeting were agreed to be an accurate record of the meeting. 	
<p>3. Minutes of the previous SMT meeting held on 27th November 2017</p> <ul style="list-style-type: none"> • Document taken as read. 	
<p>4. Matters Arising</p> <ul style="list-style-type: none"> • It was noted that the Student Leaders did not assist with the bar for the Team Member Staff party. • SLi confirmed that she now had access to the weekly SUMS report. • No update was provided on KM's action in regards to Alumni benefits due to his absence. It was agreed that this would be rolled over to the next Executive Committee. • TG noted that he had not spoken to Mark Page (MP) (College Director of Operations (Science)) in relation to cushions in the Sports Centre; however it was noted that he would speak to Grant Anderson (GA) (Head of Space Strategy, Planning & Sustainability) for further guidance on the matter. • It was noted that a risk assessment for the Societies tour had been submitted, with Lorna Cruickshank (LC) (Activities Manager) due to make the necessary amendments. LE noted that this would be submitted at a later date. • CD noted that he had discussed the matter of Islamic prayer space with Subash Chellaiah (SC) (Multi-Faith Chaplaincy Co-Ordinator) and that this had been added to the next agenda of the Faith Advisory Committee. 	<p>KM</p> <p>TG</p>
<p>5. Weekly Report</p>	

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- JB noted that the figures reflected the time of year, with lectures and venues quietening down.
- The group discussed the lower footfall numbers recorded in the Advice Centre. JB noted that a feedback survey in regards to service at the Advice Centre had been sent to students, noting that feedback often varied due to the outcome of a case and not the given service.
- It was agreed that the group would discuss the Advice Centre figures in the next Executive meeting.

6. Week's Events

- SLi noted that the International Winter Fayre was taking place in the Engine Shed on 4th December and encouraged SLs to attend.
- LE noted that the Gymnastics society were hosting a quiz on 5th December.
- It was also noted by LE that the Musical Theatre Society were hosting a showcase on Saturday 9th December and requested SL attendance.

7. Student Leader Time Analysis

- 17th-23rd November
- 24th-30th November
- November GOATing Update
- The group agreed that GOATing hours were positive for the Time Analyses of 17th-23rd November.
- TG noted that KM had only completed one hour of GOATing between 24th-30th November and that this should be a focus during the current week, with SLs holding one another accountable for their analysed hours. KM

8. SUggestions

- LE noted that he had acquired a quote for rebound boards in the Sports Centre. It was noted that he would discuss this with DVC Simon Parkes at the University. LE
- LE noted that he had spoken to Charlie Garrod (CG) (Head of Commercial) in regards to fire alarm cages and discussed how this was done in the Engine Shed. He noted that further to this he would speak with Richard Merryweather (RM) (Head of Campus Services) to discuss the purchasing of equipment. LE
- TG noted that his assigned SUGgestion of a printer for the fourth floor of the AAD building had encountered some issues during the previous week. He noted that since speaking to MP, a low usage printer had been ordered and was due to be installed before Christmas.

9. October 2017 Management Accounts

- JB noted that the Finance department should be aiming for accounts to be released on a monthly basis. It was also noted that a financial forecast was in the process of being organised.
- The group discussed the importance of the Executive Committee analysing the management accounts, as this information would then be relayed to Trustees.
- As well as this, JB noted that the SLs would be provided with Finance training, with HM to book this into the relevant diaries. HM

10. Snow Sports Society Trip



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- Itinerary
- Event Information
- Risk Assessment
- General Holiday Risk Assessment
- Insurance Report
- Travel Insurance (Standard)
- Travel Insurance (Superior)
- Health & Safety Policy
- The group discussed the submitted documents, with LE noting that the forms were comprehensive with a lot of information covered. CD queried if vital health and safety equipment would be provided if skiers were to go off-piste.
- This was approved (4-0), subject to the society acquiring the correct health and safety equipment.

11. Volunteer Officer Reports

- It was noted that several submitted Volunteer Officer reports were not in the correct Students' Union format. TG noted that the information in regards to formatting had been previously provided and that this would be relayed once again to Volunteer Officers. **TG**
- The group noted that one report had not been provided by the School of Maths and Physics Representative. TG noted that he would issue an informal warning in accordance with the new Bye Laws to the aforementioned representative, detailing the importance of the report submissions. **TG**
- An issue was raised in regards to IJ as several complaints had been received in relation to an offensive comment which he posted on Facebook. Legal advice had been sought in relation to the comment. The group discussed the matter and it was agreed that this would be taken to an Accountability forum as a "removal from post"; this was approved (4-0).

12. Course Rep Co-Opts

- The nominated candidates were discussed by the group with both approved (4-0).
- TG noted that going forwards all nominated candidates would be taken to the Executive Committee where they would be approved by all SLs.

13. Exam Space

- TG noted that during the previous Education and Student Life Committee (ESLC), staff queried the use of the Engine Shed as an exam space due to issues with space.
- JB noted that he would speak to CG in relation to this, as the proposed dates may clash with booked events. **JB**
- JB noted that he would discuss the matter alongside KM in their monthly meeting with Judith Carey (JC) (Director of Student Affairs). **JB/KM**
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14. Annual Leave Approval - VP Activities, VP Welfare & Community

- The group approved the proposed dates of annual leave (4-0).

15. NSS Update

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- TG provided a presentation in regards to the NSS update, noting that the Students' Union would be promoting the survey. It was noted that changes had been made to the procedure.
- JB noted that he would discuss the issue with TG at a later date in the week.

TG/JB

16. #loveSUs Feedback

- It was agreed that all SLs would email HC at least one nominee each.

SLs

17. GDPR – Clubs & Societies

- JB noted that following the proposed GDPR changes would negatively impact sports and societies in the long-term and that this was to be considered during the revised changes.

18. Scheme of Delegation Scheme

- The group discussed the proposed changes in regards to the Scheme of Delegation, noting that appropriate members of staff were aware of the changes. JB noted that if the system was breached staff members would be held accountable.

19. NUS Affiliation Fee

- The group discussed concerns raised by other Students' Unions in regards to NUS's use of affiliation fees.

20. 360 Degree Coaching Schedule

- JB noted that the SLs were due to receive timed emails as reminders to review their PDR 360 reviews.

21. Leadership Feedback of the Week

- It was noted that this week's assigned question was "Is there anything you've seen from other unions or universities that would be interesting to explore here?"

22. Student Leader verbal updates:

President

KM noted the following:

- He had spent time at the Liverpool NUS Strategic Conference attending talks and workshops centred around the progression of NUS' strategy. Some of these talks had been particularly useful.
- At this convention he had also spoken to one of the YSJ Sabbatical Officers.
- He had attended a Board of Governors meeting, and noted that following a conversation with Mary Stuart (MS) (Vice Chancellor), that TG and Jenny Barnes (JBa) (Student Voice and Impact Manager) were conducting a review of OfS and HE regulations and this was received positively.
- ASM was a success, showing students' appetite to engage with face-to-face meetings. The quorum was not met, but this could be attributed to the lack of a key issue.
- The International trip to Liverpool had been a success, with 83 students attending, commendations were sent to SLi for leading the trip.

VP Activities

LE noted the following:

- Results for BUCS had been good, with the sports team sitting 66th in the league table.
- There had been 245 people registered to the I Love Tour, Sports Tour which were the highest ever numbers.
- Next week there would be a big push on the Societies Tour.
- Filming was finished for "This BUCS Girl Can" with editing still to be done.

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- We were currently 8th in the country for feedback numbers on the British Active Student Survey (BASS).
- The Volunteering event on Thursday had positive feedback.
- A proposal was going through the University's Marketing and Communications department in relation to highlighting BUCS Wednesday on the main channels.

VP Academic Affairs

TG noted the following:

- The ASM had been a success with a good student turnout.
- His writing for OFS had not been as productive as expected.
- GOATing for the ASM went well, with talking to students face-to-face extremely useful.
- A printer on the fourth floor of the AAD building is on its way.

VP Welfare and Community

CD noted the following:

- The Housing Fayre organised by the Advice Centre went well, with discussions already taking place on how to improve this next year.
- He had attended PHD in the pub, which was a success.
- The Offer Holder day he had assisted with had been quiet.
- He was looking into whether students had any concerns over the MHT building renovations.
- Also, the CCF wanted to commend the Students' Union and University for the work done in regards to Freshers' Week.

VP International

SLi noted the following:

- The International trip to Liverpool went well, with 83 students attending overall.
- The Culture Exchange Session Quiz was a great chance to talk to international students from different countries.
- Preparation for the International Winter Fayre went well.
- International Quizmas will be held on 13th December in The Hub.

23. Chief Executive verbal update

JB noted the following:

- The NUS Strategic Conference in Liverpool which he had previously attended had been very informative.

24. Any Other Business

- It was noted that the refurbished staff room in the Students' Union main office was to hold a games console.
- LE noted that a member of Lacrosse had paid for a coach for the team with her personal funds, with the coach later going unused the student was subsequently out of pocket. The group noted that the expense breached the newly placed expenditure terms and that this would be addressed through the informal disciplinary process.
- CD noted that if anyone had any concerns, or knew of any concerns over the MHT building renovations these should be raised these to him.

LE

25. Date of Next Meeting: Monday 11th December 2017



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Chair

Signed

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APPROVED