



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

10am, Monday 18th December 2017
Chief Executive's Office, Students' Union

Minutes

Present:

Name	Job Title
Kudzai Muzangaza (KM)	President (Chair)
Luke Exton (LE)	Vice President Activities
Tommy George (TG)	Vice President Academic Affairs
Sophia Liu (SLi)	Vice President International
Connor Delany (CD)	Vice President Welfare & Community
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"> • Hannah Coleman (HC), Deputy CEO/Head of HR • Glen Allison (GAI), (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 11th December 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 11th December 2017</p> <ul style="list-style-type: none"> • Document taken as read. 	
<p>4. Matters Arising</p> <ul style="list-style-type: none"> • KM noted that he still needed to speak directly to the University's Alumni department to discuss what Alumni benefits were currently available and how these could be promoted further. KM • TG noted that he had received no further correspondence from Grant Anderson (GA) (Head of Space Strategy, Planning and Sustainability) in regards to cushions in the Sports Centre; however, he noted that he had been directed to Jayne Bannister (JBan) (Space Manager) to speak further on the matter. TG • It was noted that following a conversation with Simon Parkes (SP) (Deputy Vice Chancellor) LE would communicate further with Richard Merryweather (RM) (Head of Campus Services) in relation to fire alarm cages in the Sports Centre. This would then be discussed with Helen Evans (HE) (Sports Facilities Manager) at the next upcoming Sport Lincoln meeting. LE • It was noted that KM and TG had not yet spoken to Jenny Barnes (JBa) (Student Voice and Impact Manager) in regards to the next steps for the NSS Update. It was agreed that JB would meet with David Prichard (DP) (Head of Administrative Support) to discuss the matter further and later relay the information to the SLs. JB 	



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- LE queried whether a brief explanation was also required for their nominated loveSU campaign candidates. It was agreed that names would be submitted to HC for the time being. SLs
 - It was agreed that KM would research the deadline date for these loveSU nominations. KM
 - KM noted that the British Heart Foundation had messaged him in relation to future projects, with KM noting uncertainty towards collaborative charity work due to potential conflicts.
 - KM noted that he had not received a response from Ros Pepper (RP) (Director of HR) in regards to issues with PGR research students. It was agreed that KM and TG would contact PGR Officers at other universities to discuss what opportunities are offered at other establishments. KM/TG
- 5. Weekly Report**
- JB noted that the budget for New Year's Eve at Engine Shed had been distributed throughout the weeks in December as an event was not taking place.
 - It was noted that Tower Bar's takings had increased, which was attributed to Jimmy Carr at the Engine Shed and popular football matches.
- 6. Week's Events**
- It was noted that the Engine Shed was closing down for Christmas as of 19th December, with the building itself closing at 9pm on Friday 22nd; JB prompted the SLs to take all items from the building before this date.
- 7. Student Leader Time Analysis**
- **8th-14th December**
 - The group noted the decreased number of GOATing hours, which was associated with the amount of attendance panels attended by the SLs.
- 8. SUGgestions**
- KM noted that a word document had been compiled to detail the progress of each undertaken SUGgestion, recommending all SLs to update the document before updating progress on SUMS. LE suggested a recurring reminder to be placed in SL diaries.
- 9. New Society Application**
- **Free Speech Society**
 - The group discussed the proposed society application; this was approved (5-0).
- 10. Standing Order Removals**
- The changes were approved (5-0).
- 11. Campaigns Network Grant Applications**
- CD noted that various applications had been put forward by members of the Campaigns Network, for instance, the Community Officer requesting funding for flyers to promote the Advice Centre's Food Bank throughout student accommodation.

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- Other submissions included a Stop and Search campaign headed by the BAME Officer and regular meet-ups at The Swan for mature students with the Mature Officer.
- These were approved (5-0) subject to the Marketing department accepting promotional material designs.

12. Social Media Policy for Students

- It was noted that a Social Media Policy for Students had been discussed at the previous Education and Student Life Committee which had been proposed by Andy Beggan (AnB) (Dean of Digital Education).
- JB noted that he was meeting with TG and KM to discuss the matter further, however it was noted that if SLs had any outstanding queries/ possible amendments in regards to the document that these would be put forward to JB.

SLs

13. Sanitary Products (SU Bathrooms)

- CD proposed an initiative to include free sanitary products in all Students' Union venues. The notion was approved (5-0) with CD to research costings and liaise further with HC.
- It was suggested that CD partner with the Women's Officer for the project, with a variety of products offered in each toilet cubicle.
- JB noted that he would liaise with Charlie Garrod (CG) (Head of Commercial) to discuss the removal of sanitary products at 6pm every evening.

CD

JB

14. Last Straw Campaign

- The group discussed possible alternatives to plastic straws with Students' Union venues. It was noted that straws would only be provided to customers upon request, with all straws to be used up before changes were put in place.
- JB noted that he would speak to Dan Willcocks (DW) (Marketing and Outreach Manager) to discuss promotional material.

JB

15. Attendance Panels

- The group raised concerns over the disparities between Schools in the way in which attendance panels were organised. JB noted that the issues had been raised with Mary Stuart (MS) (Vice Chancellor) who agreed to put the matter forward to Judith Carey (JC) (Director of Student Affairs).
- JB noted that himself, KM and TG were to meet with JC to discuss their concerns.
- It was agreed that in the meantime all SLs would make notes after every panel and would later compile their issues to discuss in a meeting with JB and Rachal Lilley (RL) (Advice Centre Manager).

KM/TG/JB
SLs

16. Exam/Welfare Campaign

- CD noted a proposed campaign between himself and TG in relation to student welfare during the exam period, offering exam breakfast, exam tips and support on mental health issues.
- JB suggested that as part of the mid-way reviews in January, that all SLs collaborate as part of a joint campaign to promote the issues.

SLs

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17. Leadership Feedback of the Week

- It was noted that no Leadership Feedback question would be assigned until January 2018.

18. Student Leader verbal updates:

- **President**

KM noted the following:

- He had attended a large amount of student attendance panels during the previous week.
- The SL/SMT meeting went well, with the strategic focus incredibly helpful in contrast to the operational aspects.
- 8 Out of 10 Swans was a good opportunity to speak to students.
- The Drama Society showcase was stellar and suggested that societies get more support for the organisation of events in Students' Union venues.

- **VP Activities**

LE noted the following:

- At the end of this semester the BUCS fixtures placed Lincoln teams 64th overall.
- Bowling with Cluster reps and SLi went well.
- Commendations to KM for picking up 8 Out of 10 Swans in his absence.
- He had looked further into a 24-hour gym due to his assigned SUGgestion.
- Student Scholars had received positive feedback.
- The Santa Fun Run had gone well with Sam Bass (SB) (HR Assistant) also attending; with the aim of over £160 to be raised towards New Year.
- 37 students had signed up to the Societies tour and he was to speak to Emily Baldwin (EB) (Activities Co-ordinator) and Jamie Barker (JBark) (Societies Tour Representative) about potentially extending the deadline.

LE

- **VP Academic Affairs**

- Rep Forum went well and was a fantastic opportunity to liaise with reps.
- SRG also went well.
- The Senior Rep Christmas meal was great.
- The Staff Awards was great, with staff coming together for the opportunity.
- Writing the OFS Consultation was slightly tedious yet positive overall.
- **VP Welfare & Community**
- He had met with Chloe Rollings (CR) (School Rep- Law) in regards to more support for student carers, with further exploration going into travel grants and an option available for student carers during enrolment.
- A meeting had taken place between himself, KM and Daniel Hammersley (DH) (Business Manager, University of Lincoln Health Service) which was interesting.
- The Sincil Bank Community meeting had gone well, with requests for students with connections in the area to participate in a Pecha Kucha.
- The University Open Day had been disappointing with no attendees at the Students' Union talk; he noted that he wasn't sure how this had been promoted.

- **VP International**

- International Quizmas had gone well.



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- She had spoken to Mark Page (MP) (College Director of Operations (Science)) in relation to a bookshelf in the David Chiddick Building, noting that she was permitted to use the bookshelf as necessary.
- In relation to the International trip to London, there had been a lot of interest, with the attendee numbers filling one coach.

19. Chief Executive verbal update

JB noted the following:

- It was noted that issues had been raised in regards to account balances in societies and sports teams, with several clubs in debt to the Students' Union, with the accounts compiled by Adrian Brown (AB) (Head of Finance).
- It was agreed that LE would discuss the outstanding balances with Lorna Cruickshank (LC) (Activities Manager) and establish which clubs are still active.
- Issues had also been raised over Activities balances at University of Kent Students' Union during his visit. JB noted that the Activities tab on SUMS was due to be developed further to include balances for clubs.
- The matter would be discussed further between AB and the Head of Finance at the University of Kent Students' Union.
- All computers and electrical items should be turned off on Friday with the building closing over Christmas.
- JB reiterated that applications to be discussed during the Executive Committee should be submitted through the correct procedure, with departments gaining approval from either JB or HC beforehand; this ensures that the group have ample time to read the documents and practise good governance.

LE

20. Any Other Business

- The group discussed the proposed sports and societies development fund applications; it was noted that applications from the Activities Hub on 15th December would be reviewed following this meeting.
- It was noted that all SL annual leave above 2 consecutive days during term-time requires Board of Trustees approval. With all dates to be logged through MyView and sent to JB accordingly.

21. Date of Next Meeting: 15th January 2018

Chair

Signed

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