



**UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting**

9am, Monday 23rd July 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
Hannah Coleman (HC)	Deputy Chief Executive
Nial Francis (NF)	College of Social Science Officer

Also in attendance:

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

	Item Part A	Action
1. Apologies for absence	<ul style="list-style-type: none"> James Brooks (JB), (Chief Executive) James Bayliss (JaBa), (College of Science Officer) Glen Allison (GAI), (College of Arts Officer) Mickhail Belovol (MB) (College of Business Officer) 	
	Declarations of Interest	
	<ul style="list-style-type: none"> It was noted that both NF and JaBa's Declaration of Interest should be added to the form going forwards. 	
2. Minutes of the previous Executive Committee meeting held on 18th July 2018	<ul style="list-style-type: none"> The minutes were agreed to be an accurate record of the meeting. 	
3. Matters Arising	<ul style="list-style-type: none"> TG noted that he had contacted Lisa Baker (LB) (Head of Governance) regarding the Teaching Excellence and Graduate Success Committee; following his correspondence it had been established that KM would attend on behalf of the Students' Union going forwards. It was noted that TG would speak to Mary Stuart (MS) (Vice Chancellor) in relation to the removal of a rep related question from the next series of Module Evaluations. Both KM and CC noted that they would meet over the following week, in order to discuss the procedure in place for holding sports and society committee members to account. KM noted that he would discuss Open Day presentation slots with MS during their next catch-up. The group discussed their individual nominations for the Student Impact Award; it was agreed that this would be compiled and discussed in the next Executive Committee. 	<p>TG</p> <p>KM/CC</p> <p>SLs</p>
4. Weekly Report	<ul style="list-style-type: none"> Document taken as read. 	



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5. Week's Events

- It was noted that a leaving event for Professor Sara Owen (SO) (Pro Vice Chancellor / Head of College of Social Science) was taking place on Thursday 26th July, with SLs and NF encouraged to attend if available.

6. SUGgestions

- KM provided the group with an overview of the completed SUGgestions including: water fountains in the Minerva Building, gender neutral toilets and weighted nets in the Sports Centre.

7. Informal Disciplinaryies

- It was noted that there were no outstanding Informal Disciplinaryies.

8. National Entrepreneurial Week

- TG noted that a campaign had been proposed in line with National Entrepreneurial Week, which sought students to raise as much money as possible from a £50 budget.
- It was noted TG would meet with Craig Marsh (CM) (PVC / Director of Lincoln International Business School) and Vicky Addison (VA) (Head of Business Incubation & Growth) regarding the matter.

9. Student Leader Verbal Updates:

• **President**

KM noted the following:

- He had spent the majority of his week in the main office making preparations for Black History Month in October and had managed to obtain media content via the Media Archive for Central England.
- Interviews for the full-time Web Developer role had been interesting, with the position successfully filled.
- Lunch with the University's Senior Leadership Team had gone well.
- He had met with Elly Sample (ES) (Director of Communications, Development & Marketing) during the previous week in order to discuss campaigns.
- Jon Day training was due to take place on 23rd July.
- He was due to attend Board of Governors on Thursday 26th July, with the meeting being Haydn Biddle's (HD) (Chair of Board of Governors) final committee as Chair; KM noted that a card from the SLs would be purchased.

• **VP Education**

TG noted the following:

- Following on from the previous week, he was due to attend several more meetings with Student Engagement Champions from various departments.
- Interviews for the full-time Social Sport Assistant role had gone well, with a candidate successful in gaining the position.
- He had met with Dave Prichard (DP) (Head of Administrative Support) regarding the next LALT Conference.

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- During the previous week he had met with an individual from Blackwell Books in order to discuss ideas and potential deals going forwards.

- **VP International**

SLi submitted the following:

- She had met with Gemma Smart (GS) (Events and Hospitality Co-ordinator) and arranged the upcoming dates for the year's International Parties.
- Following an enquiry, he had contacted the CSSA committee in order to discuss a potential collaborative Welcome Party.
- Campaigns Assistant interviews had gone well.
- She had met with Fiona Purdy (FP) (Lead Student Advisor) to discuss the International Buddy Scheme role description.
- The proposal for UKCISCA funding was ongoing, with SLi to meet with Jenny Barnes (JBa) (Head of Student Voice) later in the week.

- **VP Welfare & Community**

GC noted the following:

- She had met with Julian Free (JF) (Deputy Vice Chancellor) which had gone well.
- Both she and Kayleigh Teague (KT) (Campaigns Support Co-ordinator) had discussed the proposed campaigns for the year, with the ideas now taking shape; meetings with the Marketing department had also taken place to discuss the promotion of these campaigns.
- She had met with the council's Anti-Social Behaviour team, as well as staff members from Bishop Grosseteste University in order to discuss Freshers' Week, with plans to tackle the safety of students looking positive.

- **VP Activities**

CC noted the following:

- A meeting with APS Properties had taken place in the previous week.
- She had also met with AKUMA to discuss issues previously raised.
- Filming for the National Societies Awards had been ongoing alongside the Marketing department.
- Both she and GC had attended PREVENT training, which had been particularly useful.

10. Deputy Chief Executive Verbal Update

HC noted the following:

- Interviews for the Advice Centre Manager were due to take place on 24th July.
- JB would be out of office throughout the week due to a SUMS Stakeholder meeting and a training session in London.
- Discussions had taken place regarding both the RAG and NSA conferences, with proposals to be submitted for both.

11. Any Other Business

- HC noted that apologies should be appropriately sent to all meetings which individuals could not attend.



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- The group discussed TG's proposed work hours for Tuesdays and Thursdays going forwards, with no objections raised this was approved (4-0).
- It was noted that a rebate was due from AKUMA, with HC providing the group with the proposed list of purchases; these were approved (5-0).
- CC provided the group with an overview of the sponsorship deal proposed between the Cheerleading Team and APS Properties following a meeting from the previous week.
- It was agreed that CC would forward the relevant contract to HC who would report on the matter during the next Executive Committee.
- The group discussed the proposed sporting competition with York St John University; it was agreed that HC would discuss the matter with Lorna Cruickshank (LC) (Activities) with a proposal to be put forward to the next Executive Committee.

CC/HC

HC

Part B

12. Student Leader Time Analysis

- 13th-19th July
- Documents were taken as read.

13. Book Club Application Form

- This application was approved (5-0).

14. Date of Next Meeting: 10am, 6th August 2018

Chair

Signed

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