



UNIVERSITY OF LINCOLN STUDENTS' UNION  
Executive Committee Meeting

9.45am, Monday 18<sup>th</sup> June 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
Cassie Coakley (CC)	Vice President Activities
Grace Corn (GC)	Vice President Welfare & Community
Sophia Liu (SLi),	Vice President International
James Brooks (JB)	Chief Executive

Also in attendance:

Hannah Coleman (HC)	Deputy Chief Executive
Holly Millar (HM)	Executive Assistant
Shanna Limm (SLm)	Office Assistant

Item Part A	Action
<p>1. <b>Apologies for absence</b></p> <ul style="list-style-type: none"><li>Glen Allison (GAI), (College of Arts Officer)</li><li>James Bayliss (JaBa) (College of Science)</li><li>Nial Francis (NF) (College of Social Science Officer)</li><li>Mickhail Belovol (MB) (College of Business Officer)</li></ul> <p><b>Declarations of Interest</b></p> <ul style="list-style-type: none"><li>The document taken as read.</li></ul>	
<p>2. <b>Minutes of the previous Executive Committee meeting held on 4th June 2018</b></p> <ul style="list-style-type: none"><li>The minutes were agreed to be an accurate record of the meeting.</li></ul>	
<p>3. <b>Minutes of the SMT meeting on 4th June 2018</b></p> <ul style="list-style-type: none"><li>The minutes were taken as read.</li></ul>	
<p>4. <b>Matters Arising</b></p> <ul style="list-style-type: none"><li>TG noted that he had discussed the proposed collaborative Student Engagement Strategy in a meeting with Mary Stuart (MS) (Vice Chancellor).</li><li>It was noted that any amendments to this strategy should be submitted to TG by 5pm on 18<sup>th</sup> June.</li><li>SLi noted that she had previously discussed the role of ISA within the Campaigns Network with Connor Delany (CD) (former Vice President Welfare and Community), with the logistics since discussed with Jane Kilby (JK) (Employability and Campaigns Manager) and Kayleigh Teague (KT) (Campaigns Support Co-ordinator).</li></ul>	SLs
<p>5. <b>Weekly Report</b></p> <ul style="list-style-type: none"><li>Document taken as read.</li></ul>	
<p>6. <b>Week's Events</b></p> <ul style="list-style-type: none"><li>Document taken as read.</li></ul>	



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**7. SUGgestions**

- KM noted that the SUGgestions had received an influx of submissions which he would review throughout the week.

**8. Informal Disciplinary**

- KM provided GC and CC with an overview of the Informal Disciplinary process and noted that the outcomes of these investigations are filtered through to the Executive Committee in order for the group to raise concerns.

**9. Student Engagement Strategy**

- As discussed in agenda point 4 (Matters Arising).

**10. University of Lincoln Student Engagement Survey**

- KM noted that he had approved the University of Lincoln Student Engagement Survey on behalf of the Executive Committee by utilising his Chair's powers.
- A conflict was raised regarding KM's position within the Board of Governors, therefore TG as Deputy Chair of the Executive Committee mitigated this conflict; this was approved (4-0).

**11. Anthem Club Branding**

- This was approved by the group (5-0).

**12. Management Accounts – April & May 2018**

- The documents were taken as read.

**13. Code of Conduct 2018/19**

- HC noted that following an annual review the Code of Conduct had undergone amendments in order to create an overarching focus across sports and societies, the Campaigns Network and academic reps.
- It was noted that the document had been amended in order to establish behavioural expectations and offer transparent guidelines regarding the responsibilities within these groups.
- The document was approved (5-0).

**14. Co-Opt - BSc Human Resource Management (WBDL)**

- This was approved by the group (5-0).

**15. ULSU Complaints Procedure**

- JB noted that the procedure regarding complaints against the ULSU Group had been altered in order to operate in line with both LSUT and SUMS; with such complaints therefore being resolved more effectively going forwards.
- This was approved (5-0).

**16. Activities Funding Procedures & Policies:**

- BUCS Funding Procedure
- Coaching and Referee Bursary Procedure



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- **Competitive Grant Funding Procedure**
- **Development Grant Funding Procedure**
- **Allocation of Events/Trips Grants Procedure**
- **'Feathers' Accreditation Policy**
- HC noted that policies in relation to the Activities department had undergone their annual review with relevant amendments proposed as a result.
- JB noted that the criteria for BUCS funding appeals had been altered in order to highlight that appeals would be evaluated on a procedural basis.
- It was noted that these changes would be relayed to the incoming committees, as well as being published on the Students' Union website.
- These changes were approved (5-0).

**17. Student Leader Verbal Updates:**

- **President**

KM noted the following:

- Student Leader induction week with GC and CC had taken place during the previous week- he also noted his congratulations to the pair.
- Due to the lack of students on campus, much of his time was spent focussing within the office.
- He had attended the Internal Communications Group in which digital signage was discussed; it was noted that the Students' Union and University would receive equal amounts of signage on these screens.
- The Santander University Celebration event had taken place, with a previous Swan's Den competitor making it through to the final stages of the competition.
- He had attended meetings with several academics in order to discuss the organisation of Black History Month, with an effective plan coming together.
- Board of Trustees had gone well in the previous week.
- He and the other Student Leaders had attended a team building session within an Escape Room which had been great.
- Following the Environment and Sustainability Committee the Eco Society were now able to send a committee member to the meetings going forwards.
- A radio interview regarding the purchase of The Barge had been conducted in the previous week.

- **VP Education**

TG noted the following:

- The second Lecture Recording Working Group had taken place in the previous week, with the meeting being effective in resolving several of the issues raised.
- He and SLi had supported several students in Academic Offence panels throughout the week.
- Print Board had once again restarted with various developments made.
- He had attended the Alfred Tennyson Working Group in CD's stead, with the construction currently on schedule.
- A meeting with David Twigg (DT) (Head of Department (Strategy and Enterprise) had taken place in order to discuss a potential School Action Day.



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- **VP Activities**

CC noted the following:

- As the previous week had been her induction alongside GC, the training received had been amazing and helpful in gaining insight to the Students' Union.
- She had been in discussions with the Activities department regarding the next BUCS Conference.
- Several members of sports and societies had begun contacting her in relation to her position, with opportunities now available to network amongst the groups.

- **VP Welfare & Community**

GC noted the following:

- The training throughout her induction day had been incredibly helpful.
- She had begun networking with the various Campaigns Network groups on social media.
- As well as this, she had spent the week introducing herself to office staff.

- **VP International**

SLi noted the following:

- She had met with KT in order to discuss the proposed International Buddies scheme and how this would run alongside International Friends.
- Following an email from the International Office regarding airport pick-ups for new International students, she wanted to work towards organising travel for all International students going forwards.
- She and TG had supported several students in Academic Offence panels.
- Later in the year she had agreed to deliver a presentation to pre-English students regarding opportunities at the Students' Union.

## 18. Chief Executive Verbal Update

JB noted the following:

- He had spent the majority of the previous week providing training sessions to both GC and CC.
- The Students' Union had purchased The Barge as an alternative venue going forwards.
- It had been announced that Propaganda would no longer take place in the Engine Shed.

## 19. Any Other Business

- HC provided the group with an overview of the SL / SMT Residential.
- KM noted that following the previous week's announcements it was important for SLs to engage with social media as best as possible in order to provide clarity and answer any outstanding queries.
- Further to handover week KM noted that all SL desks be cleaned, with minimal items kept in the office in order to encourage team to focus predominantly on meeting and conversing with students.

SLs



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20. Student Leader Time Analysis

- 1<sup>st</sup>-7<sup>th</sup> June
- 8<sup>th</sup>-14<sup>th</sup> June
- TG noted a discrepancy in his recorded hours between 1<sup>st</sup>-7<sup>th</sup> June; it was noted that SLm would amend this.

SLm

21. ISA Standing Order

- SLi noted that a minor amendment had been created following conversations with CD, JK and KT.
- The document was approved (5-0).

22. Disabled Student Officer's to Disabilities Officer Title Change

- This was approved by the group (5-0).

23. Society Application:

- **Business & Enterprise Society**
- TG raised concerns over similarities between the proposed society and the current Business Society.
- It was agreed that HC would raise the concern with Emily Baldwin (EB) (Activities Co-ordinator) and organise discussions with the relevant individuals.
- As well as this, it was agreed that TG would contact DT regarding the Business and Enterprise Group.

HC

TG

24. Date of Next Meeting: 10am, 25<sup>th</sup> June 2018

Chair

Signed

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