



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

10am, Monday 19th March 2018
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
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
Hannah Coleman (HC)	Head of HR/Deputy CEO <i>(present for part of the meeting only)</i> .
Jenny Barnes (JBa)	Student Voice and Impact Manager <i>(present for points 8-9 only)</i> .
Dan Willcocks (DW)	Marketing and Communications Manager <i>(present for point 8 only)</i> .
Shanna Limm (SL)	Office Assistant, note taking <i>(present from point 6 onwards)</i> .

	Item Part A	Action
1. Apologies for absence	<ul style="list-style-type: none"> • Kudzai Muzangaza (KM), President • Glen Allison (GAI), (College of Arts Officer) • James Bayliss (JaBa), (College of Science Officer) • Beatrix De Arcos Marin (BAM), (College of Social Science Officer) 	
	Declarations of Interest	
	<ul style="list-style-type: none"> • TG noted that he was a member of the Men's Futsal team; it was agreed that HM would update the electronic Conflict of Interest form, with TG to subsequently to update his Conflict of Interest form on file. 	HM/TG
2. Minutes of the previous Executive Committee meeting held on 12th February 2018	<ul style="list-style-type: none"> • The minutes were agreed to be an accurate record of the meeting. 	
3. Minutes of the SMT meeting on 12th February 2018	<ul style="list-style-type: none"> • The minutes were taken as read. 	
4. Matters Arising	<ul style="list-style-type: none"> • KM noted that the course of action in relation to comments made by a Conservative council member would be brought forward to the next Executive Committee. • It was confirmed that CD and LE had verified one another's Time Analysis from the previous week. • CD noted that he had spoken to Dave Andrews (DA) (The Swan Manager) regarding the implementation of Ask Angela campaign across Students' Union venues as it was not widely acknowledged by customers; it was agreed that JB would speak to DA further to this. • CD also noted that he had met with the acting LGBT+ Officer, with next year's elected officer currently attending Campaigns Network meetings as an observer. • In addition to this, JB noted that the Campaigns Network are able to issue formal warnings along with the Executive Committee, who can either issue a direct warning or directly refer a case to an Accountability Forum. 	KM JB



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- CD recommended that those within the Campaigns Network who did not issue a punctual report receive a formal warning; this was agreed (4-0) with CD to communicate this to the respective officers. CD
 - SLi noted that she was due to meet with JBa and Kayleigh Teague (KT) (Campaigns Support Co-ordinator) regarding the ISA committee at a later date.
- 5. Weekly Report**
- JB raised an issue regarding Propaganda tickets and how these have not been efficiently entered manually.
 - TG proposed that changes be implemented in regards to entry after 1am to encourage customers to arrive earlier; JB noted that he would discuss the matter with Michael Redpath (MR) (Entertainments Manager) and look to implement a new system for the new academic year. JB
- 6. Week's Events**
- Document taken as read.
- 7. SUGgestions**
- TG noted that he had received communication from Drew Cook (DC) (Director of ICT) in relation to the cross-campus installation of Flux which is designed to reduce eye strain during computer screen usage.
 - It was also noted that a potential cross-over had been proposed regarding pop-up computer labs and Operation Rosé.
 - As well as this, TG noted that the College of Arts were looking into a new plotter for the AAD building.
 - CD noted that his assigned SUGgestion of sanitary products in venues had been marked as complete.
 - He also noted that following his research into Dementia friendly signage further work was required for the project to be effective on an organisational level.
 - LE noted that he was still awaiting a response from Simon Parkes (SP) (Deputy Vice Chancellor) in relation to rebound boards, cushions and fire alarm cages in the Sports Centre.
 - The group discussed the upcoming meeting between JB, KM, SP and Mary Stuart (MS) (Vice Chancellor) and the concerns raised by KM to the VC regarding the Sports Centre.
 - It was agreed that a pre-meet would be scheduled including HC, KM, LE and JB to discuss these issues.
- 8. Student Life Pulse Questions**
- JBa provided the group with an overview of Alterline's Student Life Pulse survey, noting that it had been implemented to gage feedback from the student populace on questions corresponding to organisational KPIs.
 - The questions were approved by the group (4-0).
- 9. Rep Rewards**



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- JBa gave an overview of the proposed Rep Rewards to the group, noting that the rewards system would provide reps with a mechanism for feedback and self-reflection, with course and school reps eligible for bonuses and rewards for their reported successes.
- HC queried to authorisation of rep successes and suggested that these be ratified by either TG or Liz Smy (Representation and Governance Co-ordinator).
- It was agreed that the available vouchers would be limited to Students' Union venues (4-0).
- TG suggested that the rewards system be incorporated into the online Coursemate system; JBa noted that she would speak to Alan Bage (ABg) (Senior Web Developer) in regards to this.

10. Postgraduate Rep for the LIBS

- The group discussed the nominated PG candidate with TG noting that the LIBS currently had no PG representative; the co-opt was approved (4-0).

11. NUCCAT Seminar

- TG noted that he had been invited to attend the NUCCAT seminar in Leeds to showcase and discuss value for money within the HE sector. It was agreed that TG would attend the seminar on behalf of the Students' Union (4-0).

12. PG Welcome

- It was noted that following the success of the previous year's Postgraduate Welcome Week that this would now become a recurrent feature alongside Freshers' Week.
- TG provided an overview of the proposed events and encouraged the SLs to suggest any further additions; the group agreed that the importance of these sessions be communicated to Postgraduate students on their arrival to ensure that they are aware of the available opportunities.

13. Snowsports Foreign Trip

- **NUCO Travel H&S Policy**
- **Risk Assessment**
- It was noted that those on the trip would not be skiing on-piste for the duration of the trip.
- LE noted that the submitted risk assessment did not use the standard ULSU template. It was agreed that this would be communicated to the society by LE.
- The group approved the trip proposal (4-0), subject to the relevant risk assessment submission and Lorna Cruickshank (LC) (Activities Manager) being satisfied with mitigation in the risk assessment.

LE

14. Disneyland Trip

- **SUMS Application**
- **Risk Assessment**
- HC noted that the application had been submitted in advance and raised concerns over the financial commitment of the society throughout the period.
- The group approved the application (4-0).

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15. HUB Governance

- **Activities HUB Standing Orders**
- **Societies HUB Standing Orders**
- **Sports HUB Standing Orders**
- HC noted that minor amendments had been made to the standing orders for purposes of clarity; these amendments were approved (4-0).
- JB noted that arrangements should be made for the amended policies to be added to the website.

HC

16. Student Leader Verbal Updates:

- **President**

KM submitted the following via written update:

- The majority of the week was spent organising the logistics of the SHAG Campaign.
- He had partook in the Finance Manager Interviews during the previous week.
- He had attended the Societies' Showcase which was very good- with a huge effort from the Activities team.
- The Board of Governors meeting took place on Thursday 15th March.
- Following on from Board of Governors he had met with the MS to discuss the role of College Officers.
- The meeting with Daniel Hammersley (DH) (NHS Trust) went well with the group discussing the Health Centre and Sexual Health Provisions on campus. It was noted that there was potential to incorporate Lindon House on campus with ad-hoc clinics.

- **VP Activities**

LE noted the following:

- The Societies Showcase was a success, with almost 250 students in attendance; commendations were also given to the Societies Officer and Jess Skill (JS) (Societies Assistant) for the facilitation of the event.
- The Academic Expo had a lower turnout than expected, with the process to be reviewed going forwards.
- More Feather applications than ever had been received which was promising.
- A shelving unit had now been installed in Witham House with the space now available for use.
- The Athletics team had raised £331 for their fundraiser in the previous week.
- Sport Relief went well and was met with positive reviews.
- Following the closure of the We Are Lincoln Awards nominations more nominations than ever had been submitted with 459 submissions overall.
- He was out of office on Thursday 22nd March due to the BUCS regional meeting at Nottingham Trent University.
- From the 24th March-30th March he would be out of office as a result of the Sports tour, followed by the Societies tour from 1st-5th April.

- **VP Academic Affairs**

TG noted the following:

- He would also be out office as a result of the Sports and Societies tour.

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- On Tuesday 13th March he had visited Holbeach campus to speak to distance learners on the opportunities available at the Students' Union. He noted that the importance of Blackboard was highlighted during this visit.
- A potential a Holbeach visit to the Brayford Campus had been proposed by MS during a meeting, with suggestions made for the Students' Union to host an event.
- The Students' Union will be hosting a Postgraduate survey on behalf of the university which is an amalgamation of PTES and NSS questions; this will also be incentivised to encourage engagement.
- He noted that a proposal had been made in relation to the MHT Dance Studio, with a new name proposed as the "Gemma Marshall Dance Studio".
- Following a conversation with MS a campaign had been suggested in relation to online lecture recordings for student.

- **VP Welfare & Community**

CD noted the following:

- A layout for the MHT renovation had been released, with PG reps suggested to attend stakeholder meetings regarding any changes; pre-meets between the reps and CD had also been discussed, with any queries on the matter to be raised during these.
- He had attended an impromptu wellbeing day at St. Marks which highlighted additional areas to look into.
- He had met with the acting LGBT+ Officer to discuss their role.
- Over the past week he had attended several attendance panel which went well, with the Students' Union's involvement much appreciated by various schools.
- Dementia Friends training had gone brilliantly with the targets hit by the team in terms of attendance.
- He had had a productive meeting regarding the Health Centre with a sexual health drop-in proposed for the campus.
- Oxjamnesty went well, with numbers affected by the weather conditions.
- Throughout the week he would be heavily involved in Make A Difference Week.

- **VP International**

SLi noted the following:

- The International Party went well with 41 attendees.
- Defeat the Heat promotion had been well-received with the Facebook post receiving over 2,000 views.
- Six nominations had been received for the ISA Committee positions.
- The next trip would be taking place on Saturday 24th, with students travelling to Chester Zoo.

17. Chief Executive verbal update

JB noted the following:

- Comments had been raised regarding discarded cigarettes outside the venue, an appropriate bin(s) to be investigated and placed in this area to prevent this issue going forwards.



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- During the previous week a Finance Manager had been successfully recruited, with the Finance department to be developed over the upcoming months.
- Departmental budgets are currently being devised, with these to be scrutinised on Friday 23rd March by KM, AB and JB.
- JB, HC and JBa were out of office on 20th March whilst attending a WONKHE conference in London.
- During the following week from 26th-29th March he would again be out of office alongside HC, KM, SL, JBa and CD due to an NUS conference in Glasgow.

18. Any Other Business

- It was noted that JB would speak to Adrian Brown (AB) (Head of Finance) regarding the authorization of finances during the absence of himself, HC and the SLs.
- CD noted that no nominations had been received for the vacant Campaigns Network positions.

JB

Part B

19. Student Leader Time Analysis

- LE noted that the previous GOATING hours were high from all SLs as a result of Varsity; GOATING hours were also up in comparison to usual.

20. Society Applications:

- City Pubs Society
- Poker Society
- The City Pubs Society was approved (4-0).
- The group discussed the Poker Society application and it was agreed that this would be taken to the Board of Trustees meeting on 1st May, with recommendations to approve due to possible reputation impact.

21. Development Grant Funding Applications

- Creative Advertising
- Business Society
- Drama Society
- English Society
- Law Society
- Sailing
- HC noted an issue had been raised regarding an event by the Sailing Society which was to be paid retrospectively, however this has now been investigated and resolved by the Activities Team.
- The group approved the applications (4-0).

22. Date of Next Meeting: 9th April 2018

Chair

Signed

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