

UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

10am, Monday 9th April 2018
Chief Executive's Office, Students' Union

Minutes

Present:

Name	Job Title
Kudzai Muzangaza (KM)	Students' Union President
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
Shanna Limm (SL)	Office Assistant (note taking)

Item Part A	Action
1. Apologies for absence <ul style="list-style-type: none"> Hannah Coleman (HC), (Deputy CEO) Glen Allison (GAI), (College of Arts Officer) James Bayliss (JaBa) (College of Science) Beatrix De Arcos Marin (BAM), (College of Social Science Officer) Declarations of Interest <ul style="list-style-type: none"> Document taken as read. 	
2. Minutes of the previous Executive Committee meeting held on 19th March 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 19th March 2018 <ul style="list-style-type: none"> The minutes were taken as read. 	
4. Matters Arising <ul style="list-style-type: none"> TG noted that he had not updated his Conflict of Interest form on file; it was agreed that this would be completed as soon as possible. KM noted that no further action would be taken regarding comments made by a Conservative council member on local street lights. It was noted that JB had discussed the issue of Quack entry after 1am with Michael Redpath (MR) (Head of Events and Marketing) and it was agreed that this would be reviewed for the next academic year. LE noted that he had discussed amendments to the Snowsports society's risk assessment with Lorna Cruickshank (LC) (Activities Manager). 	TG
5. Weekly Report <ul style="list-style-type: none"> Document taken as read. 	
6. Week's Events <ul style="list-style-type: none"> TG noted that the Senior Rep Group was due to take place on 9th April in The Platform and encouraged all SLs to attend if available. It was agreed that the SLs would also attend the Law Celebration 10th April if free. 	

Minutes

7. SUGgestions

- KM noted that the SUGgestion platform had grown increasingly popular with ten SUGgestions recently attaining the threshold; it was agreed by the group that expectations in regards to the platform would be managed as best possible.
- CD raised an issue regarding the completion of unfeasible SUGgestions and how this was relayed to the submitter via email; it was agreed JB would speak to Jenny Barnes (JBa) (Head of Student Voice and Insight) in relation to the matter. JB
- TG noted that pop-up computer labs would be trialled during the Less Stress More Success campaign day, with a session due to take place in the Isaac Newton Building. Further to this, TG noted that the pop-up labs would utilise the current space available within the campus with sessions dedicated to assessment and exam periods.
- As well as this, TG noted that issues had been raised regarding the implementation of Flux software across the campus.
- CD noted that no progress had been made in relation to the proposed second-hand bookshop in the SU Reception; it was noted that CD would discuss the matter with HC. CD
- LE noted that he was yet to be updated regarding rebound boards and liftable cages in the Sports Centre and that he would chase the matter. LE
- KM noted that a meeting between himself and Richard Merryweather (RM) (Head of Campus Services) had been organised on 16th April in order to discuss the vending machines in the University Library.
- In addition to this, KM noted that the AAD East building's lift had been looked into, with issues now reported as less frequent.

8. Student Leader Meetings

- President
- VP A
- VP AA
- VP W&C
- VP I
- It was noted that in HC's absence the agenda point would be discussed in the next Executive Committee. HM

9. Housing Survey

- It was noted that a meeting was due to take place with KM, HC and CD, with Chair's powers being exercised.

10. Financial Monitoring Report February 2018

- The group discussed the report and the document was taken as read.

11. Election Sub-Committee Returning Officer

- It was noted that there was a conflict regarding Chris Bateman (CB) as Returning Officer and his role on the Board of Trustees; this was mitigated as not as many elections were due to take place, therefore it was suggested that JBa act as Returning Officer during the interim.

Minutes

12. Naked Calendar

- The group discussed promoting and supporting Kayleigh Teague's (KT) (Campaigns Support Co-ordinator) fundraising campaign for CoppaFeel and allowing staff to partake in the proposed naked calendar. The group approved the participation of staff members (5-0) on the basis of staff discretion.

13. Delegates Voting Record for NUS Conference

- The report was approved (5-0) with the document to be published on the SU website.
- SLi suggested that an additional column be created as part of the report for highlight which motions had been passed.

14. Student Leader Verbal Updates:

• President

KM noted the following:

- The SHAG campaign had been well-received, with the competition survey results being receiving 380 responses; it was noted that the feedback from the survey would also be filtered into the Advice Centre.
- An on-campus Sexual Health drop-in had been confirmed and was due to take place on Wednesdays going forwards.
- The previous week's NUS conference had been interesting, with KM recommending that the attendees discuss the experience via a debrief.
- Due to time constraints the proposed Less Stress More Success campaign had been condensed from one-week to one-day, with the majority of the activities now confirmed.
- A date for the next All Students Meeting had been confirmed with the group due to discuss: issues involving the Sports Centre, TG's proposed title change to Vice President Education, an update on changes to the Quality Code and the most recent NUS conference.
- It was noted that Simon Parkes (SP) (Deputy Vice Chancellor) was due to attend the All Students Meeting to discuss issues with the Sports Centre, with the group agreeing that those wishing to ask questions should submit these beforehand.

• VP Activities

LE noted the following:

- In regards to BUCS results there had been 8 league winners overall with winners including: Football Men's 1st, Football Men's 2nd, Hockey Women's 1st, Netball 1st, Netball 2nd, Rugby Union Men's 1st and Ultimate Frisbee. He noted that the teams should be congratulated for their achievements with it being a record of most wins.
- He had attended the BUCS Regional meeting in which the updates of online systems were heavily focussed upon.
- Both the Sports and Societies tours had gone well, with the Sports teams receiving positive feedback for their conduct and behaviour.
- Issues raised regarding the Dance Studio Space had now been resolved.
- We Are Lincoln Awards filming was due to take place throughout the week with SLs commended for their participation.

Minutes

- **VP Academic Affairs**

TG noted the following:

- During his last week before the Sports and Societies Tours he had been busy with Rep catch-ups as well as the Academic Affairs Committee.
- He had attended a catch-up with the Doctoral School and PGR Officer which went well.
- Commendations were given to LE for his assistance with both the Sports and Societies Tours.

- **VP Welfare & Community**

CD noted the following:

- Make a Difference Week was well-received with a large amount of student engagement, particularly from several sports and societies.
- He had attended another meeting regarding the proposed Diversity Festival over the summer period.
- He had attended the NUS conference in the previous week and was not able to speak due unforeseen circumstances regarding the event.
- It was noted that he was also awaiting to hear the results of the election for Block of 15.
- Duke of Edinburgh received positive feedback despite the weather conditions.

- **VP International**

SLi noted the following:

- The previous International Trip to Chester Zoo had 56 attendees and went well.
- She had attended the NUS Conference in the previous week.
- A meeting between herself and Ben Ball (BB) (Manager Residential Services) had taken place in order to discuss accommodation for international students. This was to be followed up in a meeting alongside Toby Wilkinson (TW) (Deputy Vice Chancellor) and KM.
- The previous Offer Holder Day had been quiet.

15. Chief Executive verbal update

JB noted the following:

- During the previous week he visited Northampton Students' Union alongside Ben Tindall (BT) (Senior Web Developer) to discuss the SUMS platform.
- The newly created staff structure had been released on Friday 6th and was well received.
- Departmental budgets had been approved and would be taken to the next Board of Trustees meeting to note.
- He had been invited to Buckingham Palace along with Jane Kilby (JK) (Employability and Campaigns Manager) in relation to Duke of Edinburgh.
- He and KM had attended a meeting with representatives from La Trobe University which had been insightful.

16. Any Other Business



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- It was agreed that HC would discuss issues regarding Sport Lincoln with SP.
- KM commended the Senior Management Team and respective staff members on the efficient and professional transition regarding the staff structure changes.
- The group discussed co-opting two reps within MA English Studies and MA 21st Century Literature; these were approved (5-0).

HC

Part B

17. Student Leader Time Analysis

- It was noted that no Time Analysis had been generated for the previous week due to the SLs being out of office.

18. Student Led Project Application:

- Drier Days – Better Nights
- The group discussed the application, with concerns raised regarding community strategy groups; it was agreed that the application would not be approved on this basis (5-0), with JK to get in touch with the individual who submitted the form.

19. Society Applications:

- Socialist Students
- The society was approved (with CD abstaining his vote 4-0) on the condition that the society receive Political Activity Policy Training.

20. Officer Reports

- KM noted that the officer reports submitted online had received a huge amount of engagement
- The group queried whether the reports had been read as opposed to just up-voted, with JB to speak to JBa in order to check the webpage.
- CD suggested that reports be reviewed by the respective officers before these are taken to the Executive Committee. KM noted that he would speak to JBa in order to review officer report deadlines and how these are submitted.
- The group discussed the next Officer of the Month and it was agreed that the RAG Officer would receive the award due to her assistance and support with the SHAG Campaign and Make a Difference Week.
- As well as this, commendations were given to the Schools Reps of: Creative Design, Chemistry and Law.

JB

KM

21. Date of Next Meeting: 23rd April 2018

Chair

Signed

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