



UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union
Executive Committee 3rd July 2017 at 10am in
James Brooks' Office - Students' Union

Present:

Chair: Kudzai Muzangaza (KM) – President
Tommy George (TG) – Vice President Academic Affairs (*present for part of the meeting only*)
Luke Exton (LE) – Vice President Activities
Connor Delany (CD) – Vice President Welfare and Community
Sophia Liu (SL) – Vice President International
James Brooks (JB) – Chief Executive

Also in attendance:

Jennifer Barnes (JenB) – Student Voice and Impact Manager for agenda points 7, 8, 10 and 11 only
Helena Buono (HB) – Employability Co-ordinator for agenda point 13 only
Nicola Adlard (NA) – HR Assistant

1. 1.1 Apologies for absence

- None

1.2 Declarations of interest

- None declared

2. Minutes of the previous meeting

Noted:

- The minutes of the meeting held on the 5th May 2017 were agreed as an accurate record of the meeting.

3. Matters Arising

Noted:

- There were no matters arising.

4. Weekly Report

Noted:

- It was noted it may be useful to have a 'pending' ticket for Activities tickets.

5. Weeks Events

Noted:

- The document was taken as read.

6. Open Day Rota

Noted:

- The document was taken as read.

Action:

- Query regarding the presentation by Student Leaders, Megan Graham, Office Manager to run through the open day schedule with Student Leaders.

7. SU Awards Review

Noted:

- The document was taken as read.

Action:

- It was suggested next year's guest list to include student staff. It was suggested this to be done on a ballot basis and to include tickets spread across all venues to ensure all student staff have an equal chance of gaining tickets. JenB to look into this.

8. Job Descriptions:

- Campaigns Officer
- Community Rep

Approved:

- The job descriptions were approved with a vote of 5:0.

9. New Sport and Society Application

Approved:

- The Maths and Physics Society application was approved with a vote of 5:0.

Action:

- The Amnesty International application was discussed in reference to being either a student led project or a society – LE to discuss this with Amnesty International prior to the application being approved or denied and action taken accordingly.
- LE to ensure the correct Sport and Society application form is being used with no minimum membership charge.

10. Removal of Bye-Law 8.2.4

Approved:

- The removal of bye-law 8.2.4 was approved with a vote of 4:0 – CD abstained from voting.

11. Student Advisor (Volunteer)

Approved:

- The Student Advisor roles were approved.

12. SUggestions

Noted:

- It was noted a spreadsheet has been produced on the shared network to enable the progress of SUggestions to be monitored by Student Leaders and the SUggestions delegated for action by KM. All Student Leaders agreed with their individual SUggestion tasks.
- It was noted KM completed the SUggestion of an outbound postal service on campus – this will be in place for September.

13. The Impact of Volunteering Survey Analysis

Noted:

- The document was taken as read.

Action:

- HB to find out the employability work already in place and any funding available in different schools across campus and link with these.
- The use of a LinkedIn account to endorse volunteers was agreed and the resourcing of this will be investigated by JB.

14. Small Grant Application Form - Fencing

Approved:

- The Small Grant Application from Fencing was approved with a vote of 4:0.

15. Student Leader verbal updates

15.1 President

Noted:

- The training programme has been informative and KM would like to commend JB and Hannah Coleman, Head of HR/ Deputy CEO and all staff for their hard work in putting the programme together.
- Working with the marketing team on suggestions to show the progress of ideas.
- Meeting to be confirmed with the Health Centre Manager to better work with students to improve engagement in light of the consultation regarding the closure of the walk-in centre.
- Invited by the Council to attend a meeting to discuss the potential closure of the walk-in centre – CD to attend too.
- The petition regarding the potential closure of the walk-in centre is to be given to the local community and will be submitted to the CCG from the University, the Students' Union and the local community.

15.2 Vice President Activities

Noted:

- LE echoed KM's comments regarding the training programme.
- Contact has been made with sports and societies committee members to build rapport.
- Discussions taking place regarding academic societies and how these can be further developed.
- Event planning is going well.
- The whiteboards near the drop in area have been a positive addition.
- The #WeAreLincoln will be used by the University during the clearing campaign.

Action:

- JB to put #WeAreLincoln on the risk register.

15.3 Vice President Academic Affairs

Noted:

- Quack! entry has been secured for all Senior Reps.

- Meeting with Sue Rigby next week regarding module evaluation and the use of apps and digital learning resources.
- Attending training in Newcastle on Friday around student partnership and engagement.
- The SUGgestion of retrospectively fitting power banks could be feasible - TG will set up a meeting with the Estates Manager to discuss further.

15.4 Vice President Welfare and Community

Noted:

- CD invited to attend London Pride with LGBT Labour next week – CD will attend.
- To work with the RAG Officer to support and develop RAG to increase engagement in this area.
- To meet with Student Led Projects.
- Made contact with self-defence instructors to look into arranging some training.
- Aiming to fundraise for replacement parts for defibrillators which can be used by the local community if required.
- Will be emailing all students to let them know of the new Liberation campaign and to recruit new officers.
- A video is being produced regarding what liberation means to students, along the theme of NeverOk.
- CD to attend an all staff meeting at the Health Centre to build rapport and in response to the potential closure of the walk-in centre. CD has contacted Karen Lee MP, in response to this and is awaiting a response.
- Looking into when the peak of anti-social behaviour complaints take place and aiming to implement events around this time to reduce this.

15.5 Vice President International

Noted:

- The International Welcome Pack and Party have been confirmed.
- Met with International friends.
- The International Welcome Party will take place on 28th September 2017 in the Platform at 7pm and will be £3 per person. SL to look for local discounts and add these onto a map for students.
- Met with Emma Rouse, Head of Marketing and Communications to discuss promotion for the welcome packs.
- Will be doing a survey to find out what international students want.

16. Chief Executive update

Noted:

- JB approved the British Gymnast Student Enrichment Programme over the weekend due to a short deadline.
- A Student Code of Conduct to be created in line with the Education Act which will define the terms of membership of the SU including Start and End dates of membership.

- GDPR – with this new law there are changes to the legislation which could affect the Students' Union with could prevent student data being received by the SU, exact details to be confirmed.
- The refurbishment of the reception area will start on 14th August.
- The Swan refurbishment is to be confirmed soon but will start on the 17th July.
- An internal audit by PWC on behalf of the University took place last week. This reviewed previous Internal Audit recommendations.
- The SUMS stakeholder meeting went well and JB encouraged Student Leaders to promote SUMS at NUS events.
- NUS affiliation has increased this year to £ £44,787.79– JB to put an abatement on this for the Sports and Society increase and Swan's Den grant.

Agreed:

- It was agreed by all members of the Executive Committee that the expiry of SU membership to be in line with University regulations - 30th June each year.

17. Health and Safety

Noted:

- None.

18. Any Other Business

18.1 Save Our Lincoln NHS Walk In Centre Protest

Noted:

- KM stated they have agreed to go ahead with the Unison Save Our Lincoln NHS Walk In Centre protest on Wednesday 5th July 6pm-7:30pm at the A&E department at Lincoln County Hospital and will only inform students, will not promote.

18.2

Noted:

- WhatUni has contacted KM regarding setting up a student advisory board and asked for Student Leaders to be members.

Action:

- KM to investigate this further.

19. Date of Next Meeting: 10th July 2017 at 10am

Chair

Signed

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