



UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

9am, Monday 6th August 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
James Brooks (JB)	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
<p>1. Apologies for absence</p> <ul style="list-style-type: none">Hannah Coleman (HC), (Deputy Chief Executive)James Bayliss (JaBa), (College of Science Officer)Glen Allison (GAI), (College of Arts Officer)Mikhail Belovol (MB) (College of Business Officer) <p>Declarations of Interest</p> <ul style="list-style-type: none">It was noted that both JaBa's Declaration of Interest should be added to the form going forwards.	
<p>2. Minutes of the last Executive Committee meeting held on 23rd July 2018</p> <ul style="list-style-type: none">The minutes were agreed to be an accurate record of the meeting.	
<p>3. Minutes of the last SMT meeting held on 23rd July 2018</p> <ul style="list-style-type: none">SLi queried the discussion regarding International parties, with JB noting that the group had discussed entry fees to the events.	
<p>4. Matters Arising</p> <ul style="list-style-type: none">It was noted that KM and CC had met in order to deliberate the procedures in place for the removal of sport and society committee members; with KM noting that a policy was already in place regarding the process and this would be reiterated during training.The group agreed (5-0) that Caroline Low (CL) (Director of Planning and Corporate Strategy) and the Planning department would be put forward for the Student Impact Award.TG noted that he had discussed Module Evaluations with Mary Stuart (MS) (Vice Chancellor) with the rep-related question to be removed from the next series of Evaluations.	
<p>5. Weekly Report</p>	



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Minutes

- JB noted that the data recorded for the previous year was incorrect; it was agreed that he would discuss the matter with Alan Bage (ABg) (IT and Data Manager). JB

- 6. Week's Events**
 - Document taken as read.

- 7. SUGgestions**
 - KM noted that no update was required for the SUGgestions platform.

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

- 9. TRAP Reviews**
 - JB provided the group with an overview of TRAP Reviews noting that the aim of the sessions was the support Student Leader personal development, whilst also providing the group with a better understanding of their roles as Trustees.
 - It was noted that these would be arranged in due course.

- 10. UKCISA Funding Proposal**
 - SLi noted that she had met with several individuals within the Students' Union with the proposal for UKCISA funding to contribute to the International Buddy Scheme.
 - The group agreed that the format of the document would be amended, with SLi to include a brief introduction to the proposal and moving the listed KPIs. SLi

- 11. International Buddy Volunteer Role Description**
 - The group approved the description (5-0).
 - KM queried the difference between International Friends and SU Activators; it was noted that KM and SLi would meet in order to discuss the differentiation between these roles. KM/SLi

- 12. Gender Recognition Act Reform Consultation**
 - GC noted that that the government had released a consultation regarding the Gender Recognition Act, with NUS encouraging opinion pieces from Students' Unions.
 - It was agreed that GC would liaise with the LGBT+ Campaigns Group in order to discuss their opinion and the potential for a collaborative piece. GC

- 13. PG Survey Online**
 - Following a PG Survey conducted online, the group discussed the data gathered and it was agreed that TG would look further into how the data received would be implemented going forwards. TG

- 14. Campaigns Network Polices**
 - The group discussed the benefits of an STV election as opposed to a preferendum in relation to the RAG's selected charity.
 - The policies were approved (5-0).

Minutes

15. York St John Competition Event Proposal

- CC provided the group with an overview of the proposed event, with JB querying the resource implications for staff members.
- The group approved the proposal (5-0) pending JB discussing operational aspects with HC.

JB/HC

16. Awards Reviews

- **We Are Lincoln Awards Evaluation**
- **SU Awards Review**
- The group discussed the reviews of the previous events, with it being acknowledged that several changes would be implemented going forwards.

17. NSS Feedback

- Following feedback from the NSS, it was noted that the Students' Union had received a decreased amount of negative feedback.
- It was noted that going forwards wins would be promoted more effectively in order to solidify the positive impact that the Students' Union has on campus and in the wider community.

18. Proposal to unify and strengthen the Union's brand

- JB provided the group with the proposed brand guidelines which would be implemented going forwards; these were in place in order to create more succinct and recognisable projects.
- This was approved (5-0).

19. Student Leader Verbal Updates:

- **President**

KM noted the following:

- Work for Black History Month was ongoing, with speakers now secured for the event.
- He had spent the majority of the week at NUS Lead and Change in Leeds, which gave a good scope on best practice in the sector, also highlighting the area's in which Lincoln is excelling.
- Ops Plans have been completed and presented to all full-time staff, with work commencing in regards to the implementation of plans and objectives.

- **VP Education**

TG noted the following:

- During the previous week he had sat on a TEF Appeals panel for the Office for Students; this had given him an interesting insight into how TEF will develop in the future.
- He had met with Libby John (LJ) (Pro Vice Chancellor / Head of College of Science) in order to discuss the NSS results within the College of Science and working together to resolve the issues.
- More Student Engagement Champion meetings had taken place including staff members from Nursing, Education, Marketing and Tourism.

Minutes

- He had met with Liz Mossop (LM) (Deputy Vice Chancellor) to discuss plans going forwards.
- Interviews for Bar Supervisor had taken place with TG participating as a member of the panel.
- The Staff Away Day and Student Leader Ops Plans had been well-received.
- He had attended the NUS Lead and Change conference in Hertfordshire.
- A team building activity attended by the Student Leader team had been great.

- **VP International**

SLi submitted the following:

- She had completed the International Buddy Volunteer description, as well as the UKCISA funding proposal.
- The NUS Lead and Change Conference during the previous week had been good, having met the VP Internationals from both Manchester and Birmingham it was interesting to hear alternate projects in relation to international students.
- The team building activity she had attended with the other Student leaders was great and she had enjoyed the experience.
- Following a staffing change, she was looking to organise a meeting with the English Language Centre in order to discuss working together going forwards.
- The five week pre-English session students were due to start during the day, with SLi to deliver a presentation and introduce the group to the Students' Union's services.

- **VP Welfare & Community**

GC noted the following:

- Another Jon Day training session had taken place in the previous week.
- She had met with the Marketing department in order to discuss campaigns and trips going forwards; with a Liberation trip to Africa on the Square proposed for October.
- She had met with Tracey Turton (TT) (Environment and Energy Projects Officer) where she had discussed plans for the year regarding environmental issues.
- Throughout the week she had been working on a response to the government consultation on the Gender Recognition Act 2004; this was in collaboration with the LGBT+ Officer and Gender Rep from the LGBT+ Campaign Group.
- She and Fiona Purdy (FP) (Senior Student Advisor) had met to discuss plans for the Advice section of the Students' Union website.

- **VP Activities**

CC noted the following:

- Last week she had been catching up on work following the NUS Lead and Change conference in Hertfordshire.
- She had met with the LGBT+ Campaign Group to discuss the Rainbow Run.
- Interviews for the Sound and Light Technician had gone well, with CC participating as a member of the panel.
- During the week she had been working on the Feathers Scheme.
- She had participated in the Staff Away Day and proposed her Ops Plans to all full-time staff.



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20. Chief Executive Verbal Update

JB noted the following:

- Following the most recent ETSG meeting several issues had been raised.
- With digital signage going live across the campus during the previous week issues had been raised, with JB due to meet university staff members to resolve the matters.

21. Any Other Business

- It was noted that the University's Student Life department had launched a website regarding learning at Lincoln, with the Students' Union mentioned within the Student Life subsection.
- GC noted that she had been invited to attend a No To Hate Crime Conference in September and queried whether she could attend on behalf of the Students' Union; this was approved by the group (5-0).

Part B

22. Student Leader Time Analysis

- 20th – 26th July 2018
- 27th – 2nd August 2018
- The documents were taken as read.

23. Date of Next Meeting: 9:30am, 13th August 2018

Chair

Signed

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