



UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

10am, Monday 25th February 2019
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
James Brooks (JB)	Chief Executive
Hannah Coleman (HC)	Deputy Chief Executive
Glen Allison (GAI)	College of Arts Officer

Also in attendance:

Shanna Limm (SLm)	Office Assistant (note taking)
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Item

Action

Part A

1. Apologies for absence

- Grace Corn (GC) Vice President Welfare and Community
- Cassie Coakley (CC) Vice President Activities
- James Bayliss (JaBa) College of Science Officer
- Mikhail Belovol (MB) College of Business Officer
- Nial Francis (NF) College of Social Science Officer

Declarations of Interest

- Document taken as read.

Health and Safety

- No items were raised for discussion.

2. Minutes of the last Executive Committee meetings held on 11th February 2019

- The minutes were agreed to be an accurate record of the meeting.

3. Minutes of the last SMT meetings held on:

- 11th February 2019
- 18th February 2019
- It was clarified that the Employability Dashboard would henceforth be known as the Skills Log further to the Leadership Residential.

4. Matters Arising

- KM noted that he and GC had discussed #metoo on campus and it was agreed that this would not be actioned due to time constraints and cost implications. However, it was noted that GC was looking into the matter further in terms of how the organisers planned on implementing the event.
- KM noted that he had discussed concerns over social media pages with the student in question.

GC



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- JB noted that no further action was required regarding Lincoln Renters' Union.
- 5. Weekly Report**
- It was noted that the Engine Shed had hosted several large events during the previous year which had comparatively impacted this week's projected figures.
- 6. Week's Events**
- TG noted that he would be hosting 8 Out of 10 Swans on 25th February.
 - It was noted that Elections Results were due to be announced on 27th February, with SLs to attend.
- 7. SUGGESTIONS**
- No updates were raised for discussion.
- 8. Informal Disciplinary**
- KM noted that one informal disciplinary was underway with KM having contacted the student directly in order to clarify the expectations in place.
- 9. Disciplinary Procedure**
- JB noted that the Disciplinary Procedure had been altered with Managers from the relevant areas to now conduct the Informal route and HC to lead on the Formal process. It was noted that the changes had been implemented in order for the procedure to operate on a more internal basis.
 - It was noted that Formal panels would still be student-led with Volunteer Officers to continue participating as panel members.
- 10. Recycling Survey**
- KM noted that the results from a Recycling Survey which focussed solely upon Viking House had been received and had highlighted an overwhelming want for recycling facilities.
 - It was noted that GC was due to present the results to Richard Merryweather (RM) (Head of Campus Services) in order to ascertain the options available.
- 11. Being Well, Doing Well**
- Document taken as read.
- 12. Annual Leave Request:**
- VPA - 19th-25th February
 - The request was approved (3-0).
- 13. Academic Societies Officer**
- It was agreed that the documents would be taken to the next Executive Committee due to several amendments required.
- 14. Student Leader Verbal Updates:**
- President

GC

Minutes

KM noted the following:

- During the previous week he had given several lecture shout outs in relation to Elections and had also attended the Elections rally which had received high levels of engagements. The Elections rally had also highlighted a large amount of first years who had voted.
- He and TG had met with Kirsty Miller (KiM) (Deputy Head of School – Psychology) in order to assist with the creation of a book chapter.
- The Student Supper had been positive with interesting discussions taking place with the group.
- Both he and Jenny Barnes (JBa) (Head of Student Voice and Insight) had attended a Medical School Referencing Group in Nottingham which focussed predominantly on MedSoc.
- Attendance panels had been more consistent with the procedure improving.

- **VP Education**

TG noted the following:

- He and Liz Mossop (LM) (Deputy Vice Chancellor) were in the process of conducting an action plan for Module Evaluations further to feedback received in the All Student Member's Meeting.
- Following the Education and Student Life Committee, it was also agreed that more discussions with Programme Leaders would take place further to Module Evaluations.
- A process for future TEF pilots was being created by himself and JBa.

- **VP International**

SLi noted the following:

- She and Amy O'Sullivan (AOS) (Student Insight Co-ordinator) had facilitated a pop-up session in the Village Hall which had gone well.
- 48 students were in attendance for the International Quiz.
- Tickets were now sold out for the trip to Oxford with SLi to promote the trip to Scotland further.
- She had given a welcome talk to the new cohort of international students.

15. Officer Reports

- GAL noted that he had attended a meeting in relation to Module Evaluations with further support needed from academics in order to implement the necessary improvements.
- Issues had also been raised in Subject Committees regarding Course Reps representing their own interests as opposed to the groups. It was noted that GAL was due to discuss the matter with the relevant School Reps.

16. Chief Executive Verbal Update

JB noted the following:

- The 6-monthly CEO catch-up sessions with full-time staff had commenced once again and highlighted positive feedback from various areas.
- The Away Day was due to take place on 1st March with Managers and Student Leaders providing KPI updates to all staff. It was noted that all SLs would need to submit their presentations prior to the aforementioned date.

SLs



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17. Any Other Business

- The group discussed comments on social media in relation to Varsity spectator payments and the recently introduced E-Sports Society. It was noted that the cost was in place for all individuals wishing to spectate Varsity events and had not increased from previous years. It was agreed that KM would discuss the matter with the students in question and highlight the reason as to why the cost was in place.
- JB noted that progress had been made in relation to The Barge with works to take place throughout the week. The group were presented with the design plans which had been proposed for the venue.
- The group discussed the January accounts, with JB noting that figures were positive.
- KM noted that issues with the University Doctors Surgery had been raised via the Linconfess social media page; it was noted that the predominant issue was individuals not attending their appointments which then impacted waiting times for others.
- It was agreed that the matter should be looked into further by KM, with the suggestion of including this within the next All Student Member's Meeting.

KM

KM

Part B

18. Student Leader Time Analysis:

- 6th-12th February
- 13th-19th February
- The documents were taken as read.

19. New Society Applications:

- Leave Means Leave
- Lincoln Students for Europe
- TG noted that it was good to see a range of applications.
- JB noted that a political campaigning policy was in place which SLs should be familiar with.
- The Leave Means Leave application was approved (3-0).
- It was noted that the proposed Lincoln Students for Europe society had not filled its core committee positions, with HC noting that a deadline would be imposed for the group to recruit these positions. The application was approved (3-0) subject to these requirements.

20. Affiliations:

- Shotokan Karate
- Dodgeball
- These were approved (3-0).

21. Activities Hub Funding Applications

- The group approved the funding applications (3-0).

22. Campaigns Network Funding

- The requests were approved by the group (3-0).



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23. Chair's Powers: Conference Funding Foreign Travel

- The group agreed to approve this (3-0).

24. Chair's Powers Volunteer Officer Reports

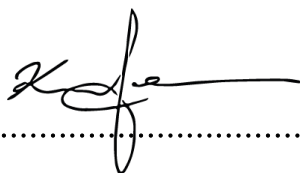
- It was agreed that Clare Hogley would be awarded Volunteer Officer of the month for her January report.
- The group agreed that an example document was necessary in order to highlight what Volunteer Officers could include in their report.

25. Chair's Powers: Time Critical Funding

- This was ratified by the group (3-0).

26. Date of Next Meeting: 10am, 11th March 2019

Chair



Signed