



UNIVERSITY OF LINCOLN STUDENTS' UNION  
Executive Committee Meeting

10am, Monday 23<sup>rd</sup> April 2018  
Upstairs Meeting Room, 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
Connor Delany (CD)	Vice President Welfare & Community
James Brooks (JB)	Chief Executive

Also in attendance:

Hannah Coleman (HC)	Deputy CEO
Holly Millar (HM)	Executive Assistant
Shanna Limm (SL)	Office Assistant (note taking)

- | Item<br>Part A  | Action |
|---|--------|
| <p>1. <b>Apologies for absence</b></p> <ul style="list-style-type: none"><li>• Sophia Liu (SLi), ( Vice President International)</li><li>• Glen Allison (GAI), (College of Arts Officer)</li><li>• James Bayliss (JaBa) (College of Science)</li><li>• Beatrix De Arcos Marin (BAM), (College of Social Science Officer)</li></ul> <p><b>Declarations of Interest</b></p> <ul style="list-style-type: none"><li>• Document taken as read.</li></ul>   |        |
| <p>2. <b>Minutes of the previous Executive Committee meeting held on 9<sup>th</sup> April 2018</b></p> <ul style="list-style-type: none"><li>• The minutes were agreed to be an accurate record of the meeting.</li></ul>   |        |
| <p>3. <b>Minutes of the SMT meeting on 9<sup>th</sup> April 2018 and 16<sup>th</sup> April 2018</b></p> <ul style="list-style-type: none"><li>• The minutes were taken as read.</li></ul>   |        |
| <p>4. <b>Matters Arising</b></p> <ul style="list-style-type: none"><li>• TG noted that he had updated his Conflict of Interest form file.</li><li>• JB noted that he had spoken to Jenny Barnes (JBa) (Head of Student Voice) in relation to emails relayed to SUGgestion submitters when their proposals are deemed unfeasible. It was noted that a draft had been conducted and was to be confirmed at a later date.</li><li>• CD noted that he had spoken to JBa in regards to the SUGgestion of a second-hand bookshelf on campus; with JBa currently in discussions with Alan Bage (ABg) (IT and Data Manager) on how this will be processed via the tills.</li><li>• HC noted that during the previous week she had had a productive meeting with Simon Parkes (SP) (Deputy Vice Chancellor), with several issues raised to be progressed.</li><li>• It was noted that JB would speak to JBa in relation to the correlation between up-voted officer reports and the numbers of those that read the reports online.</li></ul> | JB     |
| <p>5. <b>Weekly Report</b></p> <ul style="list-style-type: none"><li>• The group noted that in comparison to the previous year, website visits had almost tripled.</li></ul>  |        |



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6. **Week's Events**

- TG noted that the College of Social Science were hosting a poster presentation event in the Engine Shed during the week and encouraged the SLs to attend if possible.

7. **SUGgestions**

- KM noted that several more SUGgestions had been submitted over the past week, several of which were particularly ambitious.
- The group discussed their current progress with their assigned SUGgestions, with TG noting that the university's IT department had agreed to facilitate and attain a new plotter for the AAD building.

8. **Student Leader Meetings**

- President
- VP A
- VP AA
- VP W&C
- VP I
- HC noted that further to the organisation of Student Leader training for the next academic year, individual lists of the SLs recurrent meetings would be circulated amongst the group, with the respective SLs to review the lists and modify where necessary. The deadline for these amendments was agreed as 12pm on Friday 27<sup>th</sup> April.

SLs

9. **Housing Survey**

- HC provided the group with an overview of the proposed changes in relation to the internal Housing Survey going forwards, with the survey to focus predominantly on assisting in the improvement of student accommodation and commending those who rank highly.

10. **Make a Difference Report**

- HC noted that a report had been conducted in order to review Make a Difference week following its first year in action. It was noted that the review would establish how the event would be progressed for the future and recognise how it could be organised to a larger scale.
- The group agreed that it was great to see the level of student involvement on the projects, with the one-off events receiving a lot of positive feedback.

11. **Informal Disciplinarys**

- It was noted that Informal Disciplinarys would be added as a recurrent item for Executive Committees going forwards so that SLs could be held to account regarding the time constraints.

12. **Post-18 Funding Review**

- Question Set
- Review of Post-18 Education and Funding Terms of Reference



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- TG provided the group with the list of questions he had compiled in reference to Post-18 Funding and noted that a select number of these questions would be consulted in the next All Student Members Meeting; these were approved (4-0).

**13. Student Leader Verbal Updates:**

- **President**

KM noted the following:

- Over the previous weeks his GOATing hours were significantly lower as a result of preparations for campaigns.
- He had attended a meeting alongside JB with the CEO and President of Bath Spa Students' Union during the previous week – this had gone well.
- The Academic Board meeting attended by himself and TG had been interesting, with several conceivable wins for the Students' Union, such as: proposed liberation group contributions to university curriculum and the utilisation of lecture recordings.
- Although improvements had been made regarding attendance panels there were still discrepancies within the various schools.
- The Less Stress More Success campaign went brilliantly and had been well-received by students. He noted that a follow-up meeting with Kayleigh Teague (KT) (Campaigns Support Co-ordinator) was due to take place in order to discuss reviving the campaign throughout several exam periods in the year.
- He had attended a catch-up meeting with the current PGR Officer regarding PGR employment; this was due to be discussed as a motion at the next ASM.
- The SU Awards had gone well, with KM commending JB for his speech.
- With SLi's You Are Not Alone campaign taking place on 23<sup>rd</sup> April, KM encouraged the SLs to promote the event.
- The next ASM was due to take place on 25<sup>th</sup> April, with the SLs to aim for 200 attendees.
- Following an incident at the Quack event on 21<sup>st</sup> March he had conducted an Informal Disciplinary with the incident since being resolved.

- **VP Activities**

LE noted the following:

- He had attended the sports and society team photos which had gone well, with more photos sold than originally anticipated.
- Following discussions with SP rebound boards and fire alarm cages in the Sports Centre were being actioned.
- During the previous week, both the Sports and Societies hubs had been well-received, with LE promoting the next ASM within these sessions.
- Tickets for the We Are Lincoln Awards were now on sale, with the event shortlists to be reviewed.
- The Less Stress More Success campaign had been received positively.
- BUCS funding had been reviewed following several panels with the results to be relayed at a later date.
- Attendance panels were improving across the respective schools, however several inconsistencies had been noted over the past few weeks.



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- He had attended a meeting alongside HC, Lorna Cruickshank (LC) (Activities Manager) and Richard Merryweather (RM) (Head of Campus Services) which had been productive.
- Activity Wards was due to take place in the week, with 28 teams signed up to participate, which is double the previous event's figures.
- Following an incident reported several weeks ago he had been in the process of conducting an informal disciplinary, with the outcome to be released shortly.

- **VP Academic Affairs**

TG noted the following:

- Further to the previous week's Academic Board meeting a working group in relation to lecture recordings had been proposed with TG and Andy Beggan (ABe) (Dean of Digital Education) to Chair; this was proposed to begin in the next academic year.
- He had met with Grant Anderson (GA) (Head of Space Strategy, Planning & Sustainability) to discuss potential plug sockets within lecture spaces; with GA agreeing to discuss the feasibility of this with the university's Finance department.
- The Less Stress More Success campaign had gone well, with commendations sent to KM for his assistance and guidance throughout the project.
- He had attended an Officer Career Management course at De Montfort Students' Union which had been useful, with TG recommending the course for future SLs.
- As well as this, he had attended a NUCCAT seminar in the previous week.

- **VP Welfare & Community**

CD noted the following:

- The Less Stress More Success campaign went very well; however, CD noted that the Exam Stress workshop had no attendees, with this to be reviewed for future recurrences of the campaign.
- Further to his attendance at the Officer Career Management course he noted that the experience had been useful in expanding his knowledge of sectors beyond Higher Education.
- Due to lack of responses from several members of the Campaigns Network he was working with KT on improving communications and holding officers to account.
- The SU Awards had gone brilliantly.
- The first Hate Crime Advisory meeting had taken place in the previous week, with the first Hate Crime reporting centre proposed to be constructed in line with national Hate Crime week.
- Following discussions with the Community Officer a campaign was due to take place requiring students to clear their cupboards when leaving their accommodation and donating items to the Foodbank.

- **VP International**

SLi submitted the following written update:

- She had attended and presented at the UKCISA conference alongside JBa during the previous week, with the presentation being well-received.
- Following an Suggestion regarding the price of accommodation for summer PEASS international students she had met with Toby Wilkinson (TW) (Deputy Vice Chancellor)



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and it was agreed that going forwards Pre-English session international students would be charged the standard price for their stay in Lincoln Courts. The group noted that this was a huge win and commended SLi for her work on this.

- International Friends volunteers had been supportive and helpful during the Less Stress More Success campaign day.
- The next proposed International student trip is a visit to Cambridge which is due to take place on 28<sup>th</sup> April.
- She was absent on account of the You Are Not Alone campaign taking place on 23<sup>rd</sup> April.

**14. Chief Executive verbal update**

JB noted the following:

- He would be out of office on Tuesday afternoon and Wednesday morning as a result of the next SMT Residential.
- Danielle Pepper (DP) (Finance Manager) had started at the Students' Union during the previous week and had already had a positive impact on the Finance department.
- The SU Awards had been a success, with commendations sent to KM for his speech.
- Following the confirmed development of a Medical School at the university both he and KM were due to attend a meeting to discuss the project.
- The SUMS quarterly meeting had gone well in the previous week; as well as this, a strategy morning had also taken place in relation to SUMS with deadlines and guidelines established for the Web department.
- A meeting had also taken place between the CEO and President of Bath Spa Students' Union, with a follow-up meeting to take place in August.

**15. Any Other Business**

- The group reviewed the Time Analysis sheets for both 6<sup>th</sup>-12<sup>th</sup> April and 13<sup>th</sup>-19<sup>th</sup> April; KM noted that his unaccounted hours were as a result of his diary requests remaining uncategorised.

**Part B**

**16. Society Applications:**

- The Golden Circle
- South Asian Society
- The group discussed both society's applications; these were approved (4-0).

**17. Date of Next Meeting: 30<sup>th</sup> April 2018**

Chair

Signed

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