



**UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting**

10am, Monday 21st May 2018
Chief Executive's Office, Students' Union

Minutes

Present:

Name	Job Title
Kudzai Muzangaza (KM)	Students' Union President (Chair)
Luke Exton (LE)	Vice President Activities
Tommy George (TG)	Vice President Academic Affairs (<i>present only until item 11</i>)
Connor Delany (CD)	Vice President Welfare & Community
Sophia Liu (SLi),	Vice President International
Hannah Coleman (HC)	Deputy Chief Executive

Also in attendance:

Holly Millar (HM)	Executive Assistant
Shanna Limm (SLm)	Office Assistant

	Item Part A	Action
1. Apologies for absence		
<ul style="list-style-type: none"> • James Brooks (JB), (Chief Executive) • 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"> • The document taken as read. 		
2. Minutes of the previous Executive Committee meeting held on 14th May 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 14th May 2018		
<ul style="list-style-type: none"> • The minutes were taken as read. 		
4. Matters Arising		
<ul style="list-style-type: none"> • CD noted that following conversations with several university staff members, recommendations for future campus signage had been sent to Grant Anderson (GA) (Head of Space Strategy, Planning & Sustainability). It was agreed that these recommendations would be forwarded to the Executive Committee for their reference. 		CD
<ul style="list-style-type: none"> • The group noted that they had begun creating their 'three do's and don'ts' which were due to be presented as part of Student Leader handover week. It was agreed that these would be submitted to HC by 4pm, 25th May 2018. 		SLs
<ul style="list-style-type: none"> • HC reiterated that CD and LE were requested to produce presentations on their main projects in order to highlight their experience and the work required going forwards. It was noted that these would also be due at 4pm, 25th May. 		CD/LE
<ul style="list-style-type: none"> • It was noted that the previous weeks' Time Analysis had been reviewed and amended following the inaccuracies raised. 		
5. Weekly Report		
<ul style="list-style-type: none"> • Document taken as read. 		



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6. **Week's Events**

- HC noted that an assessment centre was due to take place on Tuesday 22nd May, in order to recruit student staff members for the next academic year.

7. **SUGgestions**

- LE noted that he and TG had filmed promotional footage to highlight the new cushions in the Sports Centre with commendations sent to the university for enabling this.
- KM noted that his assigned SUGgestion of lockers on campus would be reviewed over the summer in line with a pre-arranged project at the university.
- It was agreed that KM would contact the author of the SUGgestion in relation to a prayer room in the University Library.

KM

8. **Informal Disciplinaryies**

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

9. **Internationalisation Strategy and Volunteering**

- KM noted that following the Education and Student Life Committee he had agreed to review and provide feedback on the proposed Internationalisation Strategy and Volunteering document; this feedback had since been forwarded to Toby Wilkinson (TW) (Deputy Vice Chancellor).

KM

10. **Scheme of Delegation**

- HC noted that staff would be briefed on the correct procedures in line with the Scheme of Delegation in all respective meetings.

11. **Contracts & Agreements**

- It was noted that staff would also be briefed on the guidelines in place regarding all contracts and agreements within the ULSU group.

12. **Student Leader Verbal Updates:**

- **President**

KM noted the following:

- He had sat on the panel for the Employability Opportunities Co-ordinator interviews, which were interesting.
- Throughout the previous week he had spent the majority of his office time reviewing and typing feedback in relation to the Internationalisation Strategy and Volunteering document.
- He and SLi were in the process of conducting a proposal regarding University hardship funds, in order to make these accessible for international students.
- Following a university meeting, he noted that the way in which students were able to access information via the Gateway was to be reviewed, enabling the webpage the cater to specific areas.
- With the organisation of the Lincoln Pride event underway, he had met with the incoming LGBT+ Campaigns group committee, with the developments creating a positive impact.



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- As well as this, he had met with the incoming ACS President in order to discuss projects going forwards.
- He had attended the Santander Steering Group during the previous week, in which potential links with the Swan's Den scheme were proposed.
- Alongside TG he had attended the Musical Theatre Society Showcase which was fantastic.

- **VP Activities**

LE noted the following:

- He had visited the Chaplaincy for a tour in the previous week which had gone well, with the team responding to feedback receptively.
- During the previous week he had attended several catch-ups with Cluster Reps and sports and societies.
- An evaluation of Feathers criteria had been completed.
- He had attended the University of Lincoln Cricket Club's (ULCC) match against Nottingham Trent 3rds, with the team winning overall.
- In the previous week he had attended both a BUCS regional meeting and the Sport Lincoln Committee.
- A photography exhibition was due to take place on 21st May, with LE encouraging the SLs to attend if possible.
- He would be out of office on Friday 25th May.

- **VP Academic Affairs**

TG submitted the following update:

- He had spent time GOATing for Mental Health awareness during the previous week, asking students how the SU can effectively address stress, with a report to be produced in order to review this feedback.
- He had attended the School of Computer Science's Student Showcase, which had a fantastic student turnout.
- Alongside LE, he had attended the ULCC's first home match of the season.
- During the previous week he attended the College of Social Science Academic Board, with the discussions focussing upon student engagement and the implementation of independent projects within the college. It was noted within this meeting the College had expressed their interest in participating in School Action Days.
- He had attended the accreditation event for the Library Customer Service Excellence Award, with a full 5* accreditation received alongside a competency+ award.
- He had attended the Standing Regulation Oversight Group.
- The Student Leader (18/19) photoshoot had taken place which had been fun.
- He expressed his congratulations to the Musical Theatre Society whose showcase had been incredible and was indicative of the group's hard work throughout the year.

- **VP Welfare & Community**

CD noted the following:

- He had attended a Nursing Fitness for Practice panel during the previous week.
- The Green Impact audit had gone well, with the auditor commending the group for their developments.

Minutes

- The Shine a Light mental health campaign had taken place in the previous week.
- Alongside KM, he had attended the Access Agreement Evaluation meeting which had gone well.

- **VP International**

SLi noted the following:

- She had been working alongside KM to create a proposal in relation to emergency funding being accessible for international funding. She had also met with Fiona Purdy (FP) (Lead Student Advisor) in order to discuss issues raised by international students over the year.
- The International trip to Blackpool had been well received, with 55 students in attendance; a feedback form had also been distributed to those who attended in order to review trips going forwards.
- She had attended PHD in the Pub alongside TG and listened to several International Master's students research projects.

13. Deputy Chief Executive verbal update

HC noted the following:

- The SUMS platform had been shortlisted for Product of the Year (Education Sector) in the Lincolnshire Technology and Innovation Awards.
- During the previous week she had visited the University of Nottingham for a HR and PR Workstream meeting in relation to the new Medical School.
- Student Leader training 2018/19 was almost finalised, with meetings being booked into diaries.
- She and HM were due to visit Lincoln City Football Stadium to view the facilities and discuss possible marketing projects.
- It was noted that with the changes in GDPR due to be implemented on 25th May, the SLs would need to complete the compulsory online training as soon as possible; HC also highlighted the importance of adhering to these changes going forwards.

SLs

14. Any Other Business

- HC requested that the SLs consider any outstanding annual leave remaining for the current academic year; with these to be booked in line with the needs of the business.

SLs

Part B

15. Student Leader Time Analysis

- The document was taken as read.

16. Working Group Terms of Reference

- BHM
- LGBT+
- Women's History
- These were approved (5-0).

17. Society Applications



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- Lincoln University Film Society
- Terrible Movie Society
- It was noted that the proposed Lincoln University Film Society had been marked as an academic society within its application. It was agreed that HC would discuss the matter with Emily Baldwin (EB) (Activities Co-ordinator), in order to ensure that the society were aware of the expectations in line with academic societies.

18. Date of Next Meeting: 10am, 4th June 2018

Chair

Signed

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APPROVED