



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

10am, Monday 19th November 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
Grace Corn (GC)	Vice President Welfare and Community
Cassie Coakley (CC)	Vice President Activities
Sophia Liu (SLi)	Vice President International
James Brooks (JB)	Chief Executive
Hannah Coleman (HC)	Deputy Chief Executive
Mikhail Belovol (MB)	College of Business Officer
James Bayliss (JaBa)	College of Science Officer

Also in attendance:

Shanna Limm (SLm) Office Assistant (note taking)

Item

Action

Part A

1. Apologies for absence

- Nial Francis (NF), (College of Social Science Officer)
- Glen Allison (GAl), (College of Arts Officer)

Declarations of Interest

- Document taken as read.

2. Minutes of the last Executive Committee meeting held on 12th November 2018

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

3. Minutes of the last SMT meeting held on 12th November 2018

- KM queried the possibility of future film screenings; JB noted that film screenings were assessed in categories dependent on the frequency of the screenings shown. It was noted that Michael Redpath (MR) (Head of Events and Marketing) was researching the matter.

4. Matters Arising

- GC noted that she had not had the opportunity to discuss the proposed Varsity RAG Raid with the RAG Officer and requested that this be taken to the next Executive Committee.
- CC noted that she was unable to meet with the Campus Cry society having received no response from the committee. It was agreed that the action would be delegated to the Activities department.
- KM noted that he was up-to-date with the recent influx of Informal Disciplinarys, with recurrent trends in the student population to be noted going forwards.

GC



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KM

- It was noted that JB and KM had discussed the potential for an additional accolade at the SU Awards which rewards an individual for their contribution to various areas within the Students' Union. The group agreed that KM would contact Haydn Biddle (HB) (former University of Lincoln Board of Governors Chair) in order to solidify the basis of the award.
 - TG noted that he was due to meet with Dave Prichard (DP) (Head of Administrative Support, Lincoln Academy of Learning and Teaching) and Clare Cotton (CIC) (Project Officer, Lincoln Academy of Learning and Teaching) in order to discuss the potential for Professional Services lunches.
 - As well as this, TG noted that he had met with Liz Mossop (LM) (Deputy Vice Chancellor) regarding Module Evaluations; it was noted that an alternative incentive had been proposed.
5. **Weekly Report**
- The group agreed that the figures received were positive, with the areas with lower figures being predicted beforehand.
6. **Week's Events**
- SLi noted that she was hosting a Quiz at The Swan on 23rd November.
7. **SUGgestions**
- KM noted that several SUGgestions had been submitted to the online platform in reference to:
 - Water fountains in the David Chiddick Building.
 - Oxford dictionaries offered by the University.
 - Computer hygiene in the Library.
 - Timetable collaboration for students.
 - Sign language courses.
8. **Informal Disciplinaries**
- KM provided the group with an overview of the completed informal disciplinaries; these were ratified by the group (4-0).
9. **GOATing Module**
- KM noted that he had met with students throughout the week in order to discuss potential areas for growth. Issues raised included:
 - The frequency of counselling sessions offered.
 - Less physical flyers handed out in order to promote sustainability.
 - Student timetabling not correlating well with mobile phones.
 - AKUMA kit provisions.
 - Difficulties contacting university staff members.
 - It was noted that these issues had since been added to the GOATing module by KM, with the relevant topics assigned to the appropriate SL.
10. **Rep Co-opt**
- It was noted that the agenda point was no longer required for discussion as part of the meeting.



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11. Annual Leave Request – VPA

- 23rd November
- This was approved by the group (4-0).

12. Commercial Staff Structure

- JB provided the group with an overview of the proposed changes within the Commercial team.

13. Student Leader Verbal Updates:

- President

KM noted the following:

- He and JB had met with Sue Liburd (SuL) in order to discuss the vacant Board of Trustees position, with KM noting that SuL was very engaged and had assisted with Black History Month.
- He had attended the Student Supper event in which he had spoken to several third year students regarding life after university.
- The SL catch-up session had been useful, with the group relaying their current aims and projects.
- Throughout the previous week he had attended various RAG events, including Sponge a Student Leader and the Chilli Challenge.
- He had spent the majority of his office time in Tower Bar, which had been useful in terms of interacting with students.

- VP Education

TG noted the following:

- He had met with LM in order to discuss Module Evaluations.
- His mentor meeting with Paul Tatton (PT) (External Trustee – Finance) had been useful in terms of career progression further to his current position.
- He had met with the University IT department in which the group discussed timetabling issues, with a feedback opportunity proposed.
- The College of Science Academic Board had gone well with the meeting discussed with the relevant School Reps in line with Mary Stuart's (MS) (Vice Chancellor) 21st century laboratory.
- On the previous Thursday he had attended the TEF Subject Level Kick-Off event in London.

- VP International

SLi noted the following:

- She and LM had had their Board of Trustees mentor meeting.
- Both she and Gemma Smart (GS) (Assistant Marketing Manager) had met with the ISA Officer in order to discuss the proposed Talent Show and the logistics for this.
- It was also noted that the ISA Officer was due to arrange a second flash mob.
- During the week she would be preparing for the International Quiz.
- Further to the Airport Pick-Up survey she was due to promote the questionnaire as it was due to close within the week.



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- **VP Welfare & Community**

GC noted the following:

- Her predominant focus throughout the previous week had been the RAG events.
- The Carholme Community Forum had gone well, with a decrease in anti-social behaviour reported to police during Freshers' Week.
- Further to this GC noted that she had raised the "Girl Gang" Facebook group within the forum highlighting the multiple follow-up meetings arranged.

- **VP Activities**

CC noted the following:

- She, SLi and GC had met with LM for lunch during the beginning of the week.
- Her mentor meeting with Simon Parkes (SP) (Deputy Vice Chancellor) had taken place.
- She and the SLs had met with the Book Club Society in order to discuss their favourite books.
- The BUCS Regional meetings had gone well, with three new members of the club automatically making it into the nationals.
- The BUCS This Girl Campaign was due to take place throughout the week.

14. Officer Reports

- MB noted that he had attended the Programme Leader Lunch and was now undertaking a project with a lecturer within the Business School.

15. Chief Executive Verbal Update

JB noted the following:

- Following an incident between two sports clubs during Quack both he and HC were due to meet with the respective Presidents in order to formally resolve the issue.
- The SMT Residential had been positive, with the group discussing the development of Tower Bar and the drafted Marketing Strategy/
- He had received an email in reference to the British Heart Foundation's Pack for Good campaign, with GC and CC encouraged to promote this to the relevant areas.
- Results from the Freshers' Week survey had been released with the questionnaire receiving positive feedback.
- He had received concerns regarding noise further to club night events.
- A review of all departments was due to take place with the priorities of each area to be noted before the proposed strategic review can take place.

16. Any Other Business

- GC noted that a documentary screening had been proposed, with a further debate in order to discuss the issue of sexual misconduct within University campuses.
- Due to concerns raised over the proposed Frat Party Quack theme, it was agreed that GC and KM would meet with the event organiser in order to raise awareness of issues during this Quack event.
- TG noted that he and Jenny Barnes (JBa) were reviewing the way in which committee feedback would be relayed to the Executive Committee going forwards.

GC/KM



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Part B

17. Student Leader Time Analysis:

- 9th-15th November
- Document taken as read.

18. Funding Applications

- These applications were approved by the group (5-0).

19. Society Tour New Date (Chair's Powers)

- The proposed dates were approved (5-0).

20. Dance Foreign Trip

- This was approved (5-0).

21. Terrible Film Society Foreign Purchase

- The purchase was approved (5-0).

22. Date of Next Meeting: 10am, 26th November 2018

Chair

Tommy George
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Signed

[Signature]
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