



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

2pm, Friday 22nd March 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
Grace Corn (GC)	Vice President Welfare and Community (<i>present from point 7</i>)
Cassie Coakley (CC)	Vice President Activities
James Brooks (JB)	Chief Executive
Hannah Coleman (HC)	Deputy Chief Executive
James Bayliss (JaBa)	College of Science Officer (<i>present until point 18 only</i>)
Mikhail Belovol (MB)	College of Business Officer (<i>present until point 18 only</i>)

Also in attendance:

Shanna Limm (SLm)	Office Assistant (note taking)
Jenny Barnes (JBa)	Head of Student Voice and Insight (<i>present for point 9-10 only</i>)
Michael Redpath (MR)	Head of Events and Marketing (<i>present for point 9 only</i>)

Item

Action

Part A

1. Apologies for absence

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

Declarations of Interest

- No additional conflicts were raised amongst the group.

Health and Safety

- No items were raised for discussion.

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

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

3. Minutes of the last SMT meetings held on:

- 11th March
- 18th March
- The group discussed Quack opening times and the possibility of altering the set hours with JB noting that sales recurrently increased towards the end of the night.

4. Matters Arising

- KM noted that the audit requested regarding the Health Centre was ongoing with an email awaited; it was noted that this would be relayed to the group once received.
- It was noted that the issue of student card scanning was discussed in SMT further to contradictory student feedback.

KM



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- The group discussed JaBa's conflict regarding Loc8 Me and this was mitigated; KM noted that concerns in relation to the lettings agent had since been discussed, with action to be pursued should direct feedback from students be received.
- KM noted that the Students' Union was no longer selling Totum cards, further to the agreed action during the previous Executive Committee meeting. It was noted that this had also been communicated on social media.
- Further to this, KM noted that an email from Totum had been forwarded to all students highlighting the change.
- KM noted that GC had attended the Environmental briefing in Woking on 18th March, with arrangements for the proposed debate underway.

5. Weekly Report

- The document was taken as read.

6. Week's Events

- CC noted that Varsity was taking place on Lincoln campus on 23rd March, with the event anticipated to bring in large numbers.

7. SUGgestions

- KM noted that several new SUGgestions had been submitted with individuals proposing:
 - Tea and Coffee facilities in the University Library
 - Lights to be turned off more frequently in the University Library
 - More access to recycling/compost bins
 - Emergency phone chargers for night-time events
 - Volunteer newsletters
 - Lasagne to be brought back to venues
 - KM to act as Captain of The Barge
- It was agreed that the group would provide feedback for their assigned SUGgestions:
 - KM noted that altering student cards to include expiry dates had been deemed unfeasible following feedback from University staff.
 - TG noted that he was looking into more Oxford dictionaries for international students alongside Liz Mossop (LM) (Deputy Vice Chancellor).
 - TG also noted that chargers had now been acquired for the University Library by Ian Snowley (IS) (Dean of Student Learning Development and University Librarian).
 - CC noted that team shelters for the Sports Centre Astroturf had now been acquired and were in the process of being implemented.
 - It was noted that water fountains were to be installed in the David Chiddick Building during the summer period.
- Further to the group reviewing the ongoing SUGgestions on the website, it was noted that several submissions were still marked as ongoing despite being archived by SLs; it was agreed that KM would discuss the matter with the SUMS and Web department.

KM

8. Disciplinaryies

- HC noted that several formal disciplinaryies were ongoing.



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9. PG Week Dates

- The group discussed the possibility of aligning Students' Union's Postgraduate events with the University's dates.
- TG noted that the current partnership events with the Doctoral School were successful in terms of their timings, with the University's events coinciding with Freshers' Week as opposed to later in the academic year.
- It was noted amongst the group that more collaborative work with the University would be worthwhile and the group agreed that JBa would contact Farhan Ahmed (FA) (Principal Lecturer (Teaching) / Dean of Postgraduate Education) in order to propose that the university alter their set dates.

JBa

10. Elections Review

- JBa provided the group with an overview of the report including areas that would be reviewed going forwards in order to make regulations more concise.
- It was noted that less physical campaigning had taken place throughout Election Week with an increase in female candidates in comparison to previous years.
- GC suggested that voting feedback be filtered in relation to accommodation in order to highlight areas for improvement.
- CC commended JBa and Liz Smy (LS) (Representation and Governance Co-ordinator) for their work and support throughout the period.

11. Student Leader Handover

- With the incoming Sabbatical Officers now elected and training being scheduled, JB requested that all SLs create handover packs to present to their successors in order to embed the Students' Union's culture and the expectations of roles within the group.

12. Usher Gallery Campaign

- The group discussed supporting the proposed Usher Gallery campaign following news of its upcoming closure; it was agreed that the campaign would be given more publicity by the SL team.

13. Attendance Panel Hours

- KM presented the group with the collective hours for attendance panels during the previous week; the group was reminded that any ongoing issues with panels should be reported via the shared spreadsheet.

14. Student Charter

- KM noted that the Student Charter was reviewed on an annual basis in order to highlight the partnership between the University and Students' Union.
- The group discussed amendments to the current document which included:
 - The addition of Academic Societies for both the SU and University
 - Reference to the Campaigns Network
 - The removal of Work Ready and the inclusion of Employability/ Skillslog

15. ISA Officer



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- With the current ISA Officer stepping down from his position, GC proposed that the newly elected Officer be brought into the role early; this was approved (5-0).

16. UN Women Champions Network

- GC noted that she had received correspondence from UN Women proposing that the Students' Union become involved in the Student Champion Network.
- It was agreed that HC would contact the organisation in order to enquire about the commitment required for the project.

HC

17. Student Leader Verbal Updates:

- **President**

KM noted the following:

- He had been contributing to a publication in relation to student engagement alongside TG and Kirsty Miller (KiM) (Deputy Head of School, Psychology).
- Multiple attendance panels had taken place throughout the two weeks.
- Board of Governors had taken place during the previous week.
- Arrangements for the Less Stress More Success campaign were underway.
- The North-East meet-up had not been as engaging as anticipated.
- He had attended several sessions in relation to the Students' Union block grant.
- Barge Manager interviews had gone well.

- **VP Education**

TG noted the following:

- He had been out of office for several days during the previous week due to illness.
- An Advance HE EDI conference had taken place in Birmingham with both himself and LM in attendance; he noted that Lincoln in particular had researched the matter thoroughly and was in a positive position in comparison to other Universities.
- He had met with Sophie Carney (SC) (Advice Centre Manager) in relation to Conduct and Discipline regulations.

- **VP International**

SLi noted the following:

- She had attended a LIBS residential alongside 30 international students.
- The North-East meet-up session had not been as constructive as hoped.
- Due to ticket sales, the Trip to Scotland had been cancelled with those who had purchased tickets to be refunded.
- The next trip was due to take place on 30th March with students visiting Cambridge.
- She had attended a meeting alongside the College of Science Leadership team in relation to International student support.

- **VP Welfare and Community**

GC noted the following:

- She had attended several Fitness to Practice panels during the day within the School of Pharmacy.
- Make a Difference Week had received a lot of positive feedback from participants, organisers and the local community.

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- As part of Make a Difference Week she had attended the Community Larder.
- RAG had raised almost £200 for Red Nose Day.
- She had attended the NUS Environmental Briefing in Woking, with follow-up plans now progressing.
- Various 50:50 meetings had taken place throughout the week.
- Environmental Week was ongoing with the Environmental Officer leading on the events scheduled.
- She had attended a tour with Give Blood in the Engine Shed with the venue proposed to act as a donation venue in the future.

- **VP Activities**

CC noted the following:

- The previous week's Academic reception had been a success.
- We Are Lincoln Shortlisting had been confirmed, with over 500 submissions received overall.
- Kit tender interviews had been a success with the shortlisted suppliers being reviewed in terms of their terms and conditions.
- The 8 Out of 10 Swans semi-finals had been positive.
- Preparations for Varsity were ongoing throughout the week.

18. Officer Reports

- MB noted that he had been asked to sit on the interview panel for the LIBS Director of International vacancy.

19. Chief Executive Verbal Update *Reserved Business

JB noted the following:

- *The group entered Reserved Business with the College Officers exiting the meeting accordingly.
- It was noted that block grant discussions had taken place throughout the week alongside the University's Finance department.
- The Endsleigh Insurance policy had been under review, with the group happy to continue with the current policy.
- Further to finance reviews, it was predicted that the organisation would make a surplus at the end of the financial year with discussions ongoing in relation to the potential renovation of Tower Bar.

20. Any Other Business

- No items were raised for discussion.

Part B

21. Student Leader Time Analysis:

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



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22. BUCS Funding Procedure

- This was approved by the group (5-0).

23. Activities Funding Applications

- The funding applications were approved (5-0).

24. Chair's powers: SU Awards Shortlisting

- GC queried the process in place in relation to award shortlisting.
- KM's proposed amendment to the shortlisting of Staff Member of the Year Award was not approved by the group (4-0).

25. Updated Procedures/Explanations:

- ULSU Complaints Procedure
- ULSU Panel Explanation
- ULSU Bans Explanation
- KM noted that several amendments were needed in relation to the ULSU Panel Explanation; the document was approved (5-0) subject to these changes.
- The Complaints Procedure and Bans Explanation were also approved (5-0).

26. External Speakers Policy

- The document was approved by the group (5-0).

27. Date of Next Meeting: 10am, 8th April 2019

Chair

Signed

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