



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

10am, Monday 11<sup>th</sup> 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
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
James Bayliss (JaBa)	College of Science Officer
Mikhail Belovol (MB)	College of Business Officer
Nial Francis (NF)	College of Social Science Officer

**Also in attendance:**

Shanna Limm (SLm) Office Assistant (note taking)

**Item**

**Action**

**Part A**

**1. Apologies for absence**

- Glen Allison (GAl), College of Arts 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 28<sup>th</sup> January 2019**

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

**3. Minutes of the last SMT meetings held on:**

- 28<sup>th</sup> January 2019
- 4<sup>th</sup> February 2019
- KM queried whether lifetime memberships to the Students' Union were kept on a register, with JB noting that this would be worthwhile going forwards.

**4. Matters Arising**

- KM noted that he had discussed dated student cards with a University Senior Administrator, who had commented that the designs had been approved several years previously.
- SLi noted that she had spoken to Michael Redpath (MR) (Head of Events and Marketing) regarding the proposed international students' app, with MR due to discuss the matter with Tom Wright (TW) (Director of Digital Student Life) in their next catch-up.



UNIVERSITY OF LINCOLN STUDENTS' UNION  
Executive Committee Meeting

10am, Monday 11<sup>th</sup> February 2019  
Chief Executive's Office, Students' Union

Minutes

KM/GC

- KM noted that he and GC were yet to discuss #metoo on campus, with the two agreeing to meet further to the Executive Committee and relay the discussion via email.
  - CC noted that she was due to meet with the author of the rejected Animal Rights Society application in order to clarify the reasoning behind the lack of approval. It was noted that the individual had expressed their understanding of the circumstances with several other similar societies in place.
5. **Weekly Report**
- Document taken as read.
6. **Week's Events**
- It was noted that TG would be participating in the Dance Society's Take Me Out event.
  - KM that two School Action Days were taking place throughout the week, with SLs encouraged to attend where possible.
7. **SUGgestions**
- It was noted that feedback had been received further to the previous week's All Student Members meeting regarding the use of The Barge.
  - The group agreed to assign SUGgestions which had now hit the threshold; it was agreed that the following submissions would be assigned to the respective Student Leaders:
    - Module Evaluations taking place after exams – TG
    - More parking permits available to students – KM
    - Hot water available in the University Library - GC
  - GC updated the group in relation to the SUGgestion of water fountains in the David Chiddick Building, with Grant Anderson (GA) (Head of Space Strategy, Planning & Sustainability) looking into the matter.
8. **Informal Disciplinaryies**
- It was noted that there were no current ongoing disciplinaryies.
9. **Kit Tenders**
- CC provided the group with an overview of the responses received, with 17 suppliers applying for the process.
  - It was noted that sports committee members had been invited to a session on 14<sup>th</sup> February in order to review the submissions as well as the clothing available. Further to this session feedback would then be collated and a shortlist compiled which would later be approved in an Executive Committee meeting.
10. **Housing Fayre Report**
- HC noted that following the Housing Fayre feedback had been collated from the landlords and students in attendance.
  - GC noted that the recommendations listed in the report were brilliant and encapsulated the comments received.

### Minutes

- It was suggested that the Housing Fayre take place earlier in the year, with HC noting that this was not possible due to the timings of the accreditation scheme itself.
- The group discussed the current accreditation scheme and how the fayre itself should be utilised to a more productive degree.
- It was agreed that KM would discuss the accreditation scheme with Chris Spendlove (CS) (University Registrar) at a later date.

#### 11. Women's History Month

- The proposed events were taken as read with HC noting that amendments needed to be made in relation to several events logistically.

#### 12. Let Email

- GC presented the group with an email received from a student who had raised concerns over the content of the Quack Facebook page.
- The group discussed the matter and it was agreed that GC and KM would respond to the individual.

KM/GC

#### 13. Communications to Governors

- A conflict was raised in relation to KM's position within the Board of Governors, with KM deferring his role as Chair to TG.
- It was noted that going forwards all communications to member of the Board of Governors group in relation to social events would go through either Holly Millar (HM) (Executive Assistant) or SLm.

#### 14. December Accounts

- The group agreed that the figures reported were positive.
- JB noted that the video wall purchased earlier in the financial year would be utilised more going forwards.

#### 15. Study Group Buddies

- Further to a meeting with Toby Wilkinson (TW) (Deputy Vice Chancellor) and Liz Mossop (Deputy Vice Chancellor), SLi noted that Study Group Buddies had been proposed which was specifically aimed at international students that had graduated from Study Group.
- The group discussed the similarities between with opportunity and the International Buddies Scheme, with SLi noting that this would be offered to Study Group students only.
- This was approved by the group (5-0).

#### 16. NSS Boycott

- TG noted that he had received an email in relation to the promotion of an NSS boycott and queried if the group had received feedback; it was noted that no concerns had been raised.
- Further to this, TG noted that responses for the ongoing survey were at a record high.

#### 17. Annual Leave Request:



UNIVERSITY OF LINCOLN STUDENTS' UNION  
Executive Committee Meeting

10am, Monday 11<sup>th</sup> February 2019  
Chief Executive's Office, Students' Union

**Minutes**

- VPW&C – 5<sup>th</sup> March
- VPE – 5<sup>th</sup> April
- These were approved by the group (5-0).

**18. Student Leader Verbal Updates:**

• **President**

KM noted the following:

- He had attended several board meetings over the past two weeks, including: Board of Trustees, Board of Governors and Academic Board.
- Academic Board had been interesting, with the group discussing the range of contracts available in relation to PGT and PGR.
- Approximately 150 students had attended the previous week's ASM.
- He and GC had attended an OfS Mental Health session during the previous week.

• **VP Education**

TG noted the following:

- His week had been similar to KM's with Board of Trustees, ASM and Academic Board taking predominance.
- He had met with several interested in nominating themselves for VPE.
- No issues had been relayed recently in relation to IT, which had been discussed in a meeting with the University IT department.
- Further to the recent hubs meetings it had been suggested that Academic Societies be offered sessions in a similar fashion to Rep Receptions.

• **VP International**

SLi noted the following:

- She and GC had attended a Pole Society session.
- Lunar New Year celebrations had taken place during the previous week with a calligraphy session held at Tower Bar and SLi selling dumplings in the outside space.
- On 9<sup>th</sup> February she had travelled to London for the latest airport pick-up.
- She and GC had met and discussed a campaign to support international students further, with TW also involved.

• **VP Welfare & Community**

GC noted the following:

- A bowling social with Campaigns Network Officers had taken place with it being a fantastic opportunity to bring the group together.
- She and the Environment Officer had met with GA to discuss the potential Environmental bill.
- She had attended the Environment and Sustainability Committee alongside Jane Kilby (JK) (Employability and Campaigns Manager).
- Following a meeting with an individual from GiveBlood, she was looking into a recruitment event which could possibly take place during Make a Difference Week.
- The responses from the Viking House Recycling Survey had been collated with the findings highlighting the desire for recycling facilities.



UNIVERSITY OF LINCOLN STUDENTS' UNION  
Executive Committee Meeting

10am, Monday 11<sup>th</sup> February 2019  
Chief Executive's Office, Students' Union

Minutes

- **VP Activities**

CC noted the following:

- She had attended several activities related sessions which included Sport Lincoln and hubs, with Academic Societies now becoming more prominent.
- Board of Trustees had gone well.
- She had met with several potential candidates regarding elections.
- A meeting had taken place with Simon Parkes (SP) (Deputy Vice Chancellor) in relation to sports therapy sessions.
- Multiple BUCS reviews had taken place throughout the previous week.
- Varsity filming had commenced with packs also confirmed.

**19. Officer Reports**

- MB noted that he had met with Caroline Lowish (CL) (Lecturer / Programme Leader, LIBS) regarding PG collab events for the Intercultural Transition Programme

**20. Chief Executive Verbal Update**

JB noted the following:

- The Students' Union had been receiving a lot of support and positivity from the student population on social media which highlighted the level of engagement between students and SLs.
- Preparations for the SUMS Conference were underway, with the event aiming to share best practice, provide networking opportunities and solidify a community for SUMS users.
- The Board of Trustees meeting during the previous week had received good feedback, with SLs praised for their shared input.
- The meeting between SU Managers and the University's Senior Leadership Team had gone well, with the feedback to be collated.
- It had been raised that the recently constructed Lincoln Renters' Union had been using artwork of a similar appearance to the Campaigns Network; it was agreed that a letter would be sent to the relevant email address.
- He had spent the previous Thursday and Friday working from home due to issues with transport.

JB

**21. Societies Officer\* (Reserved Business)**



**22. Any Other Business**

- No items were raised for discussion.

**Part B**

**23. Student Leader Time Analysis:**

- 23rd January – 29th January



UNIVERSITY OF LINCOLN STUDENTS' UNION  
Executive Committee Meeting

10am, Monday 11<sup>th</sup> February 2019  
Chief Executive's Office, Students' Union

Minutes

- 30th January – 5th February
- TG noted a discrepancy with his Time Analysis recorded from 30<sup>th</sup> January – 5<sup>th</sup> February. It was noted that SLm would amend this.

24. New Society Applications:

- Animal Behaviour and Welfare
- Pride Society
- CC noted that the Pride Society would be distinguished as a separate entity to the LGBT+ Campaigns group.

25. SU Advice Report

- Document taken as read.

26. Campaigns Network Funding

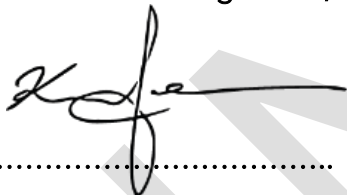
- These were approved (5-0).

27. Make a Difference Week

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

28. Date of Next Meeting: 10am, 25<sup>th</sup> February 2019

Chair



Signed