



## UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union  
Executive Committee 17<sup>th</sup> July at 10am in  
James Brooks' Office (Students' Union)

### **Present:**

Kudzai Muzangaza (KM) – President (Chair)  
Tommy George (TG) – Vice President Academic Affairs  
Connor Delany (CD) – Vice President Welfare and Community  
Luke Exton (LE) – Vice President Activities  
Sophia Liu (SL) – Vice President International  
James Brooks (JB) – Chief Executive

### **Also in attendance:**

Holly Millar (HM) – Executive Assistant  
Emma Rouse (ER) – Head of Marketing and Communications (present for Item 7 only)

### **1. Apologies for absence**

- None declared

#### **Declarations of interest**

- None declared

### **2. Minutes of the previous meeting held on 3<sup>rd</sup> July 2017**

The minutes were agreed to be an accurate record of the meeting subject to the following amendment:

- To note: TG was present only for part of the meeting and left at 11am.

JB questioned of whether the proportion of votes in favour of proposals should be included in the minutes of these meetings going forwards. The group agreed that they should.

### **3. Matters Arising**

#### **Noted:**

- KM noted that he had run through the Open Day schedule with Megan Graham as required.
- Regarding the action in relation to the SU Awards, it was noted that this would be undertaken upon Jennifer Barnes' return from annual leave.
- LE noted that he had discussed the application for the new Amnesty International Society with the relevant parties and that he awaited their response.
- KM noted that the work regarding Work Ready was ongoing.
- KM noted that the work around the LinkedIn endorsements from the SU account was in progress.
- It was noted that #wearelincoln had been added to the Risk Register.
- KM noted that the application deadline had passed.

#### **4. Weekly Report**

**Noted:**

- The document was taken as read.

#### **5. Weeks Events**

**Noted:**

- JB highlighted that the Engine Shed was not accessible this week due to the works being undertaken on the floor throughout this week.

#### **6. Student Leaders' Time Analysis**

**Noted:**

- JB noted that liaising with the College Representatives should be recorded as GOATing.
- JB advised the Student Leaders to ensure their diaries were completed with their daily activities going forwards to enable the accurate compilation of these analyses.

#### **7. Freshers' Week Update**

- ER noted the following:
  - Freshers' Week would begin on 15<sup>th</sup> September 2017.
  - Various activities had been planned for each day of that week, including the Welcome Party, Societies and Sports Fayres, an Open Air Cinema and an Introductory Event for the SU.
  - The social media and print adverts had been designed.
- ER proposed the use of flag bags for the Student Leaders so that they could be easily identified and approached by students.
- JB noted the need for the Student Leaders to organise their time appropriately during Freshers' week.
- KM highlighted that the Platinum Card for 2017/18 included entry to Entourage.

#### **8. SUGestions**

**Noted:**

- No items were raised for discussion.

#### **9. PG Officer Structural Placement Reflection**

**Noted:**

- It was agreed that PGR and PGT Officer roles should be placed at School Rep level.

#### **10. TEF Stance**

**Noted:**

- It was agreed that the TEF Student Stances would cease to be used.

**Action:**

- Scott McGill to remove the above page from the SU website.

#### **11. Term 1 QUACK Themes**

**Noted:**

- The themes were agreed by the group (5-0).

- LE queried whether he should notify the Harry Potter Society about 15<sup>th</sup> November prior to the public release of the themes; JB agreed but that this should not be done too far in advance to avoid other venues organising similar events at the same time.

## 12. New Society Application:

- **SSAGO (Scout Association or Girlguiding)**

### Noted:

- KM and JB noted that it was not allowable for the charitable funds of the SU to be utilised for the benefit of another charity.
- It was agreed that insufficient information had been provided at this point to approve this application.
- TG suggested that a table at the Freshers' Fayre be offered to the Lincoln branch of the Scout/Girlguiding Association as an alternative.
- It was agreed by the group (5-0) that the decision on this application would be postponed pending receipt of further information about their proposed activities as a Society.

### Action:

- LE to source a copy of the Scout/Girlguiding Association Constitution.

## 13. Children's University Lincolnshire

### Noted:

- CD noted that he had been invited to sit on a steering committee by the Children's University Lincolnshire, the purpose of which was to promote social mobility by providing access to out-of-school hours Learning Activities to children aged 7 to 14; the other members of this steering committee would include lecturers from University of Lincoln and Bishop Grosseteste University plus external parties.
- The group approved CD's joining this committee (5-0).

## 14. 'Building Respect and Changing Cultures in the University Community'

### Noted:

- CD noted that he had been invited to sit on a project advisory board called 'Building Respect and Changing Cultures in the University Community', the main objectives of which were to design and implement bystander intervention programmes for staff and students and to create a clear and accessible reporting system for staff and students to report known or suspected sex and hate crimes. The other members of this board would include Heads of Departments and Lecturers from University of Lincoln as well as representatives from Lincolnshire Police and local charities.
- The group approved CD's joining this committee (5-0).

## 15. LPAC Hire Costs

### Noted:

- LE noted that the costs to students to hire space at LPAC was very high and the possibility of proposing a student discount was discussed.
- JB noted that there was no need to include Charlie Garrod in any negotiations on this as LPAC was a University department and therefore not part of his remit.

## 16. Module Evaluations

### Noted:

- TG noted that he had attended a meeting with Sue Rigby the previous week where this was discussed. TG noted that SU representatives had not been involved in this process and that some of the questions on the evaluations were not applicable or relevant to all courses and this this lessened their effectiveness. TG noted that he would keep the group updated on any further developments in this area.

## 17. 'Keep Wednesday Free'

### Noted:

- It was agreed that this item would be discussed at the next meeting due to time constraints.

## 18. Comedy Night at The Royal

### Noted:

- CD noted that he had been offered ten free tickets to attend a Comedy Night at the New Theatre Royal in Lincoln, which had recently come under new management.
- It was noted that there was a potential conflict of interest for CD in this instance as the person who made the offer was a personal friend.
- It was suggested that this venue could be proposed as an alternative venue for student performances etc in light of the aforementioned costs of hiring LPAC. JB noted that any arrangements in this regard should be completed through ER to avoid any potential accusations of bribery.

## 19. Leadership Feedback of the Week

### Noted:

- JB noted that he wanted the SU staff to feel more involved with and invested in the SU as an organisation, including feeling able to affect change; JB requested input from the Student Leaders in this regard.
- JB noted that the induction of graduate staff would be improved also.

## 20. Code of Conduct 2017/18

### Noted:

- JB noted that there was not currently a Code of Conduct in place at the SU and that this needed to be implemented. CD suggested that either Kings' College or University College London could be examined as examples of best practice.
- JB noted that some SU's chose to include their disciplinary policies in their Code of Conduct that that Lincoln SU would not.

## 21. IRP Report

### Noted:

- The report was taken as read.
- SL noted that she had found it to be very useful and agreed to devise an action plan based on this document.

### Action:

- SL to produce an action plan with Rachal Lilley, as noted above, by mid-September 2017. This will then be presented at the next Board of Trustees meeting on 3<sup>rd</sup> October 2017.

## 22. JobShop Space

### Noted:

- JB noted that the JobShop would soon be relocating to a space in the Library and welcomed suggestions from the group as to how best to utilise the vacant room.

## 23. Activities Finances

### Noted:

- JB noted the following:
  - The £44 deficit in the Palestine Solidarity Campaign club balance which the SU would have to cover.
  - The six clubs who had a deficit in their memberships but with sufficient money in their Self-Raised Funds (SRF) would be balanced via that route.
  - A plan was required to settle the accounts of Animation (which had a negative overall balance when adding membership and SRF) and Basketball, Trampolining, ACS and Disney (who had negative SRF balances but more than enough funds in membership to cover).
- JB highlighted the need to improve the training of the club Treasurers in general to develop their financial management skills.

## 24. Student Leader verbal updates:

### President

KM noted the following:

- SU201 was very informative and covered areas where the SU could form networks and develop working relationships with other Unions.
- Open Day/Tower Bar/Snapchat Feedback
  - The Open Day had gone well and there was noticeable interest in the SU; both of the SU talks seemed to be well received.
  - KM and TG had helped in Tower Bar on those days during a particularly busy period. This was felt to be important both as a presence in the bars and to acknowledge the work in The Swan.
  - The SU Snapchat received a positive message from a prospective student, thanking them for the advice given to them regarding choosing universities and why Lincoln was a good choice; the prospective student stated that they "Can't wait for September".
- Meeting with ICT, 11<sup>th</sup> July
  - Several issues facing students regarding ICT had been discussed; there were areas where collaborative work could be undertaken and this could be communicated to students accordingly.
  - They were currently investigating ways to develop an improved attendance monitoring process.
  - A Blackboard upgrade had been released on 14<sup>th</sup> July.
  - The university are currently in the process of upgrading the PCs in existing buildings.
- Introductory meeting with Judith Carey at which they discussed students and the community as well as the University Health Centre.

- SAMM Working Group, 14<sup>th</sup> July
  - Discussed issues in regard to attendance monitoring and attendance triggers (Hannah Coleman and Scott McGinn were aware of this).
  - KM to enquire as to whether he could join the Technical Subgroup to keep up to date on the progress being made with the electronic attendance monitoring.

### VP Activities

LE noted the following:

- SU2017
  - Had been a great opportunity, especially in terms of networking.
  - Some of the sessions had been useful to attend.
  - Had reinforced understanding of the SU's strengths.
- BUCS Conference
  - This had been very interesting and generated lots of ideas to take forward for UoL students.
  - Learned more about off-campus the strategies of UEA and Leeds; considering implementing the Three Peaks Challenge and linking it with RAG with potential international student involvement. Social sport is linked to this as well.
  - Orienteering activities are good to look into as well
  - Attended the following sessions:
    - The role of HE Sport in Education, Development and Learning
    - Creating a performance sport environment
    - Developing Mass Participation events
    - Social and recreational Sport network
    - Get Out, Get Active – a University of Leeds case study
  - The networking opportunities at the conference were beneficial
    - Would be beneficially to align with the #TakeAStand campaign (which aims to make the university sport experience as inclusive and accessible as possible and possibly to enter for the award.
- The academic societies plan has been agreed and will involve talking to the existing societies and discussing each other's expectations and how they would envisage working together; TG to discuss this with the schools thereafter.
- The GOATing conducted throughout the Open Day on 14<sup>th</sup> July was very well received and productive.

### VP Academic Affairs

- Visited Newcastle University to discuss student engagement within the assessment process; provided an opportunity to gain an idea on how we can shape our module evaluation questions going forward.
- Had a meeting with Sue Rigby who confirmed that Karin Crawford and herself have some funding to begin development of a University App; a meeting to be scheduled to discuss this further when she returns from annual leave.
- The SUGesstion for plugs in lecture theatres has been moved from Harvey Dowdy to Grant Anderson, Head of Space Strategy, who is also currently on leave.
- To date, the meetings with Liz Smy and the respective Student Engagement Champions have been really successful and supportive.

## VP Welfare and Community

CD noted the following:

- SU2017
  - This had been very productive and offered the opportunity to make contacts with other welfare officers; CD had had a lot of ideas for liberation and community initiatives as a result of this.
- Open Day
  - It had been very useful to talk to prospective students; some had asked if the Duke of Edinburgh Award was offered at the SU.
- Pride Festival/LGBT+
  - Been unable to attend this due to public transport strikes and rail replacement services.
  - Spoken to the LGBT+ Officer on 10<sup>th</sup> regarding plans for 2017/18 and how to integrate the current committee into the new structure.
  - Attended a meeting regarding LGBT+ with Jane Kilby (JK) and Hannah Coleman (HC) on 11<sup>th</sup> July.
- Wellbeing Centre Meeting, 11<sup>th</sup> July
  - This had been very productive and highlighted a historical breakdown of communication between Student Leaders and the centre; it was agreed that the initial idea of de-stress Thursday would be changed to coincide with the Wellbeing Wednesday to maximise coverage on campus.
- Met with the student led project Guide Dogs on 11<sup>th</sup> July.
- Advice centre Meeting with Rachal Lilley, 12<sup>th</sup> July
  - Keen to facilitate a HCRC and discussed the issue of the imminent expiration date (December 2017) on the SU stock of condoms; CD happy to order more via NUS once the budget has been determined.
- Spoke with one of the authors of the hate crime reporting reports from NUS and conducted further research into the issue.
- Met with JK and ER on 14<sup>th</sup> July regarding the new branding for future campaigns.
- Meeting with Karen Lee MP over the weekend of 15<sup>th</sup> July
  - Established the contacts within her office staff and chased up the lack of response to the SU and the VC; there is a plan in place to conduct a surgery on campus every month alternating between Bishop Grosseteste and UoL.
- Met with the Mayor Chris Burke who expressed a wish to meet the Student Leaders in the future.
- Conducted Research into Sanitary products and sourcing the best deal for students.

## VP International

SL noted the following:

- Confirmed last week that the numbers of International students involved in Sports and Societies last year was 311 whilst the volunteering numbers were 188; this provides a basis on which to set the KPIs for 2017/18.
- Received email from Laura McCarthy (International Mobility Manager), who is responsible for exchange students; a meeting is being arranged for 1st August to meet with her and her team.

- A job description for International Friends was received from Rachal Lilley on 13<sup>th</sup> July; SL is in the process of updating this. This will be completed by 1st August to ensure the position can be advertised before mid-August to allow sufficient time for recruitment.
- Made contact with the manager of English language course; a meeting will be arranged around mid-August to discuss an "in session programme" for the year ahead. SL to utilise this opportunity to share the English improvement aspect of her Ops Plan.
- Will make contact with the Pre-Sessional English course tutor with a view to meeting with the new international students who will be studying a pre-course English session; SL to utilise this opportunity to introduce herself.

## 25. Chief Executive verbal update

JB noted the following:

- Better utilisation of the flagpole outside of the SU was proposed, particularly to coincide with Pride events, Lincolnshire Day etc.
- He was working with the University regarding the impact of and lessons learned from the power cut on 10<sup>th</sup> July.
- Further to the recent fire drills a meeting with the SU Fire wardens has been organised for 8<sup>th</sup> August as well as a meeting with UoL staff on 20<sup>th</sup> July.
- The SU were in the process of devising an agreement with Home Nightclub RE: Platinum Card benefits.
- Concerns had been raised at the last Sports Board meeting regarding the service provision for the students, particularly online booking of activities.
- There was a considerable amount of SU staff recruitment occurring at the moment.
- The refurbishment works at The Swan were due to commence today.
- The traffic barrier behind the SU was due to be installed this week.
- Following the Jacked event at the weekend, drug paraphernalia had been found at the front of the SU building today and a review of the security procedures was required as a result of this.
- A meeting would be organised at which the SL's could present their Ops Plans to the SMT prior to their presentation at the Board meeting in October 2017.

## 26. Health and Safety

Noted:

- JB reiterated the SU building evacuation procedure in the event of a fire alarm.

## 27. Any Other Business

Noted:

- No items were raised for discussion.

28. **Date of Next Meeting:** 24<sup>th</sup> July 2017 at 10am in James Brooks' Office (Students' Union)

Chair

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Signed

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