



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

10am, Monday 10th September 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 (<i>present from point 7</i>)
Sophia Liu (SLi)	Vice President International
Cassie Coakley (CC)	Vice President Activities
Grace Corn (GC)	Vice President Welfare and Community
Nial Francis (NF)	College of Social Science Officer

Also in attendance:

Hannah Coleman (HC)	Deputy Chief Executive
Kayleigh Teague (KT)	Campaigns Support Co-ordinator (<i>present for points 16 and 17 only</i>)
Jenny Barnes (JBa)	Head of Student Voice and Insight (<i>present for points 10 and 11 only</i>)
Shanna Limm (SLM)	Office Assistant (note taking)

Item

Action

Part A

1. Apologies for absence

- James Brooks (JB), (Chief Executive)
- Glen Allison (GA), (College of Arts Officer)
- James Bayliss (JaBa), (College of Science Officer)
- Mickhail Belovol (MB), (College of Business Officer)

Declarations of Interest

- HC noted personal conflicts in relation to the RAG Charity Shortlist Proposal; this was mitigated by KM.

2. Minutes of the last Executive Committee meeting held on 3rd September 2018

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

3. Minutes of the last SMT meeting held on 3rd September 2018

- Document taken as read.

4. Matters Arising

- It was noted that GC would update progress from her assigned SUGgestions on the SUGgestions platform. **GC**
- TG noted that the recommendations regarding the Academic Societies Action Plan had since been amended.

5. Weekly Report

- HC noted that an issue had been raised in regards to the week's aligning in the weekly report; it was noted that HC would speak to Dave Andrews (DA) (Head of Commercial Operations) in relation to this. **HC**

6. Week's Events



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- HC noted that various Student Staff training sessions were taking place throughout the week.
- KM noted that students from the Holbeach campus would be visiting the Students' Union on 11th September with KM and SLi due to give a campus tour.
- With Anthem launching on 22nd September the SLs were all encouraged to attend the event where possible.

7. SUGGESTIONS

- KM noted that he had spoken to JBa in relation to SUGGESTIONS going forwards, with the platform adhering closely to the Marketing Strategy.
- It was noted that key updates would be collated into a monthly report in order for announcements to feel less sporadic.
- The group discussed dated student cards, with KM noting that the issue may have to be rolled over to the next academic year; an internal online student card system was also discussed.

8. Informal Disciplinary

- No matters were raised for discussion.

9. Annual Leave Requests – President

- 2nd November 2018
- 9th November 2018
- 26th November 2018
- 13th-14th December 2018
- 18th February 2019
- The proposed annual leave dates were approved (4-0), with TG assuming his position as Deputy Chair.

10. Campaigns Update

- KT presented the proposed year of campaigns to the group, noting that the Campaigns Network would also feed into the projects where possible.
- KM requested that each SL provide a cost breakdown for their individual campaigns in order to estimate costs.

SLs

11. RAG Week Proposal

- The group discussed the proposed activities for RAG week, with HC noting that this aligned with organisational KPIs; this was approved (5-0).

12. Freshers' Operational Plan

- HC presented the group with the Operational Plan for all Freshers' events, highlighting which events required SL involvement; this was approved with the events to be added to each SL diary.

13. Wall Planners

- TG provided the group with an overview of the proposed wall planners which aimed to assist Volunteer Officers with the year's events.



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- The group discussed the proposal and it was suggested that the calendar be made available online via the SUMS platform. It was also suggested that the calendar be modified to accommodate to other areas such as Cluster Reps.
- It was noted that TG would discuss the matter with JBa.

TG

14. PG Welcome Week Timetable

- TG presented the group with the proposed timetable for PG Welcome Week, noting that the concept had been developed during the previous year with positive feedback received.
- This was approved (5-0).

15. PG Survey Action Plan

- TG provided the group with an overview of the proposed events, it was noted that the document had been developed via feedback from the most recent PG survey.
- It was agreed that TG would speak to DA in relation to the logistics of Coffee Mornings.
- As well as this, it was noted that TG would meet with staff members from Student Voice and the Advice Centre to discuss financial concerns for Postgraduate students.
- The action plan was approved (5-0) subject to TG's actions.

TG
TG

16. Committee Membership

- JBa presented the group with the list of institutional committees along with the proposed attendees.
- The group discussed the presence of College Officers within Academic Board.
- It was agreed that GC would attend both Environment and Sustainability Committee and the Equality and Diversity Committee going forwards.

17. Student Engagement Strategy Ops Plan

- The group discussed the amendments to the Ops Plan; this was approved (5-0).

18. International Payments

- **Murder Mystery**
- **Drama Society**
- These were approved by the group (5-0).

19. Feathers

- CC provided the group with an overview of the proposed changes for the Feathers scheme, noting that previously the scheme lacked engagement.
- After the incentives were queried regarding a Tower Bar discount and Societies Fayre table placements it was agreed that CC and HC would review the proposal and bring the amendments to a later Executive Committee.

HC/CC

20. West End Community Meal

- It was agreed that KM would contact Subash Chellaiah (SC) (Multi-Faith Chaplaincy Co-Ordinator) regarding the Students' Union's involvement in the West End Community Meal.

KM



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21. Serendipity BlackChat

- Following discussions, KM noted that a possible BlackChat event in collaboration with the Serendipity Enterprise (based in Leicester) was in development.

22. RAG Charity Shortlist Proposal

- The group approved the document (5-0).
- It was also noted that GC would write to Emma Blackburn (EB) (RAG Officer) on behalf of the SLs in order to commend her hard work and dedication in the role so far.

GC

23. Associate Memberships

- HC noted that Associate Membership Guide had been annually reviews; with Associate Members now able to make a one off payment in order to become a lifetime member.
- SLi queried how Associate Members would align with the Disciplinary Procedure; it was noted that HC would look into the matter.
- The document was approved subject to HC looking into the above.

HC

24. Student Leader Verbal Updates:

• **President**

KM noted the following:

- He had visited Holbeach campus in the previous week, during which he had the opportunity to relay information on the Students' Union's services to distance learners. Recurrent catch-up sessions had since been suggested, in order to discuss collecting feedback for these students.
- A meeting with Stephanie Hemelryk Donald (SHD) (acting Head of School- History and Heritage) had taken place in the previous week in relation to Black History Month, with SHD suggesting some ideas for the month.
- He had spoken to Sue Liburd (SuL) in regards to Black History Month, with SuL expressing her interest in the project.

• **VP Education**

TG noted the following:

- He had met with the new Student Engagement Champion for the School of English and Journalism who was very engaging.
- The Board of Trustees AGM had taken place in the previous week.
- He attended the Alfred Tennyson Project Scrutiny Group, with concerns raised over the buildings completion, it was noted that this had since been mitigated.
- He had attended the Subject Level TEF intro meeting, with TG named as the contactable student representative with TEF themselves.
- The Lecture Recording Working Group had taken place, with new guidance for staff produced.

• **VP International**

SLi submitted the following:

- Confirmation for the International Students' airport pick-up service had been established; with SLi due to attend alongside CC.



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- She had met with Judith Carey (JC) (Director of Student Affairs) regarding PG International student accommodation over the summer period.
- Both she and Jane Kilby (JK) (Employability and Campaigns Manager) had met with the University Alumni team and had since agreed to promote the International Alumni Ambassador positions.
- The live stream in collaboration with Student Life had gone well.

- **VP Activities**

CC noted the following:

- She had met with the Cheerleading committee and Art and Tattoo society in order to discuss the year ahead.
- The Board of Trustees meeting had gone well.
- She had sat on a Competitive Grant Panel in the previous week.
- The Activities department had hosted the BUCS East Midlands regional meeting.
- She had also had a catch-up meeting with Simon Parkes (SP) (Deputy Vice Chancellor).

- **VP Welfare and Community**

GC noted the following:

- She had met with staff members from Student Wellbeing alongside CC in order to discuss making Sports and Societies more accessible to students with Autism.
- The Bus Survey is now underway, with SLs to promote the page where possible.
- She had been working on content for the sexual health advice repository section of the SU website.
- SHAG Day plans were in development and appeared to be more solidified.
- A meeting with Julian Free (JF) (Deputy Vice Chancellor) had taken place in relation to rubbish in the West End area.
- She had taken part in the 'Learning at Lincoln' Facebook live video.
- Future collaborative projects with UoL Health Centre, Student Wellbeing and Lincolnshire providers in relation to mental health had been proposed.
- She had met with the Marketing department in order to discuss plans for promoting the second-hand booking selling event and liberation trips.
- Throughout the previous week she had been out of office on annual leave.

25. Chief Executive Verbal Update

JB noted the following:

- No items were raised for discussion.

26. Any Other Business

- HC presented the group with an affiliation request between the Lincolnshire FA and Futsal; this was approved by the group (5-0).
- It was agreed that HC would meet with KT to discuss the potential for a Fundraising Rep. HC
- As well as this, it was agreed that KM, GC and KT would meet with EB in order to discuss the proposed RAG Ball, with the group noting that the date of December may be problematic. KM/GC



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Part B

27. Student Leader Time Analysis:

- 31st August- 6th September
- Document taken as read.

28. Classics Society Application

- It was noted that the application for the Classics Society was fitting for an Academic Society; this application was approved (5-0).

29. Afro-Caribbean Society Application

- The group noted that the application was not as detailed as anticipated; the application was approved (5-0).
- It was agreed that CC would discuss the application with the Society committee.

CC

30. Student Led Project Application: Homeless Relief

- It was agreed that GC would meet with the author of the application alongside KT in order to gain clarity on the logistics of the project.

GC

31. Date of Next Meeting: 10am, 24th September 2018

Chair

KUDZAI MURANGAZA

Signed