



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

9.30am, Monday 24th 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 |
| Sophia Liu (SLi) | Vice President International |
| Cassie Coakley (CC) | Vice President Activities |
| James Brooks (JB) | Chief Executive |
| James Bayliss (JaBa), | College of Science Officer |

Also in attendance:

| | |
|---------------------|---|
| Hannah Coleman (HC) | Deputy Chief Executive |
| Jenny Barnes (JBa) | Head of Student Voice and Insight (<i>present for points 9 and 10 only</i>) |
| Emily Baldwin (EB) | Activities Co-ordinator (<i>present for point 11 only</i>) |
| Shanna Limm (SLm) | Office Assistant (note taking) |

Item

Action

Part A

1. Apologies for absence

- Grace Corn (GC), (Vice President Welfare and Community)
- Nial Francis (NF), (College of Social Sports Officer)
- Glen Allison (GAl), (College of Arts Officer)
- Mickhail Belovol (MB), (College of Business Officer)
- It was noted that the group would discuss the process for formal apologies in the next Executive Committee. **SLs**

Declarations of Interest

- Document taken as read.

2. Minutes of the last Executive Committee meeting held on 10th September 2018

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

3. Minutes of the last SMT meeting held on 10th September 2018

- CC queried the discussion regarding staff flu jabs.
- CC also noted that she had received several student queries in relation to Students' Union sponsorships.
- TG queried whether Emily Stow's (ES) (Student Insight Assistant) review of Student Reviewers would be brought to the Executive Committee; it was agreed that this would be discussed in the next meeting. **SLm**

4. Matters Arising

- KM noted that he had assisted GC in updating her assigned SUGgestions on the website.



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- KM noted that he had not yet spoken to Subash Chellaiah (SuC) (Multi-Faith Chaplaincy Co-Ordinator) in relation to the West End Community meal, it was agreed that he would approach the matter during the week. KM
- TG noted that an issue had been raised in relation to the proposed Volunteer Officer wall planners. HC noted that she would discuss the matter with Michael Redpath (MR) (Head of Events and Marketing). HC
- It was noted that TG had discussed PG coffee mornings with Dave Andrews (DA) (Head of Commercial Operations) and that these were a viable option for recurrent future events; TG noted that he would follow-up the matter with the current PG Officers. TG
- Further to this, TG noted that he would discuss financial concerns for PG students with the Advice Centre in the next following weeks. TG
- CC noted that Feathers criteria was due to be discussed at the next hubs meetings.
- JB confirmed that Associate Members aligned with the current Disciplinary Procedure.
- HC noted that the potential position of Fundraising Rep had been discussed with Kayleigh Teague (KT) (Campaigns Support Co-ordinator) with the role not to be taken forward and fundraising to be embedded into the culture of all activities.
- It was noted that GC had contacted Emma Blackburn (EB) (RAG Officer) in relation to her hard work and dedication so far.
- KM noted that the proposed RAG Ball would be taken to the next Executive Committee. KM/SLm
- CC noted that she was due to meet with the Afro-Caribbean Society President during the week and that this would be relayed in the next meeting. CC
- In GC's absence it was agreed that the Student Led Project Application in regards Homeless Relief would be brought to the next Executive Committee. GC

5. Weekly Report

- JB noted that venue sales had decreased in comparison to the previous year, with many students seeking a quiet location as opposed to a club atmosphere.
- It was noted that a variety of issues had been taken to the Advice Centre throughout Freshers' Week, with Viking House flagged as a predominant concern.

6. Week's Events

- SLi noted that the International Welcome Party was due to take place on 1st October and encouraged all SLs to attend if available.
- KM also noted that the Black History Month launch event had been booked for 3rd October.

7. SUGgestions

- KM noted that the SUGgestions platform had been promoted during Welcome Talks in the previous week and had been well-received.
- It was agreed that HC would discuss the promotion of the weighted nets in the Sports Centre with Dan Willcocks (DW) (Marketing and Communications Manager). HC
- CC noted that she would update her assigned SUGgestion of weighted nets on the SU website. CC

8. Informal Disciplinary



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- It was noted that several upcoming informal Disciplinarys were due to be actioned following Freshers' Week.

9. SU Voter Turnout Comparison

- JBa noted that voter turnout for the 2018 elections was at 28.2% with the KPI of 33% targeted for the next year.

10. NUS Elections Report

- JBa presented the group with evidence in relation to voter turnout and Students' Union block grants, with no correlation found.
- It was noted that the paper provided perspective of the Students' Union's position with the sector.
- The group discussed candidates for returning officer, with the group agreeing on JB's recommendations (4-0).

11. Mountaineering Trip Application

- **Application**
- **Email RE: Trip Insurance**
- It was agreed that going forwards the approval of trip documentation such as risk assessments would be delegated to HC, with the Executive Committee to be provided with an overview of the proposed trip to approve or decline.
- EB provided the group with an overview of each of the proposed trip applications from the Mountaineering and Snowsports Societies.
- The group approved the proposed trips (4-0) to France/Slovenia, Norway and France (Snowsports), subject to the clubs completing the relevant risk assessment forms and acquiring ATOL/ABTA documentations.
- The group discussed the Mountaineering Club's proposed trip to Nepal, with the group noting that multiple risks had been identified; it was agreed that the trip would not be approved as the risks were too great.
- It was noted that JB would note the refusal of the Nepal trip in his next Board of Trustees report.

JB

12. Lacrosse Affiliation

- **Letter**
- **University Briefing Document**
- The document was approved by the group (4-0).

13. Updated Safeguarding Policy

- HC noted that following Sophie Carney (SC) (Advice Centre Manager) commencing her role at the Students' Union the Safeguarding policy had been appropriately reviewed and updated, with Fiona Purdy (FP) (Senior Student Advisor) to undertake the role of Safeguarding Officer alongside SC.
- It was noted that going forwards JB would still maintain oversight of the safeguarding process and would be provided with monthly reports from both FP and SC to present to the Board of Trustees.
- This was approved (4-0).

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14. Alterline Housing Report

- HC noted that Alterline had been utilised as an external body to conduct the most recent Housing Survey in order to ensure that the results were as independent as possible.
- It was noted that following a technical error the survey had been withdrawn with Alterline providing a report of the results obtained.
- Further to the results, it was noted that HC would liaise with SC, with an action plan to be produced.
- TG noted that the excluded data for those that answered "I don't know" would be useful to note in order to gather areas for improvement; this was agreed (4-0).

15. ESLC Business Planning

- TG provided the group with the recommendations raised following a discussion with Liz Mossop (LM) (Deputy Vice Chancellor).
- It was noted that JB would attend ESLC alongside the SLs going forwards, in order to ensure continuity.
- It was agreed that College Officers would not be invited to attend the committee following concerns raised over the amount of proposed meetings.
- The group discussed the potential of a SL co-chairing the committee, the group agreed (4-0) that this would be a great opportunity in the future, with TG to discuss the matter with LM in regards to this being included in the committee's Terms of Reference.
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TG

16. Annual Leave Requests

- **VPW&C, 10th September 2018**
- The proposed annual leave was approved (4-0).
- KM noted that retrospective annual leave would be discussed in the next Executive Committee.

SLm

17. Student Leader Verbal Updates:

- **President**

KM noted the following:

- He commended the staff team for their hard work throughout Freshers' Week, with the events being a huge success and receiving positive feedback.
- Several issues had been raised in relation to Viking House, with there being further work to do.
- He had approved the purchase of Pride t-shirts via Chair's powers; despite the purchase being £19 over budget.

- **VP Education**

TG noted the following:

- Freshers' Week had gone well, with the events being constant throughout the week.
- Course Rep elections were underway with many candidates nominating themselves for the position.
- The support from the staff team had been exceptional.



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• **VP International**

SLi submitted the following:

- The whole of Freshers' Week had been great, with the airport pick-up for International students being a great opportunity to talk to introduce the Students' Union.
- The International trip to IKEA and International Welcome Party were due to take place in the following weeks.

• **VP Welfare & Community**

- Preparations for SHAG day were underway, with a mock STI check video being created.
- Promotion for the second-hand book sale was also underway.
- She had attended the Tackling Hate Crime Advisory Group in which the group discussed plans for Hate Crime Awareness Week.
- She had met with the University's Environmental team regarding Global Goals Week.
- The No to Hate conference in Newark had gone well.
- During Freshers' Week she had attended a variety of events.
- She had submitted a consultation on bus services to the government following the responses from the student survey.

• **VP Activities**

CC noted the following:

- Freshers' Week had been great, with CC commending the Activities department for the smooth delivery of the rearranged taster sessions.

18. Officer Reports

- JaBa noted concerns raised in regards to students not receiving their timetables; it was noted that TG would discuss the matter with LM.

TG

19. Chief Executive Verbal Update

JB noted the following:

- It had been great to see staff members working together throughout Freshers' Week.
- An issue had been raised regarding The Barge, with JB to discuss the matter with Julian Free (JF) (Deputy Vice Chancellor).
- Freshers' had gone well despite the weekly reports calculations, with ticket sales up in comparison to the previous year.
- On Thursday 27th September, the CEO of Hull Students' Union was due to visit in order to discuss SUMS.
- CEO breakfasts were due to start in the week, with JB and HC to meet with a variety of staff members to discuss topics and gain feedback.
- A fire safety inspection was due to take place on Tuesday 25th.
- Freshers' debrief sessions had been arranged with staff members and Student Leaders.

20. Any Other Business

- HC provided the group with an affiliation proposal in relation to the Women's Football club; this was approved (4-0).



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Part B

21. Student Leader Time Analysis:

- 7th – 13th September 2018
- 14th – 20th September 2018
- Documents were taken as read.

22. Society Application

- Wildlife Conservation Society
- This application was approved (4-0).

23. Machu Picchu Challenge (Choose a Challenge)

- Choose a Challenge Risk Assessment
- Internal Risk Assessment
- ABTA Membership
- ATOL Certificate
- H&S Pack
- Schedule
- The group discussed the risk of students not acquiring their fundraising targets and being held financially accountable.
- TG suggested that a briefing sessions be made compulsory for all those interested in the project in order to stipulate the accountability of individuals.
- The document was approved (4-0) subject to individuals being adequately educated on the implications of the challenge.

24. Date of Next Meeting: 10am, 1st October 2018

Chair

KUOXAH MUZANGAZA

Signed

