



UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

10am, Monday 29th October 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
Grace Corn (GC)	Vice President Welfare and Community
Cassie Coakley (CC)	Vice President Activities
James Brooks (JB)	Chief Executive
Hannah Coleman (HC)	Deputy CEO
Nial Francis (NF)	College of Social Science Officer
Mikhail Belovol (MB)	College of Business Officer (<i>present from point 9 onwards</i>)
James Bayliss (JaBa)	College of Science Officer

Also in attendance:

Shanna Limm (SLM)	Office Assistant (note taking)
Jenny Barnes (JBa)	Head of Student Voice and Insight (<i>present for point 10 only</i>)

Item

Action

Part A

1. Apologies for absence

- Glen Allison (GAI), (College of Arts Officer)

Declarations of Interest

- Document taken as read.

2. Minutes of the last Executive Committee meeting held on 22nd October 2018

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

3. Minutes of the last SMT meeting held on 22nd October 2018

- The group queried whether Deliveroo would be implemented for both Tower Bar and The Swan.

4. Matters Arising

- KM noted that he was due to contact the Union Chair regarding the most recent SUGGESTIONS submissions.
- The group discussed the feedback they had received from their relevant areas in relation to Tower Bar.
- TG requested that the action in regards to Academic Societies be discussed in two weeks' time.
- GC noted that she had contacted the Marketing department in order to discuss VK branded bins.
- CC noted that the issue in relation to the SnowSports Club had since been resolved.



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- As well as this, CC noted that she had met with both the Business and Law Societies in order to discuss G-Suite for business with the issue now resolved.
5. **Weekly Report**
- JB noted that the recorded Anthem figures were higher than what had been reported.
 - CC noted that reading week had taken place during the previous week which may have affected attendee numbers.
 - It was noted that budgets within charity were being reviewed following the most recent figures; KM suggested that finances be effectively communicated to students in relation to the issue proposed in the most recent All Student Members meeting.
 - JaBa queried whether takeaway food was available from Tower Bar and The Swan, with TG noting that the option was available and required further marketing.
6. **Week's Events**
- It was noted that Diwali was due to take place on 30th October.
7. **SUGgestions**
- KM noted that he would look into the most recent SUGgestions with those hitting the threshold to be assigned the relevant Student Leader. KM
8. **Informal Disciplinary**
- KM provided the group with three Informal Disciplinary reports which he had produced over the previous weeks; these were ratified (4-0).
9. **GOATing Module**
- It was noted that the SLs had received queries in relation to Activity Wars and Defeat the Meat coinciding.
 - GC noted that she had received feedback suggesting that a link to Student Led Projects be included within the Activities A-Z on the SU website; HC noted that this was being developed.
 - SLi noted that a student from Singapore had queried the possibility of networking groups event for international students who wished to meet others of the same nationality.
10. **Module Evaluations**
- The group discussed Module Evaluations including the amended questions suggested for the most recent questionnaire.
 - TG noted that the Coursemate and SUGgestion platforms had been well-received and suggested that the Module Evaluations format develop in a similar way.
11. **Employee Engagement Survey**
- HC presented the group with the statistics in relation to the most recent Employee Engagement Survey, which were positive in comparison to the sector.
 - It was noted that as the survey had been conducted post-Freshers' this had also impacted the results acquired.



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12. Men's Football Ties

- These were approved (5-0).

13. SHAG Survey Report

- It was noted that due to the lack of SU Activators not as many individuals were available to promote the survey; it was agreed that this would be reviewed for the following campaign.

14. BAME Campaigns Group

- KM noted that following an email from Paulina Babuchowska (PB) (Equalities Manager) regarding the Race Equality Charter, he discovered that the Students' Union already actively promoted the survey.

15. Co-opt - Women's Communications Lead

- This was discussed and the group approved the co-opt (5-0).

16. Varsity RAG Raid

- The group discussed the proposed project from an operational perspective.
- It was agreed that more details were needed in order for the group to approve the opportunity, with a plan to be created along with quotes and a risk assessment. It was noted that GC would lead on the project as opposed to CC.

GC

17. Societies Tour

- The group discussed the dates of the tour in relation to the various conferences and Sports Tour; this was approved (5-0).

18. ULSU Disciplinary Procedure

- JB noted that the ULSU Disciplinary Procedure had been reviewed in order to make the process more operationally effective, with amendments to the Informal Disciplinary appeal procedure.
- The document was approved (5-0).

19. Annual Leave Request – VPA

- 5th November
- 16th November
- These were approved by the group (4-0).

20. SU Awards Designs

- The group discussed the proposed designs and agreed that the artwork focussed too predominantly on Student Leaders and not of students themselves.
- It was noted that JB would provide feedback to the Marketing department.

JB

21. Returning Officer

- JB noted that further to JBa acting as the interim returning officer, Jim Gardner (JG) (Chief Executive, Kent Students' Union) had agreed to maintain the position going forwards.



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22. Student Leader Verbal Updates:

- **President**
- He had been out of office on 22nd October.
- Further to the Black History Month projector set-up outside the AAD building he had received positive feedback.
- Throughout the week he had focussed on his role as a Trustee at the Students' Union.
- Board of Governors had gone well.
- The Alumni event for Black History Month had been fantastic, with former Student Leaders in attendance.

- **VP Education**

TG noted the following:

- Joint sessions with the Student Leaders and SMT had been great.
- Activities Wars had been fantastic, with a great turnout.
- Coursemate had received attention and positive feedback at NUS Zones.
- Knowledgeable talks on the current position of NUS had been given at Zones
- Improvements for NUS were due to be discussed at the Turnaround Board.
- Elections were almost complete, with the Rep Forum also taking place.

- **VP International**

SLi submitted the following:

- She had met with Toby Wilkinson (TW) (Deputy Vice Chancellor) in order to discuss the submitted SUGgestion of assistance with dissertation hand-in.
- Plans for Diwali were going well, with the flash mob due to take place on 30th October.
- She had attended an indoor climbing session in the previous week for an international social activity.
- With the International Halloween party taking place shortly she planned on pushing the promotion of this.
- She and CC attended an Open Day with one another.

- **VP Welfare & Community**

GC noted the following:

- The 50:50 meetings with Student Led Project leads and members of the Campaigns Network had been a success.
- She had attended her first Environment and Sustainability committee and was looking into the recycling provisions on campus.

- **VP Activities**

CC noted the following:

- 250 individuals attended Activity Wars, with 80 at Murder Mystery also.
- BUCS matches had begun again once more.
- The Cathedral Cup had been well attended.
- She had attended interviews for Sports Scholar positions.



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23. Officer Reports

- NF noted that following a meeting with Mark Smith (MSm) (Director of Education, School of Sport and Exercise Science) he hoped to focus on Undergraduate as well as Postgraduate students.
- MB noted that the LIBS Academic Board had been interesting and was looking to pursue several issues.

24. Chief Executive Verbal Update

JB noted the following:

- He would be out of office throughout the majority of November due to conferences and several CEO regional meetings.
- In relation to the Engine Shed trademark, legal agreements were being put in place with current operators who are violating trademark use.

25. Any Other Business

- GC presented the group with updated standing order for both the Environmental Officer and the Campaigns Network; these were approved subject to further ratification from the relevant areas.
- SLi queried whether the ISA Officer could obtain free entry to all international events going forwards; this was approved (5-0).
- JB requested that a plan be put in place in relation to NUS; it was agreed that KM would facilitate this.

KM

Part B

26. Student Leader Time Analysis:

- 19th-25th October
- Document taken as read.

27. New Society Applications

- Indie
- Women in Work
- Fine Art
- Forensic Science
- Campus Cry
- Philosophy
- Social Political
- It was noted that the proposed Campus Cry society bore similarities to the Christian Union group. The group also noted that the group had suggested projects in relation to Homeless Relief which contradicts advice from the local council. It was agreed that CC would meet with the group in order to discuss the matter.
- In relation to the Women in Work society, GC suggested that the submission author be directed to the Women's campaign group.

CC

28. Quality SU Part B



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- Audit Meeting Schedule
- Audit Requirements
- Documents were taken as read.

29. Affiliation

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

30. Date of Next Meeting: 10am, 12th November 2018

Chair

KUBZAI MURANGAZA

Signed