



**UNIVERSITY OF LINCOLN STUDENTS' UNION  
EXECUTIVE COMMITTEE MEETING MINUTES**

10.15am, Monday 11<sup>th</sup> December 2017  
Chief Executive's Office, Students' Union

**MINUTES**

**Present:**

Name	Job Title
Kudzai Muzangaza (KM)	President (Chair)
Luke Exton (LE)	Vice President Activities
Tommy George (TG)	Vice President Academic Affairs
Sophia Liu (SLi)	Vice President International
James Brooks (JB)	Chief Executive
Hannah Coleman (HC)	Head of HR/Deputy CEO

**Also in attendance:**

Holly Millar (HM)	Executive Assistant
Shanna Limm (SLm)	Office Assistant (Minute Taker)

Item	Action
<p><b>1. Apologies for absence</b></p> <ul style="list-style-type: none"> <li>• Connor Delany (CD) Vice President Welfare and Community</li> <li>• Glen Allison (GAI) (College of Arts Officer)</li> <li>• James Bayliss (JaBa) (College of Science Officer)</li> <li>• Isaac Jackson (IJ) (College of Business Officer)</li> <li>• Beatrix De Arcos Marin (BAM) (College of Social Science Officer)</li> </ul> <p><b>Declarations of Interest</b></p> <ul style="list-style-type: none"> <li>• Document taken as read.</li> </ul>	
<p><b>2. Minutes of the previous Executive Committee meeting held on 27<sup>th</sup> November 2017</b></p> <ul style="list-style-type: none"> <li>• KM noted that under point 22 of the previous minutes, TG had not attended the Board of Governors meeting, but positive feedback was received in regards to his QAA presentation.</li> </ul>	
<p><b>3. Minutes of the previous SMT meeting held on 27<sup>th</sup> November 2017</b></p> <ul style="list-style-type: none"> <li>• Document taken as read.</li> </ul>	
<p><b>4. Matters Arising</b></p> <ul style="list-style-type: none"> <li>• KM noted in relation to his assigned SUGgestion of Alumni benefits that he planned to speak directly with the department in order to establish what is available and what could be promoted further. <span style="float: right;">KM</span></li> <li>• TG noted that he was awaiting a response from Grant Anderson (GA) (Head of Space Strategy, Planning &amp; Sustainability), in regards to cushions in the Sports Centre. <span style="float: right;">TG</span></li> <li>• LE noted that since his conversation with Charlie Garrod (CG) (Head of Commercial) in regards to fire alarm cages he was waiting to discuss the matter further with Simon Parkes (SP) (Deputy Vice Chancellor). <span style="float: right;">LE</span></li> <li>• It was noted that Finance training had been organised for 18<sup>th</sup> December.</li> <li>• TG noted that the concerns previously raised over the formatting of Volunteer Officer reports was to be discussed in the next Rep Forum meeting.</li> <li>• He also noted that he had delivered an informal verbal warning to the School of Maths and Physics representative who had not submitted her report.</li> </ul>	

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- Following a conversation between TG and JB in relation to the NSS update, JB recommended that a working group be assembled to discuss the matter further. It was agreed that KM, TG and Jenny Barnes (JBa) (Student Voice and Impact Manager) would plan the next steps going forwards. KM/TG
  - TG recommended that the group speak to Caroline Low (CL) (Director of Planning) to gain more of an understanding of university guidelines.
  - It was noted that the SLs would each put forward their nominated candidate for the LoveSUs campaign to HC. SLs
  - HC noted that she would look into the deadline date for these nominations. HC
  - LE noted that no complaint had been submitted in regards to the issue with the payments made for a Lacrosse coach. He noted that he had since spoken to the sports team and concluded that more information should be gained through the Informal Disciplinary Process. It was agreed that Amber Newton (AN) (Sports Development Assistant) would be spoken to and prompted to forward her initial complaint. LE
- 5. Weekly Report**
- JB noted that he would speak to CG in relation to budgeting in the Engine Shed. JB
- 6. Week's Events**
- It was noted that the group would be in and out of the SU Christmas Party and Staff Awards due to their assistance with attendance panels.
  - LE noted that the Drama Society Show was taking place on 11<sup>th</sup> December and encouraged the SLs to attend if available.
  - As well as this, LE noted that 8 out of 10 Swans was taking place in the Engine Shed on 12<sup>th</sup> December and again requested those available to attend.
- 7. Student Leader Time Analysis**
- **1<sup>st</sup>-7<sup>th</sup> December**
  - The group discussed the GOATing hours achieved over the course of the previous week, with KM noting that GOATing hours may decrease over the next few weeks due to annual leave.
  - It was noted that GOATing hours were on target.
- 8. SUGgestions**
- KM encouraged SLs to update their progress on SUGgestions on the website as regularly as possible.
  - KM discussed his assigned Suggestion of a charity clothes bin on campus, noting that students could bring their unwanted clothing to Student Leader drop ins; these would then be taken to the charity clothing bin within the Student Village.
  - HC noted that the British Heart Foundation often offer collection for unwanted items. KM agreed that he would look further into the matter. KM
  - As well as this, KM noted that he had spoken to Alan Bage (AB) (Senior Web Developer) in relation to digital, dated student cards. It was noted that the proposed id cards could be linked to Apple Wallet, however there be a risk of id cards shared amongst others.
  - KM also noted that a website dashboard could incorporate the id card to prevent this.
  - TG noted that following discussions over a printer for the fourth floor of the AAD building he was still waiting on delivery.

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### 9. New Society Application

- VX Club
- The group reviewed the society application, with concerns raised over the vacant Vice President and Treasurer positions.
- JB noted that changes could be implemented going forwards which require all sports and society applications to assign the Vice President and Treasurer roles.
- The group discussed whether the society would need additional support as a result of this.
- The application was approved (5-0).

### 10. Leadership Feedback of the Week

- It was noted that no Leadership Feedback question would be assigned until January 2018.

### 11. Student Leader verbal updates:

- President

KM noted the following:

- The Swan's Den pitches had been a positive experience and showed the appetite for entrepreneurship on campus. Good spread.
- PDR360 reviews had gone well, with positive feedback given.
- He had had a telephone interview in regards to OFFA, with the conversation being used for a research project.
- He had a talk with the PGR Officer over issues with research students; he will communicate these concerns with Mary Stuart (MS) (Vice Chancellors), Ros Pepper (RP) (Director of HR) and Andrew Hunter (AH) (Deputy Vice Chancellor, Research and Innovation) at a later date.
- VP Activities

KM

LE noted the following:

- The wins ratio for BUCS had increased to 70%.
- A bowling session had been organised along with Cluster Reps, two spaces remained to be filled with LE requesting SLs attendance if possible.
- Ballbag donation.
- The meeting in regards to BUCS social media at the university had been met positively.
- The sports and societies hubs had gone brilliantly, with the feedback received noted for future improvements.
- He was due to appear on BBC radio on Thursday 14<sup>th</sup> December to discuss sports and societies, with a focus on unique activities, such as Juggling and MTS.
- VP Academic Affairs

TG noted the following:

- Rep Forum was taking place on 11<sup>th</sup> December, with the next due for February.
- The trip to Belfast to attend at QAA consultation session was a good experience, with TG and Jenny Barnes (JBa) (Student Voice and Impact Manager) currently drafting their response. TG commended JBa on her hard work in relation to this.
- VP Welfare and Community

CD noted the following:

- He had participated in a lot of attendance panels over the week, noting that it would be worth evaluating how the different Schools contact the SU in regards to this.
- Filming for both the Housing Fare and Elections had taken place.



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- Pecha Kucha is looking for five students with a connection to Sincil Bank to present a slideshow to at a community event.
  - The BAME Officer is planning on organising a Stop and Search Campaign.
  - The Advice Centre social was positive, with CD commending the Student Advisors on their hard work.
  - He had attended a Campaigns Network meet-up which went well, noting that it was positive to see what the SLP had accomplished and what is planned for the future.
  - VP International
- SLi noted the following:
- Toby Wilkinson (TW) (Deputy Vice Chancellor/ Professor of Egyptology) attended the Winter Festival and had passed commendations on the event.
  - The PDR360 review with Graham Atkinson (GAt) (External Coach) had been helpful.
  - International Quizmas was due to take place on 13<sup>th</sup> December, with the History society attending to tell Christmas stories.

#### 12. Chief Executive verbal update

JB noted the following:

- The next Student Leader/SMT meeting would be used to discuss organisational strategy.
- He would be visiting Kent on Thursday to liaise with their Students' Union regarding their usage of SUMS.
- Members of the Marketing and Communications team from Loughborough University had visited the Students' Union on the preceding Friday, with positive responses given in regards to the SUMS platform.
- He noted that HC would be performing as the key note speaker at Bishop Grosseteste University's Women in Leadership conference.
- Both Board of Trustees and the Board of Trustees Christmas meal had gone well and going forwards he would be drafting proposed changes for board efficiency.
- JB also noted that SLs needed to propose more potential dates for annual leave.

#### 13. Any Other Business

- JB noted that it had been brought to his attention that Associate membership costs had been altered without his knowledge, with the group agreeing (5-0) that these changes would be reverted in January 2018.
- It was noted that an article in regards to the alterations to the Bye-Laws had been published by the Linc. Further to this a defamatory and highly inaccurate article had been published which falsely reported the facts as to why the Union had not agreed to place The Linc in it's commercial premises. The Linc had then attempted to contact all local media outlets to make these false accusations more public. The Union responded informing the media outlets that the reports were defamatory and not correct and the story was not run in most outlets, LSJ news outstanding. JB noted that an apology had since been received from the editor of the newspaper. The matter was discussed and the group agreed that JB would speak to our solicitor to draft a cease and desist letter to the Editor of The Linc. KM would also send a letter to Jason Whittaker (JW) (Head of School of English & Journalism) outlining the concerns of the Sabbatical Trustees as to the conduct of The Linc and the manner in which they were inaccurately reporting facts, highlighting the very biased articles in regards to Freedom of Speech contained within the print copy of The Linc.

JB



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- Several Campaigns Network funding requests were brought forward for approval with both JB and HC noting that neither had reviewed the applications beforehand as per procedure.
- Concerns were raised in relation to one application which lacked detail on a proposed Christmas meal. The group denied the application (5-0) noting that the event was a social event as opposed to campaigns-related.
- HC agreed to review the other submitted applications, with these being brought to the next Executive Committee.
- KM's proposed annual leave was approved, (5-0).
- The group described an email sent to both KM and LE in regards to coaching opportunities with the NCS. It was agreed that the correspondence would be forwarded to Jane Kilby (JK) (Employability and Volunteering Manager).

HC

KM

14. Date of Next Meeting: 18th December 2017

Chair

Signed

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APPROVED