



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

2.30pm, Wednesday 18th July 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 & Community
Cassie Coakley (CC)	Vice President Activities
James Brooks (JB)	Chief Executive
Hannah Coleman (HC)	Deputy Chief Executive
James Bayliss (JaBa)	College of Science Officer
Nial Francis (NF)	College of Social Science Officer
Jenny Barnes (JBa)	Head of Student Voice (<i>only present for point 12</i>)

Also in attendance:

Shanna Limm (SLm) Office Assistant

Item Part A	Action
<p>1. Apologies for absence</p> <ul style="list-style-type: none"> • Holly Millar (HM), (Executive Assistant) • Glen Allison (GAI), (College of Arts Officer) • Mickhail Belovol (MB) (College of Business Officer) <p>Declarations of Interest</p> <ul style="list-style-type: none"> • JaBa declared that he was a committee member for both the Sailing club and Engineering society; this was noted. 	
<p>2. Minutes of the previous Executive Committee meeting held on 2nd July 2018</p> <ul style="list-style-type: none"> • The minutes were agreed to be an accurate record of the meeting. 	
<p>3. Minutes of the SMT meeting on 2nd and 9th July 2018</p> <ul style="list-style-type: none"> • The minutes were taken as read. 	
<p>4. Matters Arising</p> <ul style="list-style-type: none"> • It was noted that TG had discussed the proposed Entrepreneurial Society with Claire Butler (CB) (Student Enterprise Co-ordinator) with a discrepancy on the Enterprise website raised; it was noted that this was due to be amended. • JB noted that the closure of both Tower Bar and The Swan on 14th July had been raised, with Tower Bar opening in order to accommodate the Open Day. • TG noted that he had included an addition to the Student Engagement Ops Plans, with the document subsequently sent to Mary Stuart (MS) (Vice Chancellor) for approval. • The group discussed the Teaching Excellence and Graduate Success committee and who was expected to attend the meeting from the Students' Union; it was agreed that TG would contact Lisa Baker (LB) (Head of Governance) regarding the matter. • As well as this it was agreed that SLm would compile a list of all institutional committee meetings. 	<p>TG</p> <p>SLm</p>



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5. **Weekly Report**

- JB noted that the figures for the Engine Shed had been processed incorrectly following the World Cup screenings, with further profits to be added.

6. **Week's Events**

- It was noted that KM was due to give a presentation at the WOW Conference on Friday 20th July.
- JaBa noted he was attending a Quadarman event over the weekend.
- KM noted that a leaving event for Professor Sara Owen (SO) (Pro Vice Chancellor / Head of College of Social Science) was due to take place on Thursday 26th July and encouraged the SLs and NF to attend if possible.

7. **SUGgestions**

- KM provided the group with an overview of how SUGgestions would be approached going forwards.

8. **Informal Disciplinarys**

- It was noted that there were no outstanding Informal Disciplinarys.

9. **Sport Lincoln Logo**

- JB noted that the proposed logo had been designed to represent the collaborative project between the Students' Union, Sports Centre and College of Science, with himself, Elly Sample (ES) (Director of Communications, Development & Marketing) and Richard Merryweather (RM) (Head of Campus Services) meeting to discuss the design.
- The designs were approved by the group (5-0).

10. **Departmental KPIs**

- It was noted that following reviews of the departmental KPIs that the documents required a strategic focus, whilst also providing an overview of the opportunities available at the Students' Union.
- JB noted that the documents would be reviewed once more at the Board of Trustees Residential in August.

11. **Standing Orders**

- **Sports**
- **Societies**
- HC noted that Sports and Societies standing orders were reviewed in order to allow continual improvement and a more centralised focus.
- The documents were approved (5-0).
- Further to this, the group discussed the process in which committee members would be held to account by sport and society members going forwards.
- It was agreed that KM and CC would meet to deliberate the procedure in place, with the group suggesting that the agreed method be discussed at the first hubs meetings.

KM/CC

12. **Ac Ops Review**



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- JBa provided the group with an overview of the nine Academic Opportunities schemes available to students in partnership with LALT.
- TG suggested that the reviews include executive summaries of the schemes in order to fit brand guidelines accordingly.
- KM also proposed that a Student Leader Alumni network be produced in line with the Linc-Up scheme; this would allow volunteer officers to be partnered with former Sabbatical Officers in a unique way.
- Several issues were noted in regards to the Outreach Ambassador Programme; it was agreed that these would be raised with Toby Wilkinson (TW) (Deputy Vice Chancellor).

13. Student Impact Award

- JB noted that in line with previous years, the SLs had the responsibility of determining the winner for the Student Impact Award for the annual Merit and Achievement Awards.
- It was agreed that the SLs along with JaBa and NF would each forward two nominees for the award, with the shortlist to be compiled and taken to the next Executive Committee.

SLs/
JaBa/ NF

14. Module Evaluations

- The group discussed the removal of a rep related question from the next series of Module Evaluations; it was agreed (5-0) that it would be beneficial to remove the question going forwards.
- Conflicts were raised for both NF and JaBa due to their capacities as College Officers; this was mitigated by the group, with TG noting that the pair were non-voting members of the committee.
- It was noted that TG would follow-up the matter with MS.

TG

15. 12th August Power Shut Down

- It was noted that on Sunday 12th August cross-campus maintenance would be taking place, therefore as a result, venues would be closed.

16. Medical School

- HC noted that the General Medical Council (GMC) would be visiting the campus on Friday 20th July.
- It was noted that a meeting had also taken place between staff members from Nottingham Students' Union which had proven positive.

17. Open Day Presentations

- The group provided feedback from their most recent Open Days, with the group agreeing that shorter, sharper presentation slots for prospective students would be more worthwhile.
- It was agreed that KM would discuss the matter with MS.

KM

18. Student Leader Verbal Updates:

- **President**

KM noted the following:



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- The NUS 2018 conference had been a positive experience in terms of networking.
- He had met with MS, Debbie Lock (DL) (Deputy Head of College/College Director of Education) and Dan Hurley (DH) (OfS) in relation to the BAME attainment gap.
- Following recent posts on the Overheard in Lincoln Facebook page he had begun responding to queries regarding the Students' Union's recent developments; since this the number of posts on the page had significantly reduced.
- He had been predominantly focussing on the organisation of Black History Month and was in the process of researching possible funding opportunities for the campaign.
- Emphasis had been placed on social media for the vacant SU Activator positions, with KM currently aiming to gain 50 volunteers.
- The Open day on Friday 13th July received good levels of interaction.
- He had sat on the interview panel for the vacant Board of Governors posts during the previous week, with both positions successfully recruited for he noted that the candidates were phenomenal additions to the group.

- **VP Education**

TG noted the following:

- Throughout the previous week he had met with Student Engagement Champions from various schools.
- He had drafted the incoming rep training schedule alongside JBa and Liz Smy (LS) (Representation and Governance Co-ordinator); this was due to be proposed to returning reps in order to gain feedback.
- Interviews for the vacant Rep and Governance Assistant and Social Sport Assistant positions had taken place, where he had attended as a member of the interview panel.
- He had attended Fitness for Practice panels.
- Further to the SUGgestion regarding a plotter within the AAD building, he had met with an individual from the printing provider Apogee and was subsequently awaiting a response from the IT department regarding costing.
- He had chaired the most recent Lecture Recording Working Group.
- A charity football match had taken place, with TG participating alongside University staff; this resulted in almost £2,000 raised for the Children's Ward at the County Hospital and the Lincoln Blood Bikes!

- **VP International**

SLi submitted the following:

- Framework for the International Buddies Scheme had been proposed, with a meeting with the Advice Centre arranged to discuss how the framework would function operationally.
- She had met with Malaysian students who were on campus as part of the Summer School.

- **VP Welfare & Community**

GC noted the following:

- She had met with the University Wellbeing team which went well and had been invited to assist with several welcome week events.
- NUS 2018 had been an excellent networking experience.

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- The Jon Day training had gone well.
- She had met with the incoming LGBT+ group to discuss preparations for Pride and History events, with positive developments being made.
- During the previous week she had met with the City Council's Community Collaborative Officer and discussed the possibility of receiving Community Collaboration funding which ranges from £500-£5,000.
- The Open Day on 14th July had been great.
- Following several meetings, a network for letting agents had been proposed with the group to discuss best practice and educating the student community.
- Good feedback had been received during the Sincil Bank Residents meeting.
- She had been focussing on completing her ops plans.

- **VP Activities**

CC noted the following:

- The NUS 2018 conference had gone well.
- She had attended a BUCS conference in Bristol during the previous week, with several campaigns proposed regarding mental health and active lifestyles which would have a positive impact on campus.
- Following discussions, the next regional BUCS meeting in September would be hosted by Lincoln Students' Union.
- She had met with various sports and society committees in order to discuss potential projects going forwards.

19. Chief Executive Verbal Update

JB noted the following:

- The bi-annual 15-minute catch-up sessions with full-time staff were now underway.
- Annual accounts were ongoing, with £248,000 from pensions to be placed in profit and loss following a revaluation from pensions actuary Hymans; as a result, the Students' Union appears to have made a £500,000 surplus for the 17/18 financial year. He noted that the SLs would address the issue in a piece explaining these figures to the student population.
- Digital signage in collaboration with the university was now live across the campus, with opportunities at the Students' Union now advertised.
- Several staff members from York Students' Union had visited in the previous week.
- Following a government review, the charity commission was due to review its policies on Freedom of Speech and external speakers in line with Students' Unions.

20. Any Other Business

- No items were raised for business.

Part B

21. Student Leader Time Analysis

- 29th June – 5th July
- 6th-12th July



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- Documents were taken as read.

22. Date of Next Meeting: 9.30am 23rd July 2018

Chair

Signed

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APPROVED