



UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union
 Executive Committee 4th September at 10am in
 Chief Executive's Office (Students' Union)

Present:

- Kudzai Muzangaza (KM) – President (Chair)
- Connor Delany (CD) – Vice President Welfare and Community
- Sophia Liu (SL) – Vice President International
- Tommy George (TG) – Vice President Academic Affairs
- James Brooks (JB) – Chief Executive
- Lorna Cruickshank (LC) – Activities Manager *(present for Items 10 and 12 only)*
- Will Richardson (WR) – Venue Manager *(present for Item 9 only)*
- David Andrews (DA) – Swan Manager *(present for Item 9 only)*
- Jennifer Barnes (JBa) – Student Voice & Impact Manager *(present for Items 13 and 14 only)*

Also in attendance:

- Holly Millar (HM) – Executive Assistant

1.	Apologies for absence
	<ul style="list-style-type: none"> • Luke Exton (LE) – Vice President Activities
	Declarations of Interest
	<ul style="list-style-type: none"> • None declared.
2.	Minutes of the previous meeting held on 21st August 2017
	<ul style="list-style-type: none"> • The minutes of the meeting were agreed to be an accurate record of the meeting.
3.	Minutes of the previous SMT meeting held on 21st August 2017
	<ul style="list-style-type: none"> • Document taken as read.
4.	Matters Arising
	<ul style="list-style-type: none"> • TG confirmed that he had spoken to Grant Anderson (Head of Space Strategy, Planning & Sustainability) (GA) and that all lecture hall refurbishments going forwards would include the retrospective fitting of plug sockets for student use; this SUGgestion to be closed. • TG confirmed that he would be working with Emma Rouse (Head of Marketing and Communications) (ER) going forwards on digital Post-Grad welcome packs.
5.	Weekly Report
	<ul style="list-style-type: none"> • Document taken as read.
6.	Weeks Events
	<ul style="list-style-type: none"> • Document taken as read.
7.	Student Leader Time Analysis
	<ul style="list-style-type: none"> • Document taken as read. KM noted that these analyses would be significant for the Student Leaders' respective written reports which would be published on the SU website.
8.	SUGgestions
	<ul style="list-style-type: none"> • KM noted that the online reassignment facility was now in place.
9.	Tower Bar/The Swan Price Review

	<ul style="list-style-type: none"> WR and DA presented the necessary price increases at the venues to the group. Following a discussion the group agreed that the proposal was appropriate and proportional and should be implemented accordingly (4-0).
10.	SPOTS/COTS Policies and Workbooks
	<ul style="list-style-type: none"> LC noted that SPOTS had been introduced last year and would be continuing this year, with the aim of achieving 10% engagement from BUCS teams initially. LC noted that the bursary was a one-off direct payment. The group approved the scheme and thanked LC for the work that had gone into this.
11.	Amnesty International
	<ul style="list-style-type: none"> It was noted that the group had agreed outside of the meeting that the proposed Amnesty International Society would be registered as a Student Led Group instead.
12.	Society Applications for Update and Approval
	<ul style="list-style-type: none"> Travel Society Lincoln University Guides and Scouts (LUGS) Spoken Word Society African-Caribbean Society
	<p>Travel Society</p> <ul style="list-style-type: none"> LC noted that she had confirmed the following with the proposers: <ul style="list-style-type: none"> They will utilise ATOL travel organisers when booking trips. They will create a code of conduct style declaration form for members to abide by, including a morality clause; any flouting of this agreement may result in disciplinary action. The Back-Up slots would function on a set time basis (ie: the first reserve would have an amount of time to make payment and so on until the requisite number of people are confirmed).
	<ul style="list-style-type: none"> JB noted that of the society's policies would have to be aligned to SU policies.
	<ul style="list-style-type: none"> CD noted that if a person's place on a trip was successfully filled, it would be fair for them to be refunded their deposit.
	<ul style="list-style-type: none"> The group approved the application (4-0) on the above basis.
	<p>LUGS</p> <ul style="list-style-type: none"> LC noted that she had met with representatives from SSAGO last week and it had been confirmed that members who joined LUGS would pay £10 membership to the Society, £4 of which would pay for SSAGO affiliation. LC also noted that payment for SSAGO affiliation would not be required until December 2018, to allow time for the Society to get established. The group approved the application (4-0).
	<p>Spoken Word Society</p> <ul style="list-style-type: none"> LC noted that membership costs for a Society were not a requirement as long as any necessary insurance fees were paid; the group approved the application (4-0).
	<p>African-Caribbean Society</p> <ul style="list-style-type: none"> LC noted that there had previously been a Society of this name but it had been disbanded due to their not meeting the membership number threshold; the group approved the application (4-0).
	<ul style="list-style-type: none"> Regarding the Disney Society trip to Disneyland, LC noted that a risk assessment would be completed and they were monitoring government websites regarding travel advice in light of any terrorist threats.
	<ul style="list-style-type: none"> Regarding World Cuisine Society, LC noted that a disclaimer would be required regarding food preparation which must be signed by the person responsible and that the Commercial team were assured that this would allow the Society to conduct events as necessary.
	<ul style="list-style-type: none"> It was agreed that the Student Ambassador for the Movember Foundation could be offered a stall in the SU Reception after Freshers.
13.	GRID

	<ul style="list-style-type: none"> The group discussed SL Elections for 2017/18.
14.	Lincoln Academy Board
	<ul style="list-style-type: none"> TG noted that JBa had been invited to sit on the Lincoln Academy Board to represent the SU; the group approved this appointment (4-0).
15.	Code of Conduct, 2017/18
	<ul style="list-style-type: none"> JB noted that this updated code applied to all members and the link to the Disciplinary Policy had been clarified. The code also reiterated 'No money must be handed directly to another member, including Committee members. All money must be paid to SU reception only' to avoid any potential issues in this area.
16.	P. C. Coaches Letters
	<ul style="list-style-type: none"> Documents taken as read; it was noted that the SU had sought assurances from the company that, as an exclusive supplier, their conduct as regards their Minimum Wage obligations were beyond reproach.
17.	Social Learning Spaces
	<ul style="list-style-type: none"> TG noted that SL and he had attended a meeting with Richard Nethercott (Space Planning Officer) (RN) to talk about Social Learning Spaces. It had been suggested at the meeting that these spaces be visibly branded to promote them as most students were not aware of them.
	Action
	<ul style="list-style-type: none"> TG to keep the group updated with any developments in this area as necessary.
18.	ISA Membership Fees
	<ul style="list-style-type: none"> SL noted that there had been no student members last year and that she wanted to promote it going forwards; JB noted that this would need to function as a Standing Committee and not a Society.
19.	Don't Drink and Drown Campaign
	<ul style="list-style-type: none"> CD noted that this was an already established campaign by the National Lifesaving Society that was relevant for this area due to the University's proximity to the Brayford Pool. CD proposed a provisional launch date of 12th January 2018 and had ordered a digital campaign pack. It was agreed that any campaign material produced by the SU would not focus on (and potentially implicate) any city venues in contributing to risky behaviour.
20.	AKUMA Backpacks
	<ul style="list-style-type: none"> It was agreed that this would be discussed at the meeting on 11th September.
21.	Leadership Feedback of the Week
	<ul style="list-style-type: none"> JB noted that the previous question had been in relation to any possible Health and Safety concerns for the upcoming Freshers' Fayres and welcomed suggestions from the SLs.
22.	Student Leader verbal updates:
	President
	KM noted the following:
	<ul style="list-style-type: none"> The SLs had visited York St John SU and he would be organising an opportunity for them to visit Lincoln. The Staff Away Day and The Swan re-opening event had been fun and well received by all.
	VP Activities
	LE was not in attendance at the meeting.

	VP Academic Affairs
	TG noted the following:
	<ul style="list-style-type: none"> • He had attended the Lincoln Academy of Learning and Teaching Away Day on Thursday 31st which had been particularly insightful.
	VP Welfare and Community
	CD noted the following:
	<ul style="list-style-type: none"> • He had met with Lincolnshire West CCG on 29th August regarding the University Health Centre. • The Advice Centre had agreed to provide condoms via the Health Centre but it would be made clear that these were from the SU.
	VP International
	SL noted the following:
	<ul style="list-style-type: none"> • She was continuing to liaise with the English Language Centre. • The International Friends promotional video had been released and well received.
23.	Chief Executive verbal update
	JB noted the following:
	<ul style="list-style-type: none"> • BUCS had declared that they would be increasing their prices, after the initial affiliation costs had been paid, due to financial issues. • He and other team members would be attending the Great British Pub Awards on 7th September. • The Board Reports would be due immediately after Freshers' week. • It was hoped that the Auditor Accounts would be finalised shortly. • The work regarding GDPR was ongoing. • The venue Student Staff Training on 2nd September went well. • Hannah Coleman (Deputy CEO/Head of HR) (HC) had been recruited to sit on to the NUS People Talent and Development Board.
	Action
	<ul style="list-style-type: none"> • JB to circulate the letter from BUCS to the group.
24.	Any Other Business
	<ul style="list-style-type: none"> • TG highlighted an item from his budget proposal regarding the Senior Rep Training social event; no one from the group objected to this expenditure.
25.	Date of Next Meeting: 11th September 2017

Chair

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Signed

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