



UNIVERSITY OF LINCOLN STUDENTS' UNION  
Executive Committee Meeting

10am, Monday 25<sup>th</sup> June 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
Cassie Coakley (CC)	Vice President Activities
Grace Corn (GC)	Vice President Welfare & Community
Sophia Liu (SLi),	Vice President International
James Brooks (JB)	Chief Executive

Also in attendance:

Hannah Coleman (HC)	Deputy Chief Executive
Holly Millar (HM)	Executive Assistant
Shanna Limm (SLm)	Office Assistant

- | Item Part A   | Action |
|---|--------|
| <p>1. <b>Apologies for absence</b></p> <ul style="list-style-type: none"><li>Glen Allison (GAI), (College of Arts Officer)</li><li>James Bayliss (JaBa) (College of Science)</li><li>Nial Francis (NF) (College of Social Science Officer)</li><li>Mickhail Belovol (MB) (College of Business Officer)</li></ul> <p><b>Declarations of Interest</b></p> <ul style="list-style-type: none"><li>The document taken as read.</li></ul>   |        |
| <p>2. <b>Minutes of the previous Executive Committee meeting held on 18<sup>th</sup> June 2018</b></p> <ul style="list-style-type: none"><li>The minutes were agreed to be an accurate record of the meeting.</li></ul>   |        |
| <p>3. <b>Matters Arising</b></p> <ul style="list-style-type: none"><li>TG noted that he had received prompt feedback from the SLs regarding the updated Student Engagement Strategy.</li><li>It was also noted that TG had contacted David Twigg (DT) (Head of Department (Strategy and Enterprise) in relation to the Business and Enterprise group and its correlation with the proposed Business and Enterprise society.</li><li>It was agreed that TG would liaise with the Enterprise team in order to clarify how the group would operate going forwards.</li></ul> | TG     |
| <p>4. <b>Weekly Report</b></p> <ul style="list-style-type: none"><li>Document taken as read.</li></ul>  |        |
| <p>5. <b>Week's Events</b></p> <ul style="list-style-type: none"><li>Document taken as read.</li></ul>  |        |
| <p>6. <b>SUGgestions</b></p> <ul style="list-style-type: none"><li>KM noted that the latest SUGgestion submissions would be assigned to himself.</li></ul>  |        |



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- It was also agreed that going forwards a framework for SUGgestion guidelines would be established amongst the group; this would include a robust method for the assignment of SUGgestions and a recommended response time for all posts.

**7. Informal Disciplinaries**

- The group noted that there were no outstanding Informal Disciplinaries

**8. ULSU Group Staff Handbook**

- HC noted that amendments had been made to the ULSU Group Staff Handbook, which had been reformatted to be more accessible to staff members.
- It was also noted that amendments had been made to altered job roles, safeguarding procedures and GDPR training.

**9. UKCISA Funding Project**

- SLi noted that she had been looking into applying for funding opportunities through UKCISA which would prove beneficial for International students throughout the year; this was approved (5-0).

**10. Totum**

- JB provided the group with an overview of the proposed Totum app and noted that Michael Redpath (MR) (Head of Events and Marketing) had been nominated as a Champion for the project.

**11. Student Leader Verbal Updates:**

- **President**

KM noted the following:

- He had sat on the interview panel for the full-time Receptionist position, which had gone well.
- The SMT/SL Residential which had taken place during the previous week had been useful.
- Feedback from the Academic Board meeting was positive, regarding the report submitted.
- He had attended a meeting to discuss the development of The Barge which was looking positive.

- **VP Education**

TG noted the following:

- During the previous week he had been preparing for the Academic Board meeting.
- The SMT/SL Residential had been a good experience, with the group solidifying themselves as a team.
- He had applied to be a member of the board for OfS, in order to provide feedback on student experience and gain an insight into the ongoing changes.

- **VP Activities**

CC noted the following:



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- The SMT/SL Residential had been amazing, with it great to see how well the team work together.
- She and GC had attended staff carousels during the previous week, with it being great to meet the different departments in a one-to-one setting.
- She was due to attend a meeting later in the week regarding clothing merchandise.

- **VP Welfare & Community**

GC noted the following:

- Similar to CC's previous week, she noted that the SMT/SL Residential had been a positive experience, with future collaborative projects now materialising and appearing more attainable for the team.

- **VP International**

SLi noted the following:

- She had enjoyed the SMT/SL Residential with the activities proving to be incredibly helpful.
- During the previous week she had passed her Life in the UK test.

## 12. Chief Executive Verbal Update

JB noted the following:

- He had been in contact with Chris Spendlove (CS) (University Registrar) regarding Malaysian students and the possibility of an Associate Membership at the Students' Union.
- He and KM were due to provide a presentation for the University's HR department on 25<sup>th</sup> June; this was regarding the Students' Union's plans for the year ahead.
- Simon Blake (SB) (NUS Chief Executive) was due to visit the Students' Union later in the week.
- Following discussions with Mary Stuart (MS) (Vice Chancellor) a campaign had been proposed regarding feedback on student experience.

## 13. Any Other Business

- KM noted that he had been researching cinema hire in the Lincoln area in order to host showcases during Black History Month. He noted that he had corresponded with Wildwood and proposed that the facility be used throughout the month. This was approved (5-0).
- It was noted that KM, TG and SLi had met with Toby Wilkinson (TW) (Deputy Vice Chancellor) in order to discuss a collaborative project focussing on Inclusive Curriculum.
- TG presented the group with the proposed amendments for the Student Engagement Strategy. It was noted that this would be circulated to the SLs, with the group to provide feedback within 24 hours.

TG

## Part B

## 14. Student Leader Time Analysis

- Document taken as read.



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15. Date of Next Meeting: 10am, 2<sup>nd</sup> July 2018

Chair

Signed

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APPROVED