



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

10am, Monday 12<sup>th</sup> March 2018  
Chief Executive's Office, Students' Union

**Minutes**

**Present:**

Name	Job Title
Kudzai Muzangaza (KM)	Students' Union President (Chair)
Luke Exton (LE)	Vice President Activities
Tommy George (TG)	Vice President Academic Affairs
Sophia Liu (SLi)	Vice President International
Connor Delany (CD)	Vice President Welfare & Community
James Brooks (JB)	Chief Executive

**Also in attendance:**

Holly Millar (HM)	Executive Assistant
Hannah Coleman (HC)	Head of HR/Deputy CEO
Shanna Limm (SLM)	Office Assistant (note taking)

	Item Part A	Action
1.	<p><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 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>	
2.	<p><b>Minutes of the previous Executive Committee meeting held on 5<sup>th</sup> February 2018</b></p> <ul style="list-style-type: none"> <li>• The minutes were agreed to be an accurate record of the meeting.</li> </ul>	
3.	<p><b>Minutes of the SMT meeting on 5<sup>th</sup> February 2018</b></p> <ul style="list-style-type: none"> <li>• The minutes were taken as read.</li> </ul>	
4.	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• TG provided the group with an overview of the OfS conference he attended during the previous week. He noted that the conference was informative and well-received; as well as this he noted that positive amendments had been made to the proposed Quality Code, with Student Engagement once again on the criteria and the term "student as consumer" now removed.</li> <li>• It was agreed that value for money would be added to the agenda of the next Executive Committee.</li> <li>• The group discussed the comments made by a Conservative council member in regards to street lights and its effect on students. It was agreed that KM would look further into the matter.</li> </ul>	KM
5.	<p><b>Weekly Report</b></p> <ul style="list-style-type: none"> <li>• Document taken as read.</li> </ul>	
6.	<p><b>Week's Events</b></p>	



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- LE noted that the Societies Showcase was taking place on 12<sup>th</sup> March, with twelve societies due to perform; LE encouraged the SLs to attend this if available.
- SLi also noted that the next International party was due to take place on 15<sup>th</sup> March in The Platform.
- The group discussed the Defeat the Heat challenge hosted by Tower Bar on 19<sup>th</sup> March, with KM requesting the SLs attendance if possible.

**7. Student Leader Time Analysis**

- KM noted that throughout the previous week he had attended meetings regarding Board of Trustees and future campaigns which had consequently had an adverse effect on his GOATING hours. TG verified this, noting that he had reviewed KM's Time Analysis.
- It was noted that LE and CD would verify one another's Time Analysis at the earliest convenience and relay this to the group.

CD/LE

**8. SUGGESTIONS**

- KM noted that several of the most recent SUGGESTIONS were awaiting approval as a result of a delay in the training of the Deputy Union Chair. It was agreed that those who submitted these SUGGESTIONS would be contacted and notified of the reasons for the delay.
- CD noted that he had contacted Grant Anderson (GA) (Head of Space Strategy, Planning & Sustainability) in relation to Dementia friendly signage across the campus and was subsequently researching possible designs.
- With TG due to attend a meeting with ICT that afternoon, it was agreed that any progress from this would be provided via update.

KM

TG

**9. SHAG Campaign Update**

- The group discussed the proposed SHAG Campaign, with the marketing material receiving positive comments. KM noted that the campaign was designed to gauge a reaction with humour and was specifically targeted at the student population.
- It was noted that dependent on the engagement levels of the SHAG day the project would potentially become a recurrent annual event over the course of one week as opposed to a day.

**10. Bystander Intervention Training Talk Presentation**

- CD noted that he was in the process of arranging a meeting to receive a demonstration of Bystander Intervention training; it was agreed that HC would attend this meeting and provide a briefing to SMT.

**11. Sexual Misconduct Survey Report**

- The group reviewed the results of the Sexual Misconduct Survey provided by Student Wellbeing and discussed how the information could be implemented going forwards.
- It was agreed that CD would speak to Dave Andrews (DA) (The Swan Manager) regarding the facilitation of the Ask Angela campaign in venues.

CD

**12. Senior Managers Remuneration Policy**



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- KM noted that following on from the Board of Trustees' Board Effectiveness review changes had been implemented in which the Executive Committee would process more operational documentation and be held accountable for this approval.
- JB queried the phrasing of a clause in relation to honorariums.
- The group approved the policy (5-0), subject to the amendment of this clause.

13. ISA Committees

- SLi noted that in conjunction with the upcoming Bye-Elections she was looking to review the role of the ISA Committee in order to make them more accountable.
- It was suggested that the role be expanded to the remit of Kayleigh Teague (KT) (Campaigns Support Co-ordinator) alongside the Campaigns Network.
- SLi agreed to discuss reviewing changes in the ISA Committee standing orders with Liz Smy (LS) (Governance and Representation Co-ordinator)
- It was also agreed that SLi would arrange meetings with those interested in nominating themselves for the Bye-Elections in order to solidify the expectations of the role.

SLi

SLi

14. LGBT+ Officer

- CD noted that the LGBT+ Officer had resigned from his position after much deliberation.
- The group discussed the necessary course of action and it was agreed that the Deputy would step-up during the interim period.
- It was agreed that CD and KT would meet with the committee to discuss the developments.

CD

15. Student Leader Verbal Updates:

• **President**

KM noted the following:

- He had attended numerous meetings throughout the week in relation to the SHAG Campaign as well as Board of Trustees.
- In the previous week he had met with Mary Stuart (MS) (Vice Chancellor) to discuss concerns raised in regards to the Sports Centre.
- Following the Board of Trustees meeting he had attended the staff carousels alongside the newly appointed Graduate Trustee James Rayner (JR) (External Trustee- Graduate), who was an excellent addition to the team and was engaged with the growth of the Students' Union.
- The Swan's Den pitches were well received, with commendations sent to Jane Kilby (JK) (Employability and Campaigns Manager) for her support.
- Despite the overall result of Varsity, he was incredibly proud of the behaviour and sportsmanship of the teams involved who were exemplary.

• **VP Activities**

LE noted the following:

- He had sent a Facebook post to all those who competed in Varsity noting his thanks to the teams for their participation. He also commented that the teams had displayed sportsmanship was outstanding and had done the Students' Union proud.



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### Minutes

- Commendations were sent to the Cluster Reps for their assistance with Varsity also, along with SLs, JB and HC.
- The Societies Showcase was due to take place on 12<sup>th</sup> March between 6.30pm-10pm.
- The previous week's Activities Hub had been productive with several fund requests approved.
- Nominations for the We Are Lincoln Awards were now open, with SLs encouraged to nominate individuals/teams.
- Sport Relief was due to take place on Friday 16<sup>th</sup> March, with a proposed twelve hour Sportathon to be facilitated by the Activities department.

- **VP Academic Affairs**

TG noted the following:

- The Rep Reception was due to take with on 13<sup>th</sup> March with Julian Free (JF) (Deputy Vice Chancellor) in attendance.
- He had assisted with KM in relation to Board of Trustees follow-up meetings.
- The PG Reps hosted a social movie night which was well received.
- Following a meeting with Nigel Horner (NH) (Head of School of Health & Social Care) three more school action days had been permitted.
- He had attended the Standing Regulations Oversight Group in the previous week.

- **VP Welfare & Community**

CD noted the following:

- Several events were due to take place in collaboration with Make a Difference Week, with Oxjamnesty promotion ongoing.
- The Sincil Bank Community meeting went well, with no issues raised in relation to students.
- Varsity was brilliant and it was great to see the teams supporting one another.
- He had met with Chloe Rollings (CR) (School Rep: Law) to discuss help available to student carers; he noted that she had made several positive changes.
- The Reclaim the Night campaign did not go ahead.
- The most recent Campaigns Network meeting was not quorate due to the absence of officers. CD noted that he wished to give informal warnings to those who did not send apologies to this.
- JB agreed to look into the Campaigns Network standing orders in order to clarify how warnings should be imposed.

JB

- **VP International**

SLi noted the following:

- The quiz hosted by the English Language Centre (ELC) went well, with the ELC providing a lot of good support for the event.
- She had spent a lot of the previous week promoting the upcoming International Party.
- The next proposed trip was due to take place at Chester Zoo with a letter to go out later this week.

### 16. Chief Executive verbal update

JB noted the following:



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- Following a visit to Loughborough Students' Union, he was interested in acquiring cameras for security staff within the venue going forwards. In addition to this he noted that the visit solidified that the Students' Union was heading in the appropriate direction.
- The Swan's Den pitches were brilliant with JK supporting the project superbly.
- Varsity was a great experience, with the teams looking brilliant side by side.
- Several Students' Unions had recently expressed their interest in the SUMS platform.
- Interviews for the Finance Manager position were due to take place later in the week.

**17. Any Other Business**

- It was agreed that going forwards the respective College Officers would receive weekly copies of the Executive Committee agenda and papers.

HM

**Part B**

**18. Volunteer Officer Reports**

- KM noted that work needed to be done on the formatting of Officer reports, as several of those submitted did not make use of the template.
- It was also agreed that the process for these reports needed to be streamlined; it was suggested that these would be sent to the respective SL.
- The group agreed that Natalie Magnuszewski (NM) (Societies Officer) would receive Officer of the Month, with LE to relay the news to her.
- KM noted that unprecedented voting numbers had been received in relation to SL reports.

**19. Society Applications:**

- **Visual Arts Society**
- **20 Minute Society**
- The group discussed the society applications and these were approved (5-0).

**20. Date of Next Meeting: 19<sup>th</sup> March 2018**

Chair

Signed

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