



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

10am, Monday 30th April 2018
Chief Executive's Office, Students' Union

Minutes

Present:

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

Also in attendance:

Hannah Coleman (HC)	Deputy CEO
Jenny Barnes (JBa)	Head of Student Voice (<i>only present for point 11</i>)
Holly Millar (HM)	Executive Assistant
Shanna Limm (SL)	Office Assistant (note taking)

Item Part A	Action
<p>1. Apologies for absence</p> <ul style="list-style-type: none"> • Glen Allison (GAI), (College of Arts Officer) • James Bayliss (JaBa) (College of Science) • Beatrix De Arcos Marin (BAM), (College of Social Science Officer) <p>Declarations of Interest</p> <ul style="list-style-type: none"> • Document taken as read. 	
<p>2. Minutes of the previous Executive Committee meeting held on 23rd April 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 23rd April 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"> • JB noted that he was awaiting a response from JBa regarding the correlation between officer reports and the numbers that read these online. 	JB
<p>5. Weekly Report</p> <ul style="list-style-type: none"> • The group discussed the previous week's figures, with JB noting that an issue had been raised in relation to PDQs in the Engine Shed over the weekend. 	
<p>6. Week's Events</p> <ul style="list-style-type: none"> • KM noted that a College of Social Science poster presentation was taking place in the Engine Shed on 20th April; the group were encouraged to attend this event in order to commend students on their academic achievements. • LE noted that the We Are Lincoln Awards were due to take place on 4th May, with tickets now sold out. 	
<p>7. SUGGESTIONS</p>	

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KM

- In relation to on-campus lockers, KM noted that pre-existing lockers across the campus had been proposed as adequate resources for use, with the lockers to be rebranded under the Students' Union brand. KM also noted that he was awaiting a response from Estates in order to establish the next step for this Suggestion.
- KM also noted that contactless payment methods for the Library's vending machines had been confirmed; with this to be implemented during the next academic year
- TG noted that the Flux software which had been proposed for cross-campus use was still in progress, with the company constructing a corporate package for the university.
- LE noted that cushions for the Sports Centre were due to arrive mid-May. Along with this, LE noted that rebound boards were currently awaiting confirmation from Simon Parkes (SP) (Deputy Vice Chancellor) to be completed over the summer period by the University Estates team.
- Following concerns previously raised over unfeasible SUGgestions, JB noted that the wording on the webpage had been changed in order to specify the charity's obligations and stance on unfeasible SUGgestions.

8. Student Leader Meetings

- President
- VP A
- VP AA
- VP W&C
- VP I
- It was noted following SL feedback, that the individual lists of recurrent meetings would be reviewed by HC and incorporated into the SL diaries for the next academic year.

9. Informal Disciplinarys

- LE provided the group with an overview of the two informal disciplinarys he had lead. With the group approving LE's suggested outcome in relation to an incident which took place within a Students' Union venue.
- It was noted that SLm was awaiting a response from Residential Services regarding the second incident.

10. Kit Exemptions

- Cricket
- Cheerleading
- LE noted that concerns had been raised by the Cricket team in relation to the quality and delivery of a specific item of kit provided by AKUMA.
- The group discussed the feasibility for the team to source kit from an alternative supplier, with JB noting that under the current agreement a clause outlines that equipment can only be outsourced if not available from AKUMA.
- The group agreed that a member of the Activities department would contact AKUMA regarding the matter in order to clarify what options are available.
- It was agreed that as AKUMA was unable to supply the Cheerleading team with their required kit they would be permitted to use an alternative supplier.

HC

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11. NUS UK Company Law Meeting

- JB provided the group with an overview of the meeting's purpose and proposed that JBa attend the meeting as nominated deputy; this was approved (5-0).

12. Proposals from ASM

- JB noted that proposals from All Student Members Meetings would now be verified through the Executive Committee, with any causes for concern then raised respectively at Board of Trustees.
- It was also noted that TG's name change to Vice President Education would be in affect from Monday 11th June.
- The proposals were approved by the group (5-0).

13. Student Leader Verbal Updates:

- **President**

KM noted the following:

- He and JB had met with Caroline Killeavy (CK) (CEO, YMCA Lincoln) to discuss potential future projects and establish links between the charities.
- Promotional material of ASM had taken place throughout the previous week- this was well received.
- He had participated in a radio interview for several media students who had been professional and appreciative.
- Activity Wars had gone brilliantly.
- The Board of Governors meeting had gone well, with several interesting talking points.
- Commendations were given to the SLs for their promotion and assistance with the ASM- this went incredibly with 206 students in attendance.
- KM also noted that it was great for SP to be in attendance in order to hear student voices directly.

- **VP Activities**

LE noted the following:

- Cricket's BUCS season starts this Wednesday.
- Commendations were given to the SLs for their attendance at Activity Wars which received huge levels of engagement.
- He, TG and SLi had attended the Hockey End of Season Dinner on 27th April; this went brilliantly with many thanks being given to the Students' Union throughout the night.
- The We Are Lincoln Awards were due to take place on Friday 4th May with the details being reviewed and finalised throughout the week.
- He had also attended two radio interviews with Media students- these went well.

- **VP Academic Affairs**

TG noted the following:

- On Monday 23rd April he had assisted with SLi's "You Are Not Alone" campaign.
- He had been reading up the TEF pilot for post-18 funding during the previous week.
- A catch-up had taken place with the Academic Opportunities team in order to review the promotion of endeavours in the next academic year.

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- The ASM was excellent, with some interesting and engaging ideas received from students in relation to the talking points.
- He had presented at a HE Collab event in London alongside Kirsty Miller (KMi) (Deputy Head of School, Psychology); during this event the collated statistics on student engagement with Academic Opportunities were received well.
- A Student Action Day was due to be proposed for WBDL students in order to increase engagement levels.

- **VP Welfare & Community**

CD noted the following:

- The final Campaigns Network of the year was held during the previous week, with the group not meeting quoracy due to lack of apologies.
- The Disabled Students Officer was in the process of organising a Shine a Light campaign in order to highlight invisible disabilities; as well as this, the Community Officer was also planning a Clear Out Your Cupboards campaign aimed at acquiring food donations for the Food Bank.
- Duke of Edinburgh planning had taken place throughout the week.
- Along with the other SLs, CD had prepped for the ASM which was an astounding success; he also recommended that an educational piece be composed, highlighting the purpose of ASMs.
- He had taken lieu time on 26th April, due to his work of the Carholme Clean-Up.

- **VP International**

SLi noted the following:

- The trip to Cambridge was well-received despite the weather conditions, with 50 students in attendance.
- 601 fingerprints had been acquired from students as part of her You Are Not Alone campaign which was well-received.
- The next International event was due to take place on 10th May and was an End of Year Party.

14. Chief Executive verbal update

JB noted the following:

- Following discussions with ShowSec, security staff hired within the venue would now wear cameras going forwards; it was noted that this would assist with the supervision of altercations on the premises.
- The SMT Residential went well, with the team undertaking personality profiles in order to analyse their strengths.
- Congratulations were expressed to the SLs for the success of the ASM, with the turnout being a credit to their hard work.
- Further to an Annual Crowded Place assessment the venue had been marked with a 4% increase in its protection against terrorism.
- Shortlisting for the three vacant Trustee roles were due to take place during the week.

15. Any Other Business



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- KM noted that following correspondence between himself and Mary Stuart (MS) (Vice Chancellor), it was agreed that additional lines would be included in the Student Charter in reference to "We Are Lincoln".
- JB noted that information had been brought to his attention regarding several student noise complaints in the West End area.
- TG provided the group with a draft review compiled by himself and JBa in relation to the government's post-18 funding proposal; it was agreed that the SLs would read and provide feedback to TG by 1st May.

SLs

Part B

16. Student Leader Time Analysis

- The document was taken as read.

17. Mountaineering Trip

- Travel Advice
- Risk Assessment
- The application was approved (5-0).

18. Events/Bursary Applications

- These applications were approved by the group (5-0).

19. Feather Applications (Chair's Powers)

- This was approved (5-0).

20. Date of Next Meeting: 14th May 2018

Chair

Signed

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