



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

10am, Monday 10th December 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
Grace Corn (GC)	Vice President Welfare and Community (<i>present until point 12 only</i>)
Cassie Coakley (CC)	Vice President Activities (<i>present until point 20 only</i>)
Sophia Liu (SLi)	Vice President International
James Brooks (JB)	Chief Executive
Hannah Coleman (HC)	Deputy Chief Executive
Mikhail Belovol (MB)	College of Business Officer
James Bayliss (JaBa)	College of Science Officer

Also in attendance:

Shanna Limm (SLm) Office Assistant (note taking)

Item

Action

Part A

1. Apologies for absence

- Glen Allison (GAI), College of Arts Officer
- Nial Francis (NF), College of Social Science Officer

Declarations of Interest

- TG noted that he was no longer a member of the QAA Advisory Board.
- It was requested that the SLs and College Officers would all declare their current letting agents/housing providers.

SLs/Coll
Offs

2. Minutes of the last Executive Committee meeting held on 3rd December 2018

- KM noted that there had been a discrepancy regarding the Chief Executive's verbal update; it was noted that this would be amended appropriately.

3. Minutes of the last SMT meeting held on 3rd December 2018

- JB noted that issues regarding the progress of The Barge were due to be raised during the week.
- It was noted that the rickshaw was due to be thrown out due to it being unfixable.
- JB noted that "Darcie-Cam" had been arranged to move in order to make more use of the CCTV system.

4. Matters Arising

- CC noted that she had rearranged her meeting with the International Relations during this week further to her authorised absence in the previous week.
- It was noted that the current standing orders for Campaigns Network elections were being reviewed.
- TG noted that he and KM had discussed Time Analysis informally.

CC



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- HC noted that the Student-Led Project procedure had been appropriately reviewed further to issues raised regarding funding for membership fees.
5. Weekly Report
- JB noted that the figures recorded were looking positive, with a wage percentage figures now to be compiled on a weekly basis.
6. Week's Events
- It was noted that this week's Quack was the final event of the year.
7. SUGgestions
- KM noted that an influx of submissions had been received since November and further to a conversation with the Union Chair it had been agreed that the latest submissions would be displayed on the website in January.
 - It was noted that the SUGgestions which had surpassed the threshold would be assigned to the relevant Student Leaders throughout the week. SLs
 - TG noted that work on the Flux programme was still ongoing with the programme being adapted for corporate use.
8. Informal Disciplinaryies
- KM provided the group with an overview of the most recent Informal Disciplinaryies; with the group ratifying the outcomes (4-0).
 - MB queried where the initial information was obtained from in relation to disciplinaryies with KM noting that internal reports are produced at the end of each event where they are appropriately disseminated.
9. GOATing Module
- GC noted that she had discussed several issues with a group of Law course reps in relation to additional course costs, drink spiking and signposting for the homeless.
 - With a campaign in relation to drink spiking being devised by the Women's Campaign Group, it was requested that GC and KM meet with the group to clarify the aims of the campaign. KM/GC
 - The group discussed additional course costs in relation to reading lists; TG suggested that a broader question regarding costings be raised at Rep Forum in order to gain direct feedback. TG
 - Further to this, KM queried the likelihood of facilitating an audit for reading lists and the resources available from the Library; it was agreed that this would take place in the future. KM/TG
 - In relation to signposting for the homeless, GC noted that the Community Officer had proposed a campaign for the promotion of the contacts available.
 - SLi noted that music rooms for student usage had been looked into, with feedback to be relayed back to the student in question. SLs
10. Officer Reports
- Following a group discussion, it was agreed that Georgia Petts (GP) (School Rep for History and Heritage) would be awarded Rep of the Month for her November report.



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- It was also noted that GAI, Jess Hickey (JH) (School Rep for Fine and Performing Arts), Claire Hodge (CIH) (School Rep for Pharmacy) and Clare Hogley (CHo) (School Rep for Law) would all receive commendations for their reports.

11. Loc8 Me

- The group noted conflicts in relation to GC and JaBa letting through Loc8 Me; this was mitigated.
- It was noted that further to issues raised on the Overheard in Lincoln page a meeting had been arranged in order to discuss the accommodation support available to students with Loc8 Me.
- GC provided the group with an overview of the discussion following the meeting alongside Sophie Carney (SC) (Advice Centre Manager); it had since been noted that the letting agent were reviewed their staffing structure and addressing the issues raised.

12. Attendance Panels

- Following the increased level of attendance panels, KM noted that there had been inconsistencies raised between how the procedure was facilitated by the various schools. As a result, it was requested that all SLs report any issues they had encountered, with the following points raised:
 - TG noted that he had experienced a Deputy Head of School had requested a private conversation with a student as opposed to before the panel; he had raised concerns regarding this due to the lack of consistency in the treatment of students.
 - It was noted that the relevant information in relation to individual cases had been inconsistently provided, with some papers sent in advance and others during the panel itself.
 - SLi noted different approaches within different schools with some panels choosing to withdraw students and others providing additional support.
- KM noted that all feedback would be compiled and presented to the appropriate staff members further to the Christmas break period.

KM

13. Annual Leave Request:

- VPI - 7th-10th January
- President - 18th-21st January
- Due to the conflict of interest TG assumed the role of Chair and these requests were approved (3-0).

14. Airport Pick-Up Survey

- SLi noted that feedback had been gathered further to the airport pick-up survey during Freshers' Week, with the survey receiving positive feedback.
- It was noted that the survey had been put in place to see how students would like the service to operate going forwards, with the group consistently asking for more flexibility in options.
- The group agreed that focus groups should be used in the future to approach student feedback due to the heavy emphasis on surveys.



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- MB suggested that the figures of those that completed the survey should be compared to those that used the service itself.
- It was noted that SLi would raise the results with the relevant members of staff.

15. LGBT+ Campaign Group

- It was agreed that the matter would be discussed at the next Executive Committee.

16. ULSU Societies Playing Sports

- HC noted that the policy had been created further to the increased interest in societies participating in sports for recreational and fundraising purposes.
- KM queried the issue of kit suppliers and it was agreed that kit would need to be purchased should the society host more than one sporting event per semester.
- It was noted that a point regarding internal matches would be added to the policy along with information on kit suppliers.

HC

17. Advice Centre Extenuating Circumstances Report

- HC noted that SC had created a report following inconsistencies raised in Extenuating Circumstances across campus.
- It was noted that further to the report SC would create a list of tips for students undergoing the process.
- JaBa noted that an issue had been raised regarding Extenuating Circumstances in the most recent College of Science Academic Board meeting; it was agreed that TG would discuss the matter with Kevin Jacques (KJ) (Deputy Head of School of Computer Science).

TG

18. Student Leader Verbal Updates:

- President

KM noted the following:

- He had been out of office during the beginning of the previous week.
- Black History Month feedback was being discussed.
- The Leadership Group meeting with various areas of the University had been interesting, with a particular focus on using facilities as efficiently as possible.
- He had met with Liz Mossop (LM) (Deputy Vice Chancellor) in order to discuss differential attainment moving forwards.
- The MTS Showcase in the Minerva Building had been incredible.
- He had attended the Labour Society Brexit event which included several guest speakers, with the Labour Society engaging well with the event.

- VP Education

TG noted the following:

- He had met with Garry Wilson (Principal Lecturer (Teaching)) in order to discuss the proposed LALT tutorial which would be discussed in the Executive Committee over the next coming weeks.
- Last week's Senior Rep Group and the Christmas meal had gone well with The Swan commended for the food provided.



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- Rep Forum had taken place with students raising their lack of engagement with the newsletters.

- **VP International**

SLi noted the following:

- The Postcard campaign had taken place throughout the previous week.
- A discussion of a study group regarding inclusivity had taken place.
- ISA had proposed their interest in another flash mob.
- 8 new individuals had signed up for the International Buddies Scheme.

- **VP Welfare & Community**

GC noted the following:

- She had attended a meeting with Estates in which the issue of recycling in student accommodation had been raised.
- The Campaigns Network CEO chat and SU tour had been well received.
- A meeting with the LGBT+ committee had taken place with the group discussing the recent developments and culture within the group.
- She had attended the CoppaFeel documentary screening, Alzheimer's Lincoln Elf Day fundraiser, Amnesty Write for Rights event, and Sport/Societies Hubs.
- Multiple attendance panels had taken place throughout the week.
- She was is currently in discussions with City and County Councillors alongside the Women's Office regarding the issue of street harassment in the city.
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- **VP Activities**

CC noted the following:

- Continued filming for elections promotion had taken place.
- Hubs (Sports, Societies and Academic societies) had taken place.
- Received feedback for the most recent PDR360 reviews.
- International events had been discussed alongside SLi.
- Multiple attendance panels had taken place throughout the previous week.
- BUCS' Winter AGM in Leicester had been great.
- On 5th December she had attended the Leadership Group meeting.

19. Officer Reports

- No items were raised for discussions.

20. Chief Executive Verbal Update

JB noted the following:

- Members of staff from Loughborough had visited in relation to SUMS.
- An agreement had been arranged in relation to the Engine Shed trademark and an alternate company.

21. Any Other Business



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- In CC's absence it was noted that the item regarding the Societies Tour would be discussed outside of the Executive Committee. CC

Part B

22. Student Leader Time Analysis:

- 30th November – 6th December
- Document taken as read.

23. Campaigns Network Funding Requests

- The group discussed the current process regarding the Campaigns Network and it was agreed that further scrutiny was necessary in order to ensure that requests were appropriate and realistic. As a result, it was noted that the group would support GC further with the process.
- These requests were approved (3-0).
- It was agreed that KM and GC would meet in order to discuss the facilitation of the Campaigns Network and how the student political would be approached going forwards. KM/GC

24. Advice Centre Update

- Document taken as read.

25. Student-Led Project Procedure

- This policy was approved (3-0).

26. NUS Engagement Report

- The group discussed how recent issues regarding NUS would be discussed with the student body.

27. Date of Next Meeting: 10am, 17th December 2018

Chair

Kudkai Muzangara

Signed

[Signature]