



**UNIVERSITY OF LINCOLN STUDENTS' UNION
EXECUTIVE COMMITTEE**

Minutes of the meeting of the Executive Committee
Held on Friday 10th January 2014 at 2.00 pm
Students' Union Board Room

Present:

Dan Sam, President and Chair (DS)
Joseph Burt, Vice President Activities (JoB)
Ian Antwi, Vice President Academic Affairs (IA)
Brian Alcorn, Vice President Welfare and Community (BA)

Also in attendance

Ian Johnston, Membership Services Manager/Deputy CEO (IJ)
Aidan Mersh, Student Voice and Representation Manager (AMer)
Hannah Coleman, Administrative Support Worker (HC)

		Action
1.1	Apologies for Absence <ul style="list-style-type: none">Apologies were received from James Brooks (JB)	
1.2	Declarations of Interest <ul style="list-style-type: none">No declarations of interest were received.	
2.	Minutes of the previous meeting <ul style="list-style-type: none">The minutes of the previous meeting were agreed as an accurate record.	
3.	Matters Arising Student case Noted: <ul style="list-style-type: none">IA has not been able to obtain the details of the student case yet. IA will speak to the college faculty to try and get the details but this may not be possible. Agreed: <ul style="list-style-type: none">IA to update JB on obtaining the details of the Student Case. Landlord of the Year Noted: <ul style="list-style-type: none">The criteria will be based on housing maintenance, community engagement and student input.To be eligible for the award, landlords must be on the housing accreditation scheme.The criteria is similar to the housing accreditation scheme's criteria.It was proposed that the award would encourage other landlords who are not accredited to apply for accreditation.	IA

- The award can be awarded this year at the SU awards.

Agreed:

- BA to write a report on the criteria for the Landlord of the Year award and circulate to the Executive Committee.

BA

Officer for Students

- BA is awaiting a reply from the Officer for Students to discuss the environmental issues the officer would like to work on.
- BA is not going to contact Dan Clayton Environment Sustainability Manager and Cara Tabaku Carbon Reduction Manager until he has had a reply from the Officer for Students.

Housing Horrors Campaign

Noted:

- BA has reviewed the Housing Horrors Campaign but could not print it off to bring to Executive Committee.

Agreed:

- Housing Horrors Campaign Review to be an Agenda Item for the next Executive Committee.

HC/BA

Immigration Letter:

Noted:

- DS has circulated the Immigration Letter.

JoB's actions within Matters Arising

Noted:

- JoB has not had a working day since the previous executive Committee was held.

Agreed:

- All JoB's actions to be forwarded to the next Executive Committee.

JoB

GAOTING

Noted:

- Going forward all GOATING will be done in pairs, the next GOATING being scheduled will be for the elections.

Hodsons Coach Provider

Agreed:

- A written contract to be made between the Union and Hodsons Coaches regarding the provision of transport (Reoccurring item due to JB's absence)

JB

Student Representation

Noted:

- DS is waiting for a reply from Mike Neary regarding student representation on committees. DS has spoken to Scott Davidson Deputy Vice Chancellor who wasn't aware that a student from Study Group sat on the last Student Experience Committee.
- Scott Davidson Deputy Vice Chancellor is to speak to Mike Neary Dean of Teaching and Learning to find out about the student from Study Group on the committee.
- The Union is responsible for student representation on committees. The Study Group is an external organisation to the University which means that the student was not from the University.

Agreed:

- DS to circulate to Executive an email from Chris Spendlove University Registrar which details the University policies and procedures on Study Group.

University Support

Noted:

- DS wrote a report for the Executive Board detailing how the Union could support the University. A report detailing how the University could support the Union was also produced. Due to being time sensitive, emails from the Board are being sent to DS regarding the University support to the Union.
- DS will circulate these emails once he has received them. Chris Spendlove University Registrar has emailed DS already.

DS

4. **Sabbatical Officer verbal updates**

VP Welfare and Community

Campaigns

Noted:

- BA met with Paul Linsley Principal Lecturer in School of Health and Social Care who offered some suggestions and is willing to help during the Mental Health Campaign.
- A meeting with Judith Carey Director of Student Affairs and support staff from student services was rescheduled for after the Christmas break.
- BA is due to speak to Sabine Gerlach Communications Coordinator about the SHUSH Campaign. Wrist bands for the campaign will be given out at the Refreshers Fayre by BA. The 1000 wrist bands do not have the Union logo on them as the campaign is a partnership with other organisations. Lincoln City Council purchased the wrist bands.
- There is a competition to design a logo for the SHUSH campaign with a variety of prizes on offer as incentives.
- Where BA will be situated within the Refreshers Fayre needs to be confirmed.

Carholme Community forum

Noted:

- The forum agreed to not proceed with the Article 4 Directive and has proposed a landlord licensing Scheme.
- Ben Ball Manager Residential Services has reservations on the licensing scheme.
- BA will discuss what the criteria is of the housing accreditation scheme with Ben Ball Manager Residential Services after the Fayre.
- The Code of Conduct of the housing accreditation scheme was given to BA by Ben Ball Manager Residential Service who said initially it was produced for safety.
- BA reported that Ben Ball Manager Residential Service noted that the housing accreditation scheme was a partnership and not solely the

University's.

- A forum with students and landlords on the accreditation scheme is being organised for April/May where both parties can have a discussion with each other.

Interfaith Building

Discussed:

- The interfaith building which is being planned for Witham Wharf is progressing but slowly.
- BA received an email from Subash Chellaiah University Chaplain which stated that the design of the building is currently being looked at.
- It is due to complete in September 2014.
- This may be able to be included in the Union's impact report.

Student Buddies

Noted:

- Student Buddies will be in pairs during the drop-in times which have been confirmed.

VP Activities

Varsity

Discussed:

- No update was available from Hull.
- Quotes for transport from Hodsons Coaches are being obtained, 6 buses carrying 50 students are being budgeted for.
- The times of the start and finishing of the day time and night time events are known.
- Roxy VP Activities in Hull has got the list of teams to produce the fixture timetable.
- Publicity is being done next week.
- Prices of the packs are not known. The packs will include a t-shirt, fixture list, map and other freebies which Roxy VP Activities in Hull is obtaining.
- The design of the t-shirt has not been seen.
- It is not known if the t-shirts are universal or if the supporters and participants get different ones.

Agreed:

- JoB to obtain the list of teams playing in Varsity.
- JoB to find out what the design of the t-shirt is and if they are universal.

Tour

Noted:

- There was no update on tour.

VP Academic Affairs

Mike Neary meeting

Noted:

- Mike Neary Dean of Teaching and Learning is starting to look at personal tutoring as he believes that there are too many disparities

JoB
JoB

across the institution. This will be an agenda item at the next Student Experience Committee to ensure there is input into it.

- A framework will be created which will be scrutinised.
- University of Central Lancashire provides cards to all students to detail what tutoring they receive and encourage feedback of it.

Study group

Discussed:

- DS and IA delivered a presentation to Study Group students.
- Study Group students can become a temporary member of the Union which will be written into the Byelaws. JB has the wording of this.
- Lincoln College and Bishop Grosseteste University have validated degrees and the University polices cater towards them which means their students can become Associate Members. Study Group does not have validated degrees so students cannot become Associate Members.

Agreed:

- DS to circulate to the Executive Committee the wording for temporary membership of Study Group students which will be written in the Byelaws.

Education Committee

Discussed:

- International Reps are being found from college directors of education. Past VP welfare and Community Andrew Twagira committed to this representation.
- Some University staff have reported that the current system does not work for International Course Reps and that there should be a system to get specific International Course Reps.
- It was proposed that there is an issue where an individual works locally on International Reps which then becomes institutional. It is a very complex situation with research being carried out at present.
- What is written within the Representation Charter on International Representation will impact on the representation system and staff.
- There is a short time frame before the Representation Charter comes to Executive Committee and to Student Experience Committee to decide what is happening with International Representation.
- It will be difficult to hold online elections for International Course Reps as staff would have to calculate manually which students were international.
- The Union could set a framework to encourage having a certain number of International Reps at the end of the year in line with what the demographic of the Unions membership is.
- A demographic report of Reps being produced would be beneficial so it could be compared to the demographic of the University.

Agreed:

- IA to make it clear at the next Academic Board that work is being undertaken on International Course Reps.
- AMer to look into getting a demographic report of the Reps in time for

DS

IA

the data to be presented at the next Academic Board. The report to detail gender, level of study, international, Home/EU, mature, PG/UG and Pt/Ft study.

- AMer to speak to Kevin Pasco Business Intelligence Officer to get the University demographic report.

AMer

Student Life Cycle Workshop

Noted:

- The workshop detailed from application to induction focusing on the electronic systems used.
- The workshop focussed on staff impact with little student consultation evidenced. IA noted this before he left early. Dan Derricott Student Engagement Officer also noted it.

AMer

Agreed:

- IA to speak to Dan Derricott Student Engagement Officer for an update on the lack of student consultation evidenced within the Student Life Cycle workshop.

IA

Student Staff Conference

Noted:

- The Student Staff Conference is happening on 12th February 2014.

Representation Charter

Noted:

- Amer and Kirsty Barnes Course Representative Worker have sent IA revisions of the charter.
- International representation is delaying the charter. International Course Reps have been discussed at the last five committees IA has attended.

Agreed:

- DS to speak to IA outside the meeting about international representation.

DS/IA

Varsity

Noted:

- An email form Roxy VP Activities in Hull was received during the meeting which outlined the prices of the packs. Hull is selling their packs for £6.00. This price indicates that the Union is only being charged for the t-shirts.

President

Elections

Noted:

- Nominations open on 20th January. The Executive are to encourage students in their own remit to run.
- The Executive to speak to DS if they have potential candidates who need encouraging to run.
- Events for the elections will be occurring in The Shed.
- The elections page has gone live on the website and there is a banner up in the Atrium.

- The target is to reach 32% voter turnout.
- A target of 16 candidates running for full time positions and a minimum of 1 candidate per voluntary position is detailed within the Elections Action Plan.

Widen Participation

Noted:

- All but IA of the Executive will be going to Holbeach school/academy on 20th January to give a presentation to their students on what the Union is, encourage them to go to University and how to get involved with extracurricular activities at University.
- A group of students will be assigned to the Executive.
- This could potentially link with Kids on Campus.

Agreed:

- DS to book a meeting with BA and JoB to discuss the presentation being given at Holbeach.

Education Committee:

Noted:

- The University will be providing £770,000 to try to compensate for the financial cuts to widening participation.
- DS is due to speak to Chris Spendlove University Registrar regarding the 2015/16 access agreement as DS believes access will receive less money once the agreement is up.
- DS will be compiling a report to keep access on the University's agenda and getting NUS support to lobby the University.
- Access is featured within the University's strategy.

York Assemblies

Noted:

- All presidents from Union's in the North are due to meet to discuss relevant issues including conflict and access. DS is to attend this meet and will ask what issues other Unions have had with licensing arrangements.
- The Executive to speak to DS if they would like anything raised at the meeting.

Student accommodation case

Noted:

- The student who had no accommodation during the Christmas break was given temporary accommodation in Courts rent free for two weeks. The accommodation provider is due to start charging the student on Monday which the student cannot afford.
- The student will need to pay £350 for the time he requires the accommodation for.

Discussion:

- The international fund cannot pay for it due to restrictions made by the UK Boarder Agency. Due these restrictions, the University cannot provide financial support for accommodation or tuition.
- It was asked if the Union could pay for the accommodation.
- Catherine Fitzgerald Senior Advice Worker is looking into the case.

DS

- DS to speak to Richard Merryweather Head of Commercial Facilities to see if he can wave the fee.

The Shed

Noted:

- JB will compile a weekly or monthly report on The Shed Sales for the Executive.

Internationalisation

Noted:

- Dan Derricott Student Engagement Officer is to recruit for a person working within the International remit. Six applicants have been shortlisted for the position.
- IA is due to attend the NSS launch in Business and Law.
- JoB will be attending January graduations.
- Daniel Stevens NUS International Students' Officer will be visiting the Union and University. He has sent out an International survey to all institutions to get students to complete. York has had 130 student responses compared to the Unions 5.

5.

Sabbatical Officer- time analysis chart

Noted:

- No analysis chart was available.
- An up to date time analysis chart will be brought to the next Executive Committee.

Discussion:

- The deadline for updating the chart was questioned, it was unsure if it should be prior to the weekend on Friday or on Monday.
- Sabbatical Officers work on the weekend which should be detailed in the chart.

Agreed:

- Each Sabbatical Officer chart to be updated weekly by Friday at 5pm.

Exec

6.

Chief Executive verbal update

Noted:

- No update given due to JB's Absence.

7.

Tour Group leader Positions

Noted:

- Agenda item carried forward to the next Executive Committee due to JoB not having a working a day since the last executive Committee.

Went into Closed meeting for Agenda Item 8.

9.

Student Reps on Committees

Noted:

- DS started to discuss International student's waiting list. HC noted that

- the Agenda item may not have been associated with DS's initial discussion.
- Agenda item not discussed due to being time sensitive.
10. **Academic Societies and Reps**
Noted:
- Agenda item not discussed due to being time sensitive.
11. **Study group**
Noted:
- Agenda item not discussed due to being time sensitive.
12. **Santander**
Noted:
- Santander would like a stall at the Refreshers Fayre but cannot pay for it at present due to their financial polices as they pay for their commitments at the start of their year.
 - Santander are proposing to backdate the money for the Fayre in September.
- Discussion**
- There is no room within the venue for a stall for Santander. The company could go outside with the poster stall however it was unsure if a Gazebo would be available for them.
 - There is a potential for Santander to be beside the Union's stall.
 - There are more accommodation providers attending the Fayre, some of which are on a waiting list.
 - Santander was asked by DS to attend the Fayre who have proposed to give the Union money to aid the service the Union could provide to International students.
 - It was felt that Santander should not be given a stall for free which includes having a stall outside.
- Agreed:**
- Santander to not be given a stall for free for the Refreshers Fayre.
- 13 **York St John Visit**
Agreed:
- BA to speak to JB regarding the York St John visit as JB is organising it.
- 14 **Karl McCartney- what exec want me to take to the meeting**
Noted:
- DS has a meeting with Karl McCartney on Friday 24th January 2014. DS invited the Executive to email him with anything they would like DS to discuss. The deadline to email DS is the Wednesday before the meeting.
- 15 **Facebook Accounts**

BA



Noted:

- Facebook accounts of the Executive are the property of the Union. Access to these accounts must be given to the Comm's department.

Any Other Business

Noted:

- No Any Other Business was raised.

Date of next meeting

Noted:

- The next meeting will take place on Thursday 16th January 2014, at 2.00 pm.

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Chair

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Date

Confirmed