



UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union Executive Committee 12th October 2015 at 10:30am in the Students' Union Boardroom.

Present:

Chair: Hayley Jayne Wilkinson (HJW) – President
Sammi Storey (SS) – Vice President Activities
Nyasha Takawira (NT) – Vice President Academic Affairs
Wade Baverstock (WB) – Vice President Welfare and Community
James Brooks (JB) – Chief Executive

Also in attendance:

Jane Kilby (JK) - Volunteering Manager, Jenny Barnes (JenB) – Student Voice and Impact Manager, Hannah Coleman (HC) – Head of HR and Operations and Megan Graham (MG) – HR and Office Assistant.

1.1 Apologies for Absence

No apologies were received.

1.2 Declarations of Interest

WB declared a relationship with the Disabled Liberation Group Campaigns Officer.

2. Minutes of the Previous Meeting

The minutes of the meeting on the 5th October were agreed as an accurate record.

3. Matters Arising

Noted:

- HJW spoke to Andrew David, College of Arts Managing Editor, who is happy to be the Chair of the Main Election Question Time Event.
- JK spoke to CodeSoc about the request for the Student Led Project.
- The accreditation scheme was discussed outside of the meeting.
- WB will be updating social media to reassure students that they do not need to feel pressured by landlords to sign up early to housing.
- SS looked further into the RAG objective.
- MG arranged meetings between Student Leaders and John Paul Dickie, College of Arts Officer and Connor Muir, College of Science Officer.

Actioned:

- HJW to contact VC Mary Stuart regarding the Unions stance on the TEF.
- HJW to send the dates of the event to Andrew David.
- MG to arrange meetings for all Student Leaders and JB to discuss budgets.

4. LGBT Liberation Group: Trans Rep

Noted:

- LGBT liberation group requested that the Trans Rep change the name to Gender Rep to encourage more people to run for the position in the elections.
- It was suggested to take this to Student Council as a motion.

Agreed:

- The change of name was approved.

5. Impact of Open Days

Noted:

- It was suggested that the Students' Union should present information on the Union during Open Day talks.
- It is important to ensure that tours go to the Reception not the Advice Centre.

Agreed:

- Student Leaders to get the script used by Reception on Open Days.
- HJW to discuss with Elly Sample, Director of Communications, regarding Student Ambassadors being updated on the Reception location and ensuring that campus tours are taken into the Students' Union.

6. Advice Centre Case Management

Noted:

- The advice centre is dealing with important student issues.
- It is important that a student deals only with a case manager, any correspondence needs to come from this member of staff and, if the student gives permission, relevant information can be passed on from the case manager.

7. Employee of the Month

Agreed:

- Kelly Pyart, Bars Team Member, and Robyn Slaughter, Bars Team Member to win Employee of the Month.

8. Merit Awards

Agreed:

- EDEU to win due to the developments within personal tutoring and action plans.

Actioned:

- Lindsay Westgarth, Student Voice Administrator, to write a synopsis on why EDEU were chosen.

9. Sabbatical Officer Verbal Update

9.1 Vice President Welfare and Community

Noted:

- The Meet the Street invites are being delivered.
- WB is assisting the Women's Officer regarding a music campaign; if there is a specific reason for a song to be removed from playlists a motion should be taken to Student Council for a decision.
- The Community Reps are being met with to plan for the year ahead.
- The Wait to Rent section of the Housing Campaign is being planned.
- Two Liberation Groups have full reps now.
- The Disabled Students Liberation Group is looking at mental health.
- A faith audit is taking place wanting faith groups to work together.
- WB attended a landlord's expo and met with DASH.

9.2 Vice President Academic Affairs

Noted:

- NT met with Harriet Gross, Deputy Head of the College of Social Science which focussed on Postgraduate and International students.
- Course Rep training was delivered last week, the Architecture and Design session was cancelled.
- The Grad School was met with, November is Postgraduate month and a calendar of events is being created.
- Nursing elections were difficult due to the Union not being involved.
- NT and HJW are meeting with VC Mary Stuart regarding the Hidden Course Costs.

Actioned:

- Student Leaders to look at which Postgraduate events they can attend.

9.3 Vice President Activities

Noted:

- The Pep Rally is to take place on Wednesday 14th October.

- Sophia Bishell, Societies Worker, was commended on her help with the Raise and Give research. A standing order needs to be written once the students are in place.
- SS had a constructive meeting with Player Layer where a 15% discount code was given to Sports teams. Player Layer has taken responsibility for all the issues raised.
- The Sports Centre agreed to do invoices for space hire.
- The Sports Centre came to the Sports Committee.
- The Clubs and Societies funding policy is being updated specifically the development fund.

Actioned:

- MG to book half an hour with SS and each Student Leader to discuss the Pep Rally.
- SS to meet with JenB and Lindsay Westgarth, Student Voice Administrator, to write a standing order for RAG and to organise the financial regulations.

9.4 President

Noted:

- The Money Matters campaign is progressing nicely with fact cards now designed.
- The campaign seems to be very well received by students.
- The Employability Campaign has been planned; this will include the College Officers. The survey will be launched for 3 weeks, with the second week involving Reps and the third week targeting any gaps within the student population.
- There will be a gazebo at The Swan, Sports Centre and Students' Union where students can fill in the survey. Leaflets will be given for any student who wants to complete the survey electronically.
- Funding for cakes, student staff time and a competition prize was requested from the Student Leader budget, the total will be £563; £600 was requested.
- HJW met with Jan Fitzsimmons, Director of International, where the plans to improve the relations abroad was discussed.

Agreed:

- £600 for the Employability Campaign was granted.

10. Chief Executive Verbal Update

Noted:

- The Welcome Week review has been done and will be circulated.
- The Sports Centre was met with regarding the training times.
- The exit interview for Amy-Leigh Sellers', Graphic Designer, exit interview went well, this highlighted that the relationship between the commercial services and design team could be improved.
- Scott McGinn had an update from Alterline; a good number of video diaries are being uploaded with themes becoming clear.
- Michael Redpath, Entertainments Manager, and Charlie Garrod, Head of Commercial Services, are attending the Live Awards UK.
- A Senior Management and Student Leader team building away day is booked.
- The Annual all Student Members Meeting is on the 2nd November, an NUS representative should be in attendance to give and update for the year.

Actioned:

- NT to speak to NUS regarding a representative attending the Annual All Members Meeting.

11. Health and Safety

Noted:

- There have been multiple slips and trips in the Engine Shed, this is past the use by date and the University are being requested to replace this.
- The toilets in the Engine Shed may be moved.

- All First Aiders have been met with regarding first aid kits; Duty Manager are going on a 3 day First Aid course.
- Some First Aiders have only attended a Defibrillator training course and need to attend an Emergency First Aid at Work course.
- No-one other than trained first aiders should administer first aid, any first aid kits that are not locked should be removed.

12. Any Other Business

12.1 Student Leader Diaries

Noted:

- There are currently technical issues with the Outlook Calendars, Student Leaders should be mindful of meetings.

12.2 BUCS

Noted:

- BUCS is starting Wednesday 14th October and Student Leaders were requested to attend games if they have time.

12.3 Sports Council

Noted:

- Sports Council reported that there have been lectures on Wednesday afternoons until 4pm, it was previously agreed that Wednesday afternoons would be kept as clear as possible for Sports Teams.

Agreed:

- SS to write a motion for the Annual All Student Members Meeting to send to JenB.
- JenB to add this issue to the report to go to VC Mary Stuart.

12.4 Student Trustee Elections

Noted:

- External Trustees are currently selected through an interview process.
- Student Trustees are currently elected into post, it was suggested to the interview process may be more beneficial.

Agreed:

- Student Trustees should be selected from: Undergraduate/International, Postgraduate, Mature, Inter-professional.
- JB to find out if the change to the selection process for Student Trustees would be a substantial change.

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Chair

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Date