



UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union Executive Committee, 17th April 2015
at 3pm in the Upstairs Meeting Room.

Present:

Chair: Brian Alcorn (BA) – President
Olivia Hill (OH) – Vice President Welfare and Community
Nyasha Takawira (NT) – Vice President Academic Affairs
James Brooks (JB) – Chief Executive

Also in attendance:

Aidan Mersh (AM) – Head of Membership Services and Marketing
Megan Graham (MG) – Administrative Support Worker

1.1 Apologies for Absence

Apologies were received from Hayley Jayne Wilkinson (HJW) – Vice President Activities and Hannah Coleman (HC) – HR and Office Manager.

1.2 Declarations of Interest

No declarations of interest were received.

2. Minutes of the Previous Meeting

The minutes from the meeting on the 2nd April 2015 were agreed as an accurate record.

3. Matters Arising

- HJW to investigate rules for Clubs and Societies membership for inactive activities.
- The email to Communications Manager Dave Prichard and Directors of Student affairs Judith Carey was sent regarding the review of the Student Charter.
- The Student Charter review will consult the Competitions and Markets Authority.
- Standing Order and Bye-Laws for the Democracy Review were circulated and approved.
- A new story is to be published on the website regarding the UoL success with the Research Excellence Framework.
- The Community Strategy will focus on Welfare with the Community Reps to be included. The Front of House and Safety Co-ordinator is to be consulted with.

Action:

- MG to arrange a meeting with Judith Carey, OH, BA and JB regarding Welfare Campaigns going forward.
- BA to investigate the Honorary Life Membership for DVC Ieuan Owen.

4. Reception Report

Noted:

- A review of the Students' Union Reception was undertaken.
- The main outcomes were that the Operational Support Staff (OSS) felt they were not part of a team. The September training should help to improve this.
- Extra training was done to improve the buffering between Reception enquiries and Sabbatical Officers.
- There will be increased reviews and team meetings to improve the staff morale.
- OSS have been attending the all staff monthly meetings which they found useful.
- The OSS need to be encouraged to be engaged students within the Union.
- It was suggested that OSS should be briefed on terms that students may not know.

Agreed:

- Reception to be added to the next Executive Committee agenda to discuss with HC and HJW what the Reception should be and how to improve it.

5. Quack Awards

Noted/Discussed:

- The theme for Quack on 22nd April was Quack Awards to link with SU and Activities Awards.
- A list of possible Awards were presented to the Committee.
- The Quack Event page will be monitored and the winners will be decided at Quack.
- The award for Best Dressed was suggested.
- The Most Embarrassing Story was suggested to be removed due to historical complaints at Union Awards.
- Suggested for Quack King and Queen where the Sports Officers and Representatives could be involved in the decision.

6. NUS Membership Commission

Noted/Discussed:

- NUS have released A New Settlement Report which would provide stricter controls on funding allocation.
- This will be discussed at the NUS National Conference which all Sabbatical Officers and NUS Delegates are attending.

7. Non-Member Request

Noted/Discussed:

- Non-members removed through the disciplinary process can give unfinished project work to an existing member and can receive a Volunteer Certificate.
- Non-members would be unable to attend the SU Awards, due to a ban from Union venues.

Action:

- JB to consult the bye-laws to determine is a student non-member can attend Student Council.

8. Sports Strategy

Noted:

- The updated document is to be sent to the next Executive Committee.
- This needs to be taken to the Participation Sub-Committee prior to approval.

9. BUCS Team Entry Request Form

Noted:

- It was suggested that a question mark be added to the Finance section asking about the expected income over the 2015/2016 BUCS season.

Agreed:

- The Form was approved with the grammatical amendment.

10. Sabbatical Officer Verbal Updates

10.1 Vice President Welfare & Community

Noted:

- OH attended the Salou trip with Sports Teams.
- Preparation for the Community Day on Saturday 18th April was a main focus.

- There were issues with the Gender and Sexuality Officer elections; options have been discussed.
- Staff who delivered flyers and supported at the Community Day were thanked.

Action

- Vice President Activities Elect Sammi Storey, OH and HJW to meet and discuss the Amsterdam and Salou trip with improvements for next year.

10.2 Vice President Academic Affairs

Noted:

- The Annual Quality Report (AQR) with information from previous years has been finished, the information from campaigns this year is to be added.
- The AQR is still on track to be released early.
- Postgraduate (PG) meetings were useful on finding out more information regarding PG students and in planning for the year ahead.
- There have been increasing numbers of student cases, an advice centre would increase support for these students.
- Vacant Rep positions have been filled by co-opting the elects for the next year, Student Council will ratify these positions.

10.3 President

Noted:

- Bishop Grosseteste Union are hosting a Hustings event for the General Election.
- The Board of Trustees have approved the Advice Centre.
- Student Council Training went well.
- JB and BA went to Warrick for a charity commission type visit; this will be discussed at a conference in July.

Action

- AM to discuss a Marketing Campaign about how the money used in the venues has allowed the advice centre to be created.

11. Chief Executive Verbal Update

Noted:

- The water boiler is being moved to the Engine Shed kitchen, with the current office kitchen being changed into extra storage due to the struggle for storage space.
- The creation of a staff room is being investigated.
- A HEFCE funding bid has been requested to employ a SUMS developer for 2 years.
- JB is particularly looking forward to the Community Fun Day.

12. Health and Safety

Noted:

- All staff attended PREVENT training, regarding preventing terrorism.
- Estates were met with, no date is set for the Fire Alarm to be complete, incomplete jobs from October are being investigated.

11. Any Other Business

- There was no other business presented.

12. Date of next meeting: Friday 7th May 2015

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Chair

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Date