



UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union Executive Committee 18th January
2016 at 10:00am in the Upstairs Meeting Room.

Present:

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

Also in attendance:

Jane Kilby (JK) – Employability 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

There were no apologies for absence.

1.2 Declarations of Interest

There were no declarations of interest.

2. Minutes of the previous meeting

The minutes from the meeting on the 11th January were agreed as accurate.

3. Matters Arising

Noted:

- NT spoke to Kings College London who will be updating by the end of the day.
- HJW spoke to Charlie Garrod - Head of Commercial Services, Will Richardson - Venues Manager, and Ruth Light - Catering Manager, who are happy to have green tea and fruit as a breakfast option alongside the tea and a bap breakfast offer during healthy living week.

Actioned:

- HJW to email NUS to ask if they have any publicity material for the Social Media Campaign.

4. End of Year Ball Update

Noted:

- It was suggested that a full proposal of the ball be produced and presented.

5. Authorised Absence Policy

Noted:

- The policy states that a student cannot be absent for cultural reasons, this may cause issues for students with religious events.

Actioned:

- JenB to check the minutes from the Education and Student Life Committee where the policy was approved to find further information on the policy.

6. Society Showcase Budget

Noted:

- SS will be meeting with Holly Band, Societies Officer, about the event. There has been interest from Societies.
- There is a budget of £500 that SS can use for the Societies Showcase.

7. Use of Space – HEFCE Funded Project

Actioned:

- SS to ask Sports and Societies if they are interested in the HEFCE funded project.

8. Student Leader Verbal Update

8.1 Vice President Academic Affairs

Noted:

- Learning Support and Environment Standing Group took place last week. There is a webpage that is close to release which allows students to see free computers within the library and an app in development to navigate students to different rooms on campus.
- The Print Tender Board is looking further into the printing trends of the last 3 years to determine prices.
- Senior Reps were met with to discuss the Assessment and Feedback document.
- A session to get student feedback on printers gave NT the chance to speak to students not usually engaged with the Union.
- Academic Societies are being discussed with SS.
- DVC Sue Rigby visiting the Union last week was beneficial.
- This week NT will be attending the PG advisory group, Rep Forum and Elections Workshops.

8.2 Vice President Activities

Noted:

- SS met with comedy last week, this meeting was positive and focussed on moving forward and interacting better with the Union.
- Rugby Union tried to organise a match whilst suspended, this has been investigated.
- Tracey Hood, Activities Manager, and SS will be meeting with Rugby Union after the ban is removed to discuss their elections.
- Only 38% of Activities are attending Comms training which may be the reason for the disciplinarys relating to social media.
- SS met with Hull Students' Union about Varsity last week, they wanted to charge £9 for the event +the coach fee, the price is currently being negotiated. The last time we attended a Varsity in Hull it was between £15 and £18 depending on the time.
- The nightclub entry when the Union hosted Varsity caused issues.
- JB sent a strongly worded letter to Player Layer outlining issues the Union have.

8.3 President

Noted:

- The timeline and deadline for the Employability Survey has been set; HJW will be meeting with College Officers to update them, VC Mary Stuart will then be sent the document, then Mark Stow - Head of Careers and Employability, and finally to Exec Board with VC Mary Stuart's approval.
- The banner for the Mature Students has gone missing, this will be searched for but a new one may need to be purchased.
- The money matters inflatables arrived and were in the refreshers fayre; the money matters campaign has been featured in the Financial Times and Employee Benefits magazine.
- There have been a lot of sign up for the Money Matters workshops.
- The Arts Materials Shop is due to be ready by the 1st February; the Union are not hiring the staff.
- The DVC Sue Rigby visit was enjoyed by staff.
- Elections Workshops are starting this week.

9. Chief Executive Verbal Update

Noted:

- MG to bring and bring the Weekly Report to the Executive Committee.
- The prices in the Tower Bar used to be higher which makes the variance between this year and last years profit look negative but it is not.
- The new Catering Manager, Ruth Light, has a plethora of experience within catering which will help develop the catering department.
- Rugby Union are appealing to the University that the disciplinary process within the Union was unfair for them.
- A training group is looking at being set up, this will work with Tracey Hood, Activities Manager, to co-ordinate the process of training which can link with all training within the Union for students to make it consistent.
- NUS Project 100 has more available places.

10. Health and Safety

- Nothing to note.

11. Any Other Business

Noted:

- Student Leader wins are going to be publicised more, there is currently a whiteboard in the Union Reception where they are being advertised.
- There may be a permanent feature in the Reception entrance – before any decisions are made HC, Will Richardson and Charlie Garrod should all be consulted.
- Entertainments may be involved in organisation of non-alcohol events for students.
- James Saunders, Mehr Nandhra and Mi Young Nam were all requested to be co-opted Reps.
- The vote tube counters are not being utilised, these could be put in drop in/reception/advice centre to get quick and easy opinions from students.
- November Accounts should be finalised today, with December accounts being finalised later this week.
- Jonathan Kerry, Interim Finance Controller, will be meeting with all managers to ensure they know their budgets as some budgets are over- or under- spending.

Agreed:

- James Saunders, Mehr Nandhra and Mi Young Nam were co-opted as Reps.
- The Module Evaluation Review Paper was approved

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Chair

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Date