



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

Minutes of the meeting of the Executive Committee  
Held on 1 November 2013 at 2:30pm  
Students' Union Board Room

**Present:**

Brian Alcorn, Deputy President & Chair/Vice President Welfare & Community (BA)  
Joseph Burt, Vice President Activities (JoB)  
Ian Antwi, Vice President Academic Affairs (IA)

Also in attendance

James Brooks, Chief Executive (JB)  
Ian Johnston, Membership Services Manager/Deputy CEO (IJ)  
Amanda Marshall, Executive Assistant (AM)

		Action
1.1	<p><b>Apologies for Absence</b></p> <ul style="list-style-type: none"> <li>Apologies were received from President and Chair Dan Sam, and Student Voice &amp; Representation Manager Aidan Mersh</li> </ul>	
1.2	<p><b>Declarations of Interest</b></p> <ul style="list-style-type: none"> <li>No declarations of interest were received.</li> </ul>	
2.	<p><b>Minutes of the previous meeting</b></p> <ul style="list-style-type: none"> <li>The minutes of the previous meeting were agreed as an accurate record.</li> </ul>	
3.	<p><b>Matters Arising</b></p> <p><b>Sponsorship/Disciplinary email</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>JoB advised that he had just received a draft email from IJ, and was due to sent it out immediately after the Executive Committee meeting today.</li> </ul> <p><b>LinkTv</b></p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>JoB to provide an update at the next Executive Committee meeting (on 8 November 2013) on how student led projects are defined.</li> </ul> <p><b>Hodsons Coaches</b></p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>JoB to contact Hodsons Coaches to initiate discussions of what excursions they offer and can facilitate (reoccurring action from last two Executive Committee meetings)</li> </ul> <p><b>Website</b></p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Union Communications Worker Scott McGinn to show AM and HC how to upload papers on to the website</li> </ul>	<p>JoB</p> <p>JoB</p> <p>SM</p>

	<p>4. <b>VP Welfare &amp; Community</b> <b>'Meet the Street'</b> <b>Noted:</b></p> <ul style="list-style-type: none"> <li>• BA has now met with SM this week to run through the design brief and venues</li> </ul> <p><b>Student Buddy Scheme</b> <b>Noted:</b></p> <ul style="list-style-type: none"> <li>• AMer has met with SM about this, and SM is to do Tweets.</li> </ul> <p><b>Student Welfare</b> <b>Noted:</b></p> <ul style="list-style-type: none"> <li>• The student in question had failed for a second time, and not shared this information with his housemates or family. BA has been speaking with the student's parents, and he has now gone back home.</li> </ul> <p>5. <b>Sabbatical Officer Time Analysis Charts</b> <b>Noted:</b></p> <ul style="list-style-type: none"> <li>• This action has now been completed (BA has emailed Time Analysis Chart submitted to the 25 October 2013 Executive Committee to HA and AM for their records)</li> </ul> <p>7. <b>Student Council Debrief</b> <b>Noted:</b></p> <ul style="list-style-type: none"> <li>• The next meeting of Student Council is due to take place next week on Friday 8 November 2013. All Exec' are to compile their reports.</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• BA to email AMer immediately after the close of this Executive Committee meeting requesting details of the deadline for the submission of Executive reports for Student Council.</li> <li>• AMer to look into the acquisition of a 'Twitter' wall.</li> </ul>	<p>BA</p> <p>AMer</p>
<p>4.</p>	<p><b>Sabbatical Officer verbal updates</b> <b>VP Activities</b> <b>Noted:</b></p> <ul style="list-style-type: none"> <li>• Due to the away day being cancelled, JoB took the opportunity to catch up on email correspondence.</li> </ul> <p><b>Sandanter Event – 28 October 2013</b></p> <ul style="list-style-type: none"> <li>• JoB attended the Santander event on 28 October 2013</li> </ul> <p><b>SU Show – Brayford Radio</b> <b>Noted:</b></p> <ul style="list-style-type: none"> <li>• It was the first SU Show this week, and a number of students were interacting. It would be good for more students to engage in the show, and it was suggested that Sports and Societies Council Chair Amy Wormersley and Connor Burton, and College Reps be offered the opportunity to participate.</li> </ul> <p><b>Discussed:</b></p> <ul style="list-style-type: none"> <li>• The idea of having a set 'topic', split into four quarters, ie one for</li> </ul>	

each committee member would be a preferred format – which would encourage more focussed discussion.

#### **FA Sports Activator position**

##### **Noted:**

- JoB sat on the interview panel for the FA Sports Activator positions. A total of three candidates were interviewed. An appointment was not made, as the successful candidate had recently been subject to a suspension from their club.

#### **Make a Difference Day – 30 October 2013**

##### **Noted:**

- This event attracted a good response from student participants, and both the Linc and the Lincolnite ran articles on the event. Journalism students also took an interest in the day. Quite a number of articles were removed from the Brayford, as part of the clean up exercise.

#### **Student Experience Committee – 31 October 2013**

##### **Noted:**

- The Committee was largely unattended. The Sports Strategy was discussed and will be submitted to the next Student Experience Committee – which will allow extra time for final refinements to be made to the Strategy. The University's Head of Careers & Employability Mark Stow expressed an interest in it and possible involvement from the employability perspective.

#### **Sports & Societies Council meetings – 1 November 2013**

##### **Noted:**

- Meetings of the Sports & Societies Councils took place in the morning of 1 November 2013.
- There were some emerging clubs approved: expedition and archery, which were approved.
- The cycling club did not attend the council meeting.
- The 'Assassins Society' was ratified, however concerns were expressed at the Executive Committee meeting where the Society should carry out their activities, as they could be perceived to be real by onlookers.

#### **Bursary Interviews – Sports Centre**

##### **Noted:**

- JoB is on the panel for the bursary interviews, which are being conducted by the Sports Centre team. JoB will ensure that the bursaries awarded (to 10 of the 13 applicants) will be used for sports development.

#### **VP Academic Affairs**

##### **Course Rep Training**

##### **Noted:**

- IA has been rounding off course rep' training over the last week. The last (mop up) session took place last Saturday.

#### **Education Committee – 30 October 2013.**

##### **Noted:**

- IA attended the Education Committee meeting and the main topic of discussion was largely around the University's personal tutor system.
- The Student Experience Committee annually monitors the University's personal tutor system.

#### **Student/Staff Conference – 27 November 2013**

##### **Noted:**

- IA is currently working on putting together the various elements of the Conference, and has met with staff from HR, the Library and ICT to discuss workshop content.
- There will be five workshops, including the University's Professional Services:
  - Careers & Employability
  - HR/ICT/Library joint workshop
  - BUCS (delivered by VP Activities Jo Burt)
  - Volunteering & Lincoln Award
  - Lecturer from the Business School running session on jobs in the creative industry;arrangements for which are all going to plan.

#### **Postgraduate Student Focus Groups**

##### **Noted:**

- IA is due to organise focus groups for postgraduate students.

#### **VP Welfare & Community – 26 October 2013**

##### **Zone Conference**

##### **Noted:**

- BA attended NUS' Zone Conference in Manchester, and stayed for the second day of the Conference due to the SU Team Away Day being cancelled on Monday 28 October 2013. BA found the Conference useful.

#### **Housing Horrors Campaign – week commencing 28 October 2013**

##### **Noted:**

- BA is due to run the Housing Horrors campaign during the week commencing 28 October 2013. BA reported that campus had been particularly quiet this week, but there had been quite a number of students showing interest in the housing booklet.
- BA commented that it was encouraging that the booklet was relevant for all students, including final year students; and felt that it would be good to produce the booklet each year.
- DS distributed the housing booklet at the Zone Conference in Manchester, and it was well received.
- BA advised that the University's Residential Services Manager Ben Ball had received a number of emails from students regarding housing, and BA is advising students to commence property searches later – in January 2014.

#### **Landlords Forum**

**Noted:**

- Ben Ball is due to attend a Landlords Forum, which is due to take place at the end of November 2013 – and asked BA if he would like to contribute/participate. BA felt it worthwhile that he attend, so that he can feed into the landlord review.

#### **Lighthouse Properties – Student documentary**

**Noted:**

- BA is aware of a journalism student preparing a documentary on Lighthouse Properties.
- JB suggested using this as a platform, as the SU is not currently involved in a student accreditation scheme, and it is essential that there is student input into accreditation schemes for properties occupied by students.

#### **Make a Difference Day – Brayford Clean Up**

**Noted:**

- This event took place on Wednesday 30 October 2013, and due to time and other work commitments BA stopped by for fifteen minutes.

#### **'Meet the Street'**

**Noted:**

- Plans for this event are moving along slowly. BA is currently awaiting a response from two potential venues in the west end of Lincoln to see if they will host this event. He is due to meet with them after close of business today.
- Heather Grover, Senior Policy Officer from Lincoln City Council is to see whether Valerie's Patisserie in Lincoln will provide any sponsorship for the event.

#### **Christian Union: International Cafe**

**Noted:**

- The Christian Union held an international café during Fresher's Week, and plan to hold another next week; and have asked BA to help out.

#### **WERA (West End Residents' Association)**

**Noted:**

- BA is due to attend a 'WERA' meeting on the evening of Monday 4 November 2013, where the Police will be present to discuss anti-social behaviour issues.

### **5. Sabbatical Officer time analysis charts**

**Noted:**

- BA advised that the cut off time for completion of the Sabbatical Officer time analysis charts was 5.00 pm each Thursday – prior to the Executive Committee taking place each Friday afternoon.
- DS has not completed his time analysis chart this week.
- JoB, IA and BA have all updated theirs this week.
- The charts are mostly accurate, and BA made some small amendments.

**Action:**

	<ul style="list-style-type: none"> <li>All Exec' to have their Time Analysis Charts completed and up to date in readiness for Student Council, which is due to take place on Friday 8 November 2013.</li> </ul>	All Exec'
6.	<p><b>Chief Executive verbal update</b> <b>PDR 360 degree reviews</b> <b>Noted:</b></p> <ul style="list-style-type: none"> <li>All Sabbatical Officers to completed their nominated people who they would like to contribute to the PDR 360 review – and provide this by email to HR Consultant Laura Curtis by close of business today.</li> </ul> <p><b>Zone Conference – Manchester, 30 and 31 October 2013</b> <b>Noted:</b></p> <ul style="list-style-type: none"> <li>JB attended the Zone Conference, and did not find it to be too useful from a staff point of view.</li> </ul> <p><b>Constitution (Articles)</b> <b>Action:</b> JB has emailed the updated Union Constitution to all Sabbatical Officers, and they are requested to respond to JB's email with their comments/approval as soon as possible.</p> <p><b>Santander Event – 28 October 2013</b> <b>Noted:</b></p> <ul style="list-style-type: none"> <li>JB and the Sabbatical team attended a Santander launch event. They will be working in partnership with the University, and will have a retail outlet on campus at some point in the future. Sandander also has funding pots available to apply for, for specific activities.</li> </ul> <p><b>Trustee Recruitment</b> <b>Noted:</b></p> <ul style="list-style-type: none"> <li>All members of the Sabbatical team will be involved in the recruitment for the vacant trustee position. Recruitment is taking place during December 2013 and January 2014.</li> <li>It was noted that external trustees Sue Ford and Dave Carter's tenure is due to end after the Board in June 2014.</li> </ul> <p><b>Sabbatical Mentor Scheme</b> <b>Noted:</b></p> <ul style="list-style-type: none"> <li>JB advised the Sabbatical team that he would be sending an email out to them shortly, containing the details of the mentor scheme.</li> </ul> <p><b>Hull City Football</b> <b>Noted:</b></p> <ul style="list-style-type: none"> <li>Hull City Football Club are due to meet with JB and JoB shortly to discuss tickets, transport and attendance at matches for Lincoln students.</li> </ul> <p><b>York St John's University: Students' Union visit</b> <b>Noted:</b></p> <ul style="list-style-type: none"> <li>The Sabbatical team and CEO from York St John's University Students' Union are due to visit Lincoln Students' Union on Tuesday 12 November 2013.</li> </ul>	All Exec'
		All Exec'

- AM and JB will work together on an itinerary for the day, which will include lunch at either Nandos or Handmade Burger.
- Finance**  
**Noted:**
- JB advised that the October accounts would be ready soon, and that Finance Controller Dean Howard had prepared the VAT return for the Union.
- CRM System**  
**Noted:**
- Progress on the CRM system is slow, and JB will prepare a proposal for the Board to consider at its next meeting on 19 November 2013, for a one year intern role.
7. **Sabbatical Officer Uniform (carried forward from last meeting)**  
**Discussed:**
- The subject of the current issued Sabbatical Officer uniform was discussed, and it was acknowledged that the 'waterproof' jackets were not actually waterproof, and IA would like gilets.
- Action:**
- IA to bring a number of options on uniform/a catalogue for discussion at the next meeting of the Executive Committee on Friday 8 November 2013.
8. **AGM**  
**Noted:**
- DS has arranged for Dom Anderson, NUS' Vice President for Society & Citizenship to speak at the Union's AGM.
- Action:**
- All Exec' to submit agenda items for the AGM to AMer by 12 noon on Wednesday 6 November 2013 – by email.
9. **Football Committee – refunds**  
**Agreed:**
- The Executive agreed to leave this matter in abeyance, until the new Football Committee had been elected.
- Noted:**
- The new Committee will then make a decision regarding any possible refunds. In the meantime the accounts will remain frozen.
- Agreed:**
- JoB/IJ to send out a generic email to all members of the football club regarding the formation of the new committee, who will then communicate the decision regarding refunds.
10. **Any Other Business**  
**University Leadership Group – 30 October 2013**  
**Noted:**
- The theme for the last meeting of the University's Leadership Group

IA

All  
Exec'

JoB/IJ

was 'NSS'. AMer attended in JB's absence at Zone Conference, along with BA, IA and JoB.

- The VC's focus was on best practice, and there was lots of discussion and ideas generated on the day
- There was a focus on timetabling and Wednesday afternoons being kept free from teaching.
- Deputy Vice Chancellor Professor Scott Davidson has the target of all academics completing a teaching qualification by 2016, in hand.

11. **Date of Next Meeting**

**Noted:**

The next meeting will take place on Friday 8th November 2013 at 2.30 pm in the Students' Union Board Room.

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(Chair)

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Date

Confirmed