



## UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

Minutes of the meeting of the Executive Committee  
Held on 29 November 2013 at 3.00 pm  
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) (joined the meeting part way through)  
Dan Sam, President (DS) – in attendance part way through Agenda Item 7 onwards

### Also in attendance

Ian Johnston, Membership Services Manager/Deputy CEO (IJ)  
Aidan Mersh, Representation & Student Voice Manager (AMer)  
Amanda Marshall, Executive Assistant (AM)

		Action
1.1	<b>Apologies for Absence</b> <ul style="list-style-type: none"><li>Apologies were received from James Brooks, and Ian Antwi (who joined the meeting part way through)</li></ul>	
1.2	<b>Declarations of Interest</b> <ul style="list-style-type: none"><li>No declarations of interest were received.</li></ul>	
2.	<b>Minutes of the previous meeting</b> <ul style="list-style-type: none"><li>The minutes of the previous meeting were agreed as an accurate record.</li></ul>	
3.	<b>Matters Arising</b> <b>Student Led Projects</b> <b>Agreed:</b> <ul style="list-style-type: none"><li>It was agreed to 'hold fire' on this matter at present.</li></ul> <b>Hodsons Coaches</b> <b>Noted:</b> <ul style="list-style-type: none"><li>JoB has three more quotes for trips in the New Year. There is an Exclusivity Agreement in place for Hodsons, but the Executive were concerned that they were charging £130 more than other companies, in some instances.</li><li>IJ advised the meeting that Tracey Revill (Activities Co-ordinator) is currently carrying out spot checks on BUCS trips.</li></ul> <b>Action:</b> <ul style="list-style-type: none"><li>IJ to locate the Exclusivity Agreement and bring it to the next meeting of the Executive Committee on 6 December 2013.</li></ul>	IJ

**Food Bank**

**Noted:**

- IJ attempted to obtain the eligibility criteria from Sheffield Union, and another Union which no longer operate the scheme. He found a Union which operates the scheme (at Swansea) but they are only able to send the documentation by fax (which Lincoln SU no longer has) – he has a meeting with Swansea next week, so hopes to obtain the information then.
- AMer advised that Hull University Union provides food parcels, and offered to check out their process.

IJ

AMer

**Agreed:**

- Any matters arising for IA to be carried forward to the next meeting of the Executive Committee on Friday 6 December 2013.

IA

**4. Sabbatical Officer verbal updates**

**Vice President Activities**

**Football Committee**

**Noted:**

- A new Football Committee has now been voted in, and is due to start training on Monday 2 December 2013. There is now less of a focus on drinking and more emphasis on the sports side.
- Some of the former Committee members have been making threats to the new Committee members.
- Members should be encouraged to submit a complaint to the Students' Union if this kind of behaviour persists.
- The former Football Committee President still has control of all the social media accounts, and will be politely asked to hand this over to the new President.

**Golf Club**

**Noted:**

- The Golf Club has been filmed and this footage is due to be shown on Sky Sports. The actual date for this is not yet known, due to the Sky Sports contact being on leave – but it is likely to be the 4 or 11 December 2013. The Union's Communications Co-ordinator Sabine Gerlach is putting together a press release, and JoB has met with University colleagues regarding this.

**Sports & Societies Councils – 29 November 2013**

**Noted:**

- The Societies Council lasted for forty five minutes. No emerging societies were in attendance, so were unable to give a speech on their emerging society.
- The Sports Council meeting lasted for approximately two hours, and was heavy on complaints. Some complaints focused on the service provided by Hodson's coach company, in relation to the service provided and processes involved.

### **Sports Centre**

#### **Noted:**

- Some students have reported that the Sports Centre is not supporting them, and their view is that it is focusing more on commercial aspects. There are disparities between clubs and their bookings, ie: Dance are permitted to block book, whereas other clubs and societies are not.

#### **Action:**

- JoB actioned himself to meet with Sports Facilities Manager Helen Evans, and if there is no satisfactory outcome from this meeting he will take the issues to Student Council – with a view to potentially issuing a caution.
- DS advised JoB to also raise this matter at the next meeting of the Student Experience Committee

JoB

#### **Noted:**

- JoB has met with three societies and a sports club recently. He is due to meet with the International Student Group shortly to look at booking cultural trips (depending on the costs provided by coach company Hodsons)

### **The Linc**

#### **Noted:**

- JoB reported that the meeting with the Linc had gone well, and they were happy to come across. There is some work required on the students working on The Linc being democratically elected. The Head of Journalism is not happy to let responsibility for the Linc go, as work that students do for it goes towards part of one of their modules.

#### **Action:**

- JoB to continue discussions with Tom Larkin (editor of the Linc), and meet the Head of the Journalism School to discuss further.

JoB

### **Vice President Welfare & Community**

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

#### **Noted:**

- The recent 'Meet the Street' events organised by BA were a great success. Lincoln City Council gathered data, and figures showed that over two hundred people attended the four events. 27% of these attendees were students. There has been discussion regarding holding more of these or similar events in the community.
- BA would like this to be a long term idea – where a 'one off' event would be held more regularly.

#### **Accommodation Working Group**

#### **Noted:**

- BA met recently with the University's Residential Services Manager Ben Ball (BB) and discussed the promotion of the Housing Fayre and the Student Pad scheme.

- Discussion was around the SU helping with the Student Pad design.

#### **Landlords Forum**

##### **Noted:**

- BA attended the first meeting of the Landlords Forum this week. Accredited landlords were invited and Ben Ball gave a presentation on how the University is changing, and the proportionate intake of student numbers. BA found the meeting to be very positive, and it presented him with an opportunity to introduce himself. The membership of the group was particularly interested in the views of students. Ben reported that interest in the housing market from students had started already – both in property offered by accredited and unaccredited landlords. BA and BB are currently reviewing the accreditation scheme.

#### **Accommodation Surveys**

##### **Noted:**

- BA intends to push ahead and issue the accommodation survey to students.

#### **Student Buddy Scheme**

##### **Noted:**

- BA was delighted to report that a student had been with a student buddy pm 27 November 2013, and is awaiting feedback on how the meeting went.

#### **Police Drop-Ins**

##### **Noted:**

- BA has set up monthly Police drop-ins in the SU Reception, but it was noted that this needed more promotion.
- PCSO Mel Waldren would like to hold a cycle marking day in the New Year – and is proposing that this takes place in January 2014 to coincide with the Housing/Refreshers' Fayres.

#### **Housing Fayre**

##### **Discussed:**

- The Executive discussed the possibility of changing the pricing structure for landlords attending the Housing Fayre. The Executive discussed that it should be cost neutral, with any profits being reinvested into the community.

##### **Noted:**

- Previously landlords have been charged on a tiered system:
  - £50, if less than five properties
  - £100, for between 5 and 10 properties
  - £150, for over 10 properties
- The Accommodation Office has offered for the Union to invoice the Accommodation Office – instead of the Union invoicing individual landlords. This offer will be taken up by the Union, and will mean that it will not need to chase debtors for payment.

#### **Mental Health Campaign**

##### **Noted:**

- This matter was mentioned at the AGM. BA has emailed the

University's Director of Student Affairs Judith Carey to arrange a meeting regarding this. DS suggested that BA speak to the nursing staff within the Health Centre.

- BA mentioned the 'Time to Change' pledge.

#### **President**

#### **AGM**

#### **Noted:**

- DS reported that the AGM went well. The referendum on banning page 3 of 'The Sun' was issued.
- There have been no responses as yet on the 'No Campaign'. The design brief is almost ready.

#### **International Students**

#### **Noted:**

- DS has arranged for the University to agree to divert the £9,500k funds from the recent strike action to set up a fund for international students who experience hardship (as provision only currently exists for home students).

#### **Discussed:**

- The Executive discussed that in future there should be parity for both home and international students.

#### **Noted:**

- There is a further strike action day due to take place on Tuesday 3 December 2013.

#### **International Director position**

#### **Noted:**

- DS sat on the panel for the interviews for the position of International Director for the University.
- Candidates were asked to speak about 'internationalisation' of the University and what it meant to them.

#### **Rep's Party**

#### **Noted:**

- The University has committed £500 for a party for rep's. The party will be held for the School that has the highest NSS turnout. The College Rep' within the highest NSS scoring College will be awarded an 'iPad'.

#### **Board of Governors**

#### **SU Articles of Association**

#### **Noted:**

- The Union's revised Articles of Association were approved at the meeting of the Board of Governors which took place on 28 November 2013.

#### **Cashless on-campus payment system**

#### **Noted:**

- This was discussed at the meeting, and the agenda was very wide. The University will need to channel their ideas on how this could work in practice.

### **FE Oversight Group**

#### **Noted:**

- Holbeach campus is due an Ofsted Inspection next year.

### **Fee Waiver**

#### **Noted:**

- DS has requested an emergency meeting with the University's Director of Student Affairs Judith Carey and University Registrar Chris Spendlove – immediately after this meeting.

### **Elections**

#### **Noted:**

- DS was pleased to report that progress with elections is going well – all Exec' to promote the training sessions. There will be 'bunting' on the publicity and 'Lincies' will be used throughout.
- The training sessions will be more interactive this year. There will be separate training sessions, on how to run a campaign – with tips etc (DS and IA will be running these sessions).

All Exec'

### **Executive Board**

#### **Noted:**

- Article 4 was discussed by Councils.

### **Study Group**

#### **Noted:**

- DS advised that this may be shrinking in size, as there is a need to improve the quality. The University provides nominations for the Study Group.
- When international students arrive, there is an issue with whom responsibility lies for accommodation and this needs to be rectified.

### **Vice President Academic Affairs**

#### **Student Written Submission**

##### **Noted:**

- There has been an initial consultation meeting for the NUS' Annual Student Written Submission. Casework & Policy Intern Lindsay Westgarth is currently working on this.

### **Representation Charter**

#### **Noted:**

- This will be discussed at the next representation meeting, and will then be brought to an Executive Committee meeting.

### **Blackboard – Virtual Learning Environment (VLE)**

#### **Noted:**

- IA is a member of a working group which has been set up for the implementation of the new version of 'Blackboard'. The University wants students' involvement and the formation of focus groups – which will pilot the new features. More details will follow at a later date.

	<p><b>Senior Rep' Catch up</b> Noted:</p> <ul style="list-style-type: none"> <li>At the recent Senior Rep' catch up meeting – rep's are currently working on improving the reporting process.</li> </ul> <p>Action:</p> <ul style="list-style-type: none"> <li>Indicative marks for the College of Arts – IA to check</li> </ul>	IA
5.	<p><b>Sabbatical Officer time analysis charts</b> Noted:</p> <ul style="list-style-type: none"> <li>This item was not discussed at the Executive Committee on this occasion. However, it was noted that charts would be discussed retrospectively at each weekly meeting (ie the charts for the week before would be discussed at each meeting).</li> </ul>	
6.	<p><b>Chief Executive verbal update</b> Noted:</p> <ul style="list-style-type: none"> <li>Apologies had been received by the Chief Executive, therefore there was no verbal update to receive.</li> </ul>	
7.	<p><b>Job Shop budget</b> Noted:</p> <ul style="list-style-type: none"> <li>This item of business will be deferred to the next Executive Committee meeting.</li> </ul>	
8.	<p><b>October 2013 management accounts</b> Noted:</p> <ul style="list-style-type: none"> <li>The accounts will be received at the next Executive Committee meeting</li> </ul>	
9.	<p><b>Sabbatical Officer – GOATing</b> Noted:</p> <ul style="list-style-type: none"> <li>The priority item for GOATing this week is 'Be the Voice'. All Exec' is to speak to students about this during GOATing sessions over the coming week.</li> <li>There will be a referendum from 9-13 December 2013 relating to page 3 of The Sun – and this too should be a topic for GOATing sessions.</li> </ul>	All Exec' All Exec'
10.	<p><b>SU Awards: proposed addition of awards</b> Noted:</p> <ul style="list-style-type: none"> <li>BA would like to add a category to the awards, to focus on the community. He would also like to add a category on 'landlord of the year', to celebrate those landlords who have been really good – based on the results of the student satisfaction survey.</li> <li>BA to develop criteria on how this would be judged, and bring this to the Executive for agreement.</li> </ul>	BA

11.	<p><b>Helping the homeless in Lincoln</b> Noted:</p> <ul style="list-style-type: none"> <li>BA has two students interested in this project – one directly and one indirectly (via the Students' Union Volunteering Department). One wishes to set up a student led contract, and one wishes to produce a documentary highlighting homelessness in Lincoln – enabling homeless people to put forward their story and broadcast the issues captured.</li> </ul> <p>Agreed:</p> <ul style="list-style-type: none"> <li>BA to speak to IJ and JoB on how this might look.</li> </ul>	BA/IJ/JoB
12.	<p><b>Any Other Business</b> <b>Student Council reports</b> Noted:</p> <ul style="list-style-type: none"> <li>All Exec' were reminded by AMer to have their Student Council reports ready for circulation on Monday 2 December 2013.</li> </ul> <p><b>Sabbatical Officer Uniform</b> Agreed:</p> <ul style="list-style-type: none"> <li>The Executive agreed to discuss and agree the way forward regarding Sabbatical Officer uniform outside of the Executive Committee meeting.</li> </ul> <p><b>Ratemash Website</b> Agreed:</p> <ul style="list-style-type: none"> <li>The Executive agreed that Lincoln should be removed from this website.</li> </ul> <p><b>Volunteer Logs</b> Noted:</p> <ul style="list-style-type: none"> <li>Exec' were requested to remind student volunteers to hand in their volunteer logs. NB the KPI for this is 75% completion.</li> </ul>	All Exec'
13.	<p><b>Date of next meeting</b> Noted:</p> <ul style="list-style-type: none"> <li>The next meeting will take place on Friday 6 December 2013, at 3.00 pm.</li> </ul>	All Exec'