



**UL STUDENTS' UNION**  
**www.lincolnsu.com**  
*Representation, Participation, Inspiration*

**University of Lincoln Students' Union  
Executive Committee**

Minutes of the meeting of the Executive Committee  
Held on Thursday 17 January 2013 at 10.00 am  
In the Students' Union Board Room

**Present:**

Jennine Fox, President (Chair)  
Wesley Wells, VP Academic Affairs (joined the meeting at 11.00 am)  
Andrew Twagira, Vice President Welfare & Diversity  
Francesca Anderson, Officer for Students (present until 10.55 am)  
Dan Sam, Vice President Activities  
Kayleigh-May Coddington, Officer for Students  
Lindsay Westgarth, College Representative – College of Social Science (present until 10.55 am)  
Loryn Good, College Representative – College of Arts (present until 10.45 am)  
Tom Candy, College Representative – College of Science (joined the meeting at 10.30 am)

Also in attendance

James Brooks, Chief Executive  
Amanda Marshall, Executive Assistant

**1.**

**1.1 Apologies for Absence**

Apologies for absence were received from James Wigger, Officer for Students and Jade Snedeker, Sports Officer

**1.2 Declarations of Interest**

- No declarations of interest were received

**2. Minutes of the meetings held on 27 November 2012 and 13 December 2012**

The minutes of both of these meetings were approved.

**Executive Committee attendance**

**Discussed:**

- Some members of the Executive Committee team have not attended Executive Committee meetings without sending apologies to more than two consecutive meetings.
- Under the Union's Bye-Law 5, under clause 1.1 'Absence' it states that 'If any officer misses two consecutive, or any three meetings in an academic year, without apologies being provided to the chair of the meeting prior to the meeting, s/he will be deemed to have resigned from office, unless absence is due to ill health

**Agreed:**

- The Executive agreed unanimously to overlook the recent failure by two members of the Executive Committee to tender their apologies for two consecutive meetings, but would uphold the bye-law in future

- Chair to send a formal letter to the two Executive Committee members reminding them of their obligations under Bye-Law 5 with regard to tendering apologies; and to allow them to remain on the Committee providing that they adhere to the content of the bye-law relating to Absence at all future meetings – otherwise they will be deemed to be removed from office

### 3. **Matters Arising**

#### **Noted:**

- There were no matters arising to discuss.

### 4. **Student Feedback from GOATing**

#### **Refreshers Fayre**

#### **Noted:**

- There were 1200 visitors to the Fayre
- There were a number of empty tables early on, and a lot of sports clubs and societies were not present – partly attributable to attendance at lectures, the inclement weather, limited publicity in accommodation areas and the fact that Dominoes is no longer offering free pizza
- Some students felt this event was more beneficial for new sports clubs and societies, and some felt it was a waste of a day due to low numbers signing up
- It was suggested that more is made of the event, by putting on promotional activities outside
- The average number of students signing up to sports clubs and societies over the duration of the Refreshers' Fayres (whilst they have been running) is 500

#### **Eco Power Rangers**

#### **Noted:**

- Interest in the Eco Power Rangers has started to pick up now
- As part of the 'Go Green' plan, there will be a Ben and Jerry's party at the end of the semester – which may be held in the Engine Shed

#### **Housing Fayre**

#### **Noted:**

- A lot of students have already secured accommodation by the time the Housing Fayre takes place
- The event is an event for students, organised and led by the Students' Union, and the date on which is held is decided by the Students' Union, not the University's Accommodation Office
- It was suggested that the Housing Fayre take place in November/December – as landlords advertise property early on. This would tie in well with the housing horrors campaign (which took place in October 2012)
- Some students are signing up to contracts without actually viewing properties, as landlords are putting them under pressure

#### **College of Science**

#### **Timetabling**

#### **Noted:**

- Third year timetabling issues have now been resolved

#### **Audio Feedback – Examinations**

#### **Noted:**

- Positive feedback has been received about audio feedback, particularly in Science – TC will pass this on to VP Academic Affairs
- TC will speak to Engineering about rolling this out for their students

### **Wednesday afternoons**

#### **Noted:**

- Students have queried why the Union's Volunteering/Job Shop department closes at 1.00 pm on Wednesday afternoons, when this is an afternoon given over to extra curricular activities and volunteering

#### **Agreed:**

- VP Activities to find out why this is as there may be a valid reason, and report back to the next Executive Committee

## **5. Campuses**

### **Hull**

#### **Noted:**

- 90 students at Hull are now on placement
- Some students have 'call back' days, so the SU will then be arranging some Student Experience Committee meetings

## **6. Feedback from key meetings**

### **Executive Board**

#### **Noted:**

- At the last meeting on 16 January 2013, the University reported that it is up on numbers of applications for 2013. This figure is up by 1000 on the previous year and sets the University way above its competitors
- The Government may be removing the cap on maximum numbers
- The University's marketing campaign has been on a national basis, so the demographic of students is reflected in this (ie from across the country)
- The University plans to name all of its buildings on campus after famous people from Lincolnshire – staff and students will be given the opportunity to vote on the final names
- It is likely at some point in the future that law students will move out of the Business & Law building, due to the ever expanding cohort of business students. The University will keep the Students' Union updated on this matter.

### **Students' Union Volunteering Department**

#### **Noted:**

- Lincoln student Molly Smith has been nominated for a national student award
- The department is currently preparing a Student Led Project Strategy
- KPI's – there are 26 staff in volunteer placements, with plans to engage more third year students in volunteering
- More 'one off' volunteering opportunities are being offered, and there are plans to expand promotion opportunities on Facebook and Twitter with DS' assistance
- Volunteer Celebration Week is in the diary and due to take place a week before examinations – there is a budget of £500 allocated for this
- It is hoped that this event will possibly be an opportunity to showcase volunteering, and may take place on the Platform – in conjunction with the Lincoln Award
- Volunteer logs – a reminder for all rep's to complete their logs as the deadline for completion is 26 April 2013, to enable certificates to be printed

## **7. HE Achievement Report**

#### **Discussed:**

- The possibility of tying this in with the Lincoln Award
- This will be made possible once the Union's CRM is up and running
- The data gathered and recorded will help with employability, and will record everything from first aid to volunteering logs
- The timescales for this data to be collated for students is likely to be 2-4 years, as the data will need to be tracked over the course of a degree.

- The main reason for developing the CRM is to enable the Union to gather data on achievements and participation in the SU, to enhance students' employability

Two members of the Executive Committee left the meeting at this point, therefore any ensuing business from this point forward was for 'discussion only', as the meeting was no longer 'quorate'.

#### 8. Varsity Code of Conduct

##### Discussed:

- Given that the Union has adopted a zero tolerance policy in relation to discrimination of any kind, it was suggested that wording to the effect of: '...the Union has adopted a zero tolerance policy, and therefore does not accept discrimination of any kind' be inserted into the Varsity Code of Conduct – and Union's corporate font be used (TW Cent MT).

##### Agreed:

- Due to the meeting not being quorate, this agenda item was postponed until the next meeting of the Executive Committee on 31 January 2013

#### 9. Sleep Out Campaign Proposal

##### Noted:

- Due to ultra vires, any expenditure for this project must be met from funds raised, and the funds must be collected first before any expenditure is incurred

##### Agreed:

- Due to the meeting not being quorate, this agenda item was postponed until the next meeting of the Executive Committee on 31 January 2013

#### 10. Project Updates and Campaigns

##### Housing Fayre

##### Noted:

- This agenda item was discussed earlier in the meeting

##### Varsity

##### Noted:

- This agenda item (Varsity Code of Conduct) was discussed earlier in the meeting

##### Refreshers

##### Noted:

- This agenda item was covering under agenda item 4 'Student Feedback from GOATing'.

##### AGM

##### Noted:

- All the Executive are to promote this this evening

##### Stamp It out

##### Noted:

- This campaign is due to launch at the AGM on Friday 18 January 2013
- All the Executive will be issued with 'Stamp It Out' t-shirts

##### Discussed:

- Dress Code for the AGM will consist of 'Stamp It Out' t-shirts and blazers (given also that a number of the Executive will be attending the Union's Board of Trustees in the morning prior to the AGM meeting); and SU name badges (those who have them).

##### Noted:

- Chair will promote the AGM and Stamp it Out on the SU web page

##### NSMW/Go Green/National Student Volunteer Week

##### Action:

- VP Welfare & Diversity Andrew Twagira to prepare an email update on this agenda item

## **SU Awards**

### **Discussed:**

- The Executive need to decide on the dignatories, who will be invited to the SU Awards evenings
- The dates are: 2 May 2013 for SU Awards evening, and 27 April 2013 for the Sports & Societies Awards evening
- VP Activities Dan Sam to decide on delegate list as soon as possible so 'save the date' invitations can be sent out to all attendees

## **11. Communications Priorities**

### **Agreed:**

- Staff & Student Conference

## **12. Any Other Business**

### **University Year Book**

#### **Agreed:**

- The University is doing a Year Book, and President Jennine Fox will provide the SU's input into this

### **SU Staff Appointments**

#### **Noted:**

- The Union's three interns have now been offered permanent roles/contracts with effect from 1 January 2013 (roles were offered on 16 January 2013), as approval was given by the Board of Trustees on 14 December 2012.
- Alan Bage (formerly Multimedia Communications Intern) has now been appointed as a Web Designer
- Kirsty Barnes (formerly Representation Intern) has now been appointed as a Course Representative Worker
- Dean Howard (formerly Finance Intern) has now been appointed as a Finance Controller

### **University Timetabling**

#### **Noted:**

- The University will be introducing a new timetabling/room booking system in readiness for the next academic year (this will be a live system which will show cancellations) – the University is aware of the current issues experiencing with timetabling

### **Bullet Magazine**

#### **Agreed:**

- It was agreed by members of the Executive present that the production/publication of Bullet Magazine would be suspended, pending the outcome of the current strategic review

### **University Open Days (Applicant Days)**

#### **Noted:**

Forthcoming applicant dates are as follows:

Saturday 9 February 2013, Wednesday 13 February 2013, Saturday 2 March 2013, Wednesday 13 March 2013, Saturday 16 March 2013, Wednesday 17 April 2013 and Wednesday 1 May 2013, all from 10.00 am to 4.00 pm. The Wednesday events run from 11.30 am to 4.00 pm, and the Saturday events from 9.00 am to 4.00 pm.

#### **Agreed:**

- JB to post dates on SU Facebook page

**13. Date of next meeting**

**Noted:**

- The next meeting of the Executive Committee will take place on Thursday 31 January 2013 at 3.30 pm

.....  
(Chair)

.....  
Date

Confirmed