



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

Minutes of the meeting of the Executive Committee  
Held on Friday 27<sup>th</sup> September 2013 at 2.00 pm  
In Students' Union Board Room

**Present:**

Dan Sam, President (Chair) (DS)  
Brian Alcorn, 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)  
Aidan Mersh, Representation & Student Voice Manager (AMer)  
Amanda Marshall, Executive Assistant (AM)

	<b>Action</b>
1.1 Apologies for Absence	
1.2 Declarations of Interest Noted:	
<ul style="list-style-type: none"> <li>Aidan Mersh registered a tenuous declaration of interest for agenda item number 9.</li> </ul>	
2. Minutes of the previous meeting	
<ul style="list-style-type: none"> <li>The minutes of the previous meeting held on 20 September 2013 were agreed as an accurate record.</li> </ul>	
3. Matters Arising Nettleham Rugby Club Noted:	
<ul style="list-style-type: none"> <li>JoB is to check the payments made to Nettleham. JoB has asked Nettleham for quotes, but they've not yet been received. JoB is aware that the dates are fast approaching.</li> </ul>	JoB/IJ
<b>Action:</b>	
<ul style="list-style-type: none"> <li>IJ to assist JoB with obtaining quotes.</li> </ul>	
Representation Charter Noted:	
<ul style="list-style-type: none"> <li>IA is due to meet with AMer regarding this on Monday 30 September 2013, and will circulate to Exec' when completed.</li> </ul>	IA
Casino Night/Gambling – Investing Society	

	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• JB to speak to JoB outside the meeting to discuss how this works, and JoB to advise Alex Hill of the Investing Society</li> </ul>	JoB/JB
	<p><b>Tour quotations</b></p>	
	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• JoB to obtain two further quotations from organisations similar to 'ilovetour' and report back to the Executive when obtained – to bring to the next Executive Committee on Friday 4 October 2013 (carried forward from 27 September 2013 Executive Committee)</li> </ul>	JoB
	<p><b>Postgraduate Support Scheme Funding Bid</b></p>	
	<p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• IA to write email the University this weekend, confirming the Union's support for this.</li> </ul>	IA
	<p><b>Alton Towers trip</b></p>	
	<p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• Only three coaches are now going, so six people needed as coach monitors. Some seats have been reserved for exceptional SU Helpers. JoB to lead everything, and AMer to communicate plans to everyone for the day.</li> </ul>	AMer
	<p><b>UCAS Fayre – 7 October 2013</b></p>	
	<p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• BA advised that that two drama students attending are both reps, and representatives are still needed for film and television. BA will ensure in future that rep's are included</li> </ul>	BA
4.	<p><b>Sabbatical Officer verbal updates</b></p>	
	<p><b>Vice President Welfare &amp; Community</b></p>	
	<p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• It has been Fresher's Week this week, with lots of GOATing, which BA has enjoyed.</li> </ul>	
	<ul style="list-style-type: none"> <li>• There have been a few requests for student buddies. Some of the trained buddies' DBS checks have not come back yet, so they are not yet able to mentor students.</li> <li>• There is demand already which is positive. Trained buddies are keen to get started.</li> </ul>	
	<p><b>Mental Health Campaign</b></p>	
	<p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• A student involved in an altercation, which involved the Police and latterly Student Services, due to a combination of excessive alcohol and a mental health requested SU representation which BA provided. Student Services carried this forward and were seeking outside support for the student who was mortified by his actions.</li> <li>• This highlighted that some sort of mental health campaign would be very welcome this year.</li> </ul>	
	<p><b>Women's Group</b></p>	
	<p><b>Noted:</b></p>	

- BA was approached back in August 2013 by two students who would like to set up a women's group
  - DS is aware of NUS training delivered by Jeremy Buck
- Action:**
- DS to email Jeremy Buck to register Lincoln SU's interest in the training

#### **Vice President Activities**

##### **Fresher's Fayres**

**Noted:**

- JoB was pleased to be able to talk to all clubs and societies in one place at the Fayres – and it was good to see so much enthusiasm.

##### **International Students**

**Noted:**

- JoB had met an international student who was upset and homesick and struggling to unlock her mobile 'phone, and it meant a lot to her that Sabbatical Officers came out to talk to her.

**Action:**

- AM to enable SU downstairs back office telephone to make international calls, using Wayne Granger's (SU's Membership Services Co-ordinator) log in.

AM

##### **Trips/Excursions**

**Noted:**

- IJ and JoB are starting to look at planning cultural trips, destinations etc. Coach company Hodson's offer excursions, and will be in touch with JoB shortly to explore this further. No money would be made from this, purely a service for students.

**Action:**

- JoB to come up with two other options for tour providers at the Executive Committee on Friday 4 October 2013.
- JoB to bring options for excursions to the Executive Committee on Friday 12 October 2013

JoB

JoB

##### **Nandos**

**Noted:**

- JoB recently met with a representative from Nandos in Lincoln. Nandos wishes to offer the Union prizes for Union events, ie Pep Rally and Varsity. They wish to issue a prize for the man of the match for team of the week, each week.
- JB highlighted the fact that there is an exclusivity deal in place with media/advertising company BAM.
- JoB to discuss with AMer to see how it could work in practice.
- AMer to look at BAM contract to check current terms.

JoB  
AMer

#### **Vice President Academic Affairs**

##### **Senior Representative training**

**Noted:**

- The senior representative training went well, with initial positive verbal feedback being received. There will be more emphasis on speaking in committees next time. DS suggested setting up a mock committee at senior rep' catch ups. JB suggested using Dan Derricott's (University's Student Engagement Officer) TED video.

**Fresher's Week**

**Noted:**

- This week, IA has completed a heavy week of GOATing, and received lots of sign-ups on paper, and lots of interest in course rep' elections.

**Course rep' elections**

**Noted:**

- Next week is an important week for course rep' elections, and all Exec' will be out with clipboards generating interest and encouraging nominations for course reps. IA hopes to rota in more lecture shout outs for course rep' nominations.
- After IA's meetings with the University's schools, it was evident that not all information had been disseminated to programme leaders.
- AMer suggested that IA check with Kirsty Barnes (KB), course rep' worker immediately after the meeting, as the Comm's team had already drafted something for her to send out.

IA

**President**

**Enrolment talks**

**Noted:**

- DS attended and spoke at various enrolment talks promoting the Students' Union, and also delivered talks on 'living in the UK' to international students where were positive. Some last minute timetabling changes prevented some talks from going ahead.

**Carholme Community Forum**

**Noted:**

- DS, BA, AMer and JB attended this meeting on 25 September 2013. The number of complaints to the anti-social behaviour team and local police over the last year is down, due in part to residents not reporting incidences via the correct channels.

**Executive Board**

**Noted:**

- DS delivered a presentation to the Board on the Union's strategy, which went well, and it was noted that the institution shares common issues. IA requested a copy of the presentation. Use of NSS results was discussed, and future plans for NSS – which will look different in 2018. The HEA is funding a small pilot project, containing different strands to feed into the NSS, with the focus on student engagement, not student satisfaction. The SU has been invited to be part of the communications plan of how NSS is communicated on campus and will be involved every step of the way.

	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• DS to email Professor Scott Davidson's action plan to AMer</li> </ul> <p><b>VC Tea Party</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• The VC's tea party which took place on Saturday 21 September 2013 went well.</li> </ul> <p><b>Community</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• Siren interviews and interviews with Lincs FM, regarding Welcome Week went well</li> </ul> <p><b>Student Complaint</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• DS has been supporting a student with a complaint, and they have made the decision to take it to the OIA.</li> </ul>	DS
5.	<p><b>Chief Executive verbal update</b></p> <p><b>Strategy Day – 28 October 2013</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• A half day strategy day will take place on 28 October, to review where the organisation has progressed, and to ensure it is on track.</li> <li>• Everyone is to start thinking about, and putting together information for the day.</li> </ul> <p><b>SU Accommodation</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• Wall mounted keypad controllers are being installed in the upstairs offices on 28 September 2013.</li> </ul> <p><b>Staffing</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• Activities Support Worker Tracey Revill is due to complete two week's jury service at the end of October 2013, which may coincide with the time when Volunteer Co-ordinator Jane Kilby is off, and the recruitment for the Activities Support Worker ('ASW') position (interviews are currently scheduled for 24 October 2013). With this in mind the Executive are asked to consider projects for Activities and Volunteering, given that these areas may be short-staffed.</li> </ul> <p><b>Trustee Recruitment</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• Following the constitutional change, trustee recruitment will start shortly. The recent skills matrix identified that an external trustee with an SU/governance background is required. It is hoped that a senior manager from another SU at a distance will be attracted to the role. A proper job description and person specification is required.</li> </ul>	All Exec'
6.	<p><b>Chaplaincy Drop-Ins</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• JB has been approached by the University's Chaplain Subash</li> </ul>	

7.	<p>Chellaiah regarding Chaplaincy drop-ins for students, to be held in the Students' Union. The Alterline research showed that students would like advice, based in the SU. IJ advised that this would be easier to facilitate after Christmas when the downstairs office moves have taken place.</p> <p><b>Job Shop</b> <b>Noted:</b></p> <ul style="list-style-type: none"> <li>• JB is keen to keep the Job Shop in the Students' Union, despite the fact that it is currently very University branded and focused; and advised that the Vice Chancellor sees this as an SU function. JB asked the Executive to consider the how they would like the partnership arrangements to work, so he can facilitate this.</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• Service Level Agreement to be examined and reviewed if necessary. The Executive approved this approach.</li> </ul>	JB
8.	<p><b>Press Enquiries</b> <b>Noted:</b></p> <ul style="list-style-type: none"> <li>• The Union's Communications Co-ordinator Sabine Gerlach needs to record all press enquiries. All officers, when receiving/accepting press enquiries should direct them to 'comms@lincolnsu.com', and take Sabine or Scott McGinn (Communications Worker) along to interviews with them. It is important that all press/media enquiries are recorded and everything is documented – and the relationships are built. Email requests to be forwarded to Sabine, with topic attached, date of interview, who is involved. This will inform the data for logging in an Excel spreadsheet to ensure that the Union complies with the strategy. In future the Union will be in a position where it can provide Officers with a briefing note.</li> </ul>	ALL
9.	<p><b>Community Organising</b> <b>Noted:</b></p> <ul style="list-style-type: none"> <li>• NUS and another charitable organisation are running a pilot in 12 cities – for a community organiser on a nine month contract - whose key focus is to mobilise and organise students around a general election. The roles will be in cities with marginal seats, so that students have an impact. The post-holders will be line managed by a staff member in NUS headquarters. Unions are required to give them space and mentoring support. Should Lincoln Students' Union have one of these positions, it would require AMer to do some mentoring, and it would be a student from either the University of Lincoln or Bishop Grosseteste on a 15 hour a week contract for 9 months.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• The Executive agreed that Lincoln Students' Union would have one of these positions.</li> </ul>	

10. **Nightclub Sponsorship**  
**Noted:**
- Nightclub 'Home' are under the impression that they can deal with societies direct, and not via the Students' Union.
  - IJ is to email out clubs and societies confirming the position. DS is keen to nip the situation in the bud. It is planned to inform sports and societies at the Council meetings taking place on 4 October 2013 also.
- Discussed:**
- Any society dealing with clubs, bars, sponsorship with the SU may have their accounts frozen, but each case would need to be assessed on a case by case basis.
- Agreed:**
- JoB to advise students at Sports & Societies Councils on 4 October 2013, and give them a two week amnesty period after the notification of the situation.
  - All sponsorship arrangements are to be made via the Students' Union.
- Noted:**
- IJ advised that training next year will take place at the earlier time in April, so that all clubs and societies will be informed earlier. IJ wishes them to sign a code of conduct at this time, so that rules and regulations are laid out and followed.
  - DS and JB to meet soon. JoB to look at timescales so he can see what's suitable and come up with another option.
11. **Any Other Business**  
**Course Rep' Elections**  
**Noted:**
- IA advised that it is now possible for there to be course reps for joint honour students, where it had not been possible previously. JB advised that this should be run through a trustee sub group, after Executive opinion is decided.
- Action:**
- IA to bring options on sub committees at programme level to the next Executive on Friday 4 October 2013.
12. **Date of next meeting**  
**Noted:**  
The next meeting will take place on Tuesday 8 October 2013 at 3.30 pm.

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(Chair)

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Date