



UL STUDENTS' UNION
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Representation, Participation, Inspiration

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

Minutes of the meeting of the Executive Committee
Held on Thursday 31 January 2013 at 3.30 pm
In the Students' Union Board Room

Present:

Jennine Fox, President (Chair)
Wesley Wells, VP Academic Affairs
Andrew Twagira, Vice President Welfare & Diversity
Francesca Anderson, Officer for Students (joined the meeting at 3.55 pm)
Dan Sam, Vice President Activities
Kayleigh-May Coddington, Officer for Students
Hugh Lound, Officer for Students (left the meeting at 3.55 pm)
Lindsay Westgarth, College Representative – College of Social Science
Gooleswari Seeburn, Societies Officer

Also in attendance

James Brooks, Chief Executive
Amanda Marshall, Executive Assistant
Rebecca Pocock (for agenda item 10: AGM)
Aidan Mersh (for agenda item 10: AGM)

1.

1.1 Apologies for Absence

Apologies for absence were received from Jade Snedeker, Tom Candy, Loryn Good and Ian Johnston

1.2 Declarations of Interest

- No declarations of interest were received

2. Minutes of the meetings held on 17 January 2013

Noted:

- The minutes of the meeting held on 17 January 2013 were approved.

3. Matters Arising

Volunteering/Job Shop Opening hours

Noted:

- The opening times of the Volunteering Department/Job Shop have now been changed so that they are open in the afternoon on Wednesdays.

SU Awards

Noted:

- VP Activities Dan Sam has prepared a list for Sports & Societies dignatories
- VP Academic Affairs Wesley Wells is to prepare a dignatory list for the SU Awards during week commencing 4 February 2013

Yearbook

Agreed:

- The Executive agreed that an existing photograph of the four full-time officers could be put forward for inclusion in the University's Yearbook.

Action:

- **Amanda Marshall to obtain photograph from Union's Marketing & Communications Manager, of the four sabbatical officers, and provide this to the University's Marketing & Communications department**

Noted:

- Text (on the SU) for inclusion in the Yearbook has been submitted to the University's Marketing & Communications department

Bullet Magazine suspension

Agreed:

- As discussed at the last Executive Committee meeting, the decision to suspend Bullet Magazine, pending the outcome of the strategic review was confirmed now that the meeting was quorate

Action:

- **President to write to all Bullet editors regarding the Executive's decision to suspend publication of the magazine**

4. Student feedback from GOATing

Groups Council feedback

Noted:

- LGBT is declining
- Groups don't feel that they are promoted enough
- A number of members of groups wish to engage in more social, rather than representational activities
- Groups would like to be promoted before students arrive
- ISG (International Students Group) and DSG (Disabled Students Group) have not been attending Groups Council
- Heads of groups are to visit similar sized unions to see how groups are supported
- It was suggested that Groups Officer James Wigger speak with Representation Co-ordinator Aidan Mersh
- James Wigger to speak with the Union's Marketing & Communications Manager Ross Ironfield to discuss promotion

Library water fountain

Noted:

- College of Social Science representative Lindsay Westgarth to speak with University Librarian regarding the drinks fountain in the library

Student Buddy Scheme

Noted:

- Positive feedback has been received on this scheme, and the first referral to the scheme was received earlier this week

Stamp it Out Campaign

Noted:

- This whole team is to promote this campaign, not just sports and societies so it is as far reaching as possible
- Positive feedback has been received from students on this campaign so far

Sports courses

Noted:

- The current trend is disabled sport, which may be the influence of the Olympics

- A consideration for next year, is how the SU could better connect with the University's DART service

University Leadership Group – 30 January 2013

Noted:

- The main topic at this event was careers, employability and graduate salaries – lots of recommendations were made
- The University's Careers Service has just been awarded a 'Matrix' mark, similar to Ofsted but specific to careers

Dissertations

Noted:

- Students would like clearer guidance on dissertations, and generic guidance to be provided at an earlier stage
- Plans are in place for VP Academic Affairs to organise videos of lecturers giving their 'last minute' top tips, over the next few weeks

Committee positions (sports and societies)

Noted:

- Students wishing to put themselves forwards for committee positions, have been holding back due to the main SU elections
- There is a week's gap as SU elections close on 8 March
- VP Activities Dan Sam will remind students of the dates at the sports and societies council meetings on Friday 1 February 2013

Student seats on University Committees

Noted:

- VP Academic Affairs Wesley Wells has been working on the committee structure for student seats on University Committees, with Course Representative Worker Kirsty Barnes – which will be brought to a future Executive meeting

5. Campuses

Hull

Noted:

- All Hull students are currently on placement, and have requested a 'student experience committee' meeting on one of their forthcoming recall days, before they leave

Action:

- President and VP Academic Affairs to follow this up

6. Feedback from key meetings

University Leadership Meeting

Prayer Room

Noted:

- Deputy Vice Chancellor Professor Scott Davidson has informed the SU that the science laboratory in Witham House, will be converted into a prayer room for students by September 2014

Board of Governors

Noted:

- The contract between FE College Bishop Burton and the University of Lincoln is now in the hands of solicitors, as it contains a number of inaccuracies
- The SU has been assured that this will not affect the student experience

Volunteering Departmental Meeting

Noted:

- Drop-in times have now been changed on Wednesdays from 1.00 pm – 4.00 pm (and is now open on Tuesday mornings instead of Tuesday afternoons)

- More completed volunteer logs are needed, and all are requested to encourage volunteers to complete these
- A 'chicken run', run by the Rotary Club is due to take place over the Easter period (during the self directed learning week), with the route going through the Courts accommodation
- 157 students, and 27 staff are on placements – slightly behind the KPI of 200
- Student Volunteering Week is coming up soon

Student Experience Committee

Noted:

- A proposal was taken to the last Student Experience Committee ('SEC') to form a working group for SEC, which generated mixed reactions
- Concerns were expressed over live Twitter feeds on confidential business matters
- In the future SEC and Student Council may need reviewing as the majority of the attendees at each meeting are the same

Contact time

Noted:

- HEFCE is promoting this more now, and the Vice Chancellor is pushing for 12 hours per week

In Course Retrieval

Noted:

- With effect from September 2013, the University will cease to offer in-course retrieval. Second and third years will continue to run through
- Regulations will be altered to reflect the changes, however they are likely to be College specific

Action:

- **VP Activities to obtain KPI's for all volunteers, ie rep's, presidents**

7. Finance

Noted:

- There is a significant lag in processing of the SU's accounts by the University, which affects the accounts
- This has been highlighted to the Union's Board of Trustees as a risk
- Steps are in place to bring the SU's finance function 'in house', and a proposal will be taken to the March board meeting on this

8. Varsity Code of Conduct

Noted:

- Suggested changes at the last Exec' meeting have now been made to the document. Derby wishes to change one of the lines on facilities usage

Agreed:

- The Executive approved the Varsity Code of Conduct in its current format

9. Sleep Out Proposal

Discussed:

- The merits of preparing a disclaimer for participants

Agreed:

- The Executive agreed the proposal
- Officer for Students Kayleigh-May Coddington to meet with Ian Johnston to flesh out how the campaign will work
- Proceeds from the event will be donated to the Nomad Trust in Lincoln

10. Project Updates & Campaigns

Housing Fayre

Noted:

- The University is concerned about the availability of accommodation for students for September 2013.
- Accommodation provider Lighthouse is currently under review

Varsity

Noted:

- Deputy Chief Executive/Activities & Development Manager Ian Johnson and VP Activities Dan Sam due to meet with Derby to finalise arrangements for the Lincoln/Derby Varsity event
- Wristbands are due to arrive on 1 February 2013, all the Exec' will receive a 'free' wristband and the remainder will be sold on SU Reception at £1 each
- Proceeds from the sale of the wristbands, after costs (of £300) have been met will be split as follows:
25% to Lincoln City Education Trust, 30% towards costs, and the remainder to the Union
- There will be SU Helpers wearing t-shirts, and a role description has been prepared for them

Refreshers Review

Received and Noted:

- The paper circulated previously was noted.

AGM

SU colleagues Rebecca Pocock and Aidan Mersh joined the meeting for this agenda item

Noted:

- The Executive were reminded that they must present a united front at any meetings
- Motions are now being termed 'ideas', and this was introduced at Student Council training
- An 'ideas submission button' will be implemented by the SU's Marketing & Communications department
- The Executive was asked to consider Student Council dates for the forthcoming academic year, and this will be an agenda item at the last meeting of Student Council this year

Agreed:

- The next 'Executive Update' for the Student Council April meeting is to include an AGM proposal for next year
- Amanda Marshall to arrange a meeting for full-time Exec', for Student Council preparation
- Motions, or 'ideas' to be advertised more in promo' to increase awareness

Stamp it Out

Noted:

- Balloon launch is set for 11.45 am on Friday 1 February 2015
- All those attending to arrive at 11.30 am, wearing 'Stamp it Out' t-shirts; and to encourage as many students as possible to attend

National Student Money Week/Go Green

Noted:

- To be deferred to the next Executive meeting

Schwopping Event

Noted:

- Taking place during the week commencing 13 February 2013. Participants to bring clothes, bags, jewellery to Reception – a maximum of five items; who will then be issued with a voucher to swap for other items

Staff/Student Conference

Noted:

- Everything is in place for the Conference, which is due to take place on Friday 1 February 2013 from 10.00 am to 3.00 pm

11. Communications Priorities

Agreed:

- 'Stamp It Out' campaign
- Staff/Student Conference
- Elections

13. Date of next meeting

Noted:

- The next meeting of the Executive Committee will take place on Tuesday 12 February 2013 at 10.00 am

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(Chair)

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Date

Confirmed