



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

Minutes of the meeting of the Executive Committee
Held on Monday 9th September 2013 at 12 noon
In Group Room 8, third floor, GCW Library

Present:

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

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)
Lindsay Westgarth, Casework & Policy Intern (LW) – for agenda item 6 only

Action

- | | | |
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| 1.1 | Apologies for Absence
There were no apologies for absence to receive. | |
| 1.2 | Declarations of Interest
Noted: <ul style="list-style-type: none">• There were no declarations of interest to receive. | |
| 2. | Minutes of the previous meeting <ul style="list-style-type: none">• The minutes of the previous meeting held on 29 August 2013 were agreed as an accurate record. | |
| 3. | Matters Arising
Vice President Academic Affairs
MAPS and Groups' Structure Changes
Noted: <ul style="list-style-type: none">• IA aims to elect postgraduate representatives in the current system, so there will be 'banks' of postgraduate representatives. Representation Charter
Noted: <ul style="list-style-type: none">• Changes are still to be made to this document, and IA will circulate to the Executive when it has been finalised, and it will then go to the various committees for final approval.
Employability
Noted: <ul style="list-style-type: none">• IA has sent a letter to AMer & JB, regarding his proposal to | IA |

recruit an employability intern. Given the strategy IA feels it is important that the Union looks at ways of improving employability – and there is not currently one unified approach. A significant piece of work, carrying out a mapping exercise of the existing provision across campus is required, and IA proposes that an intern undertake this piece of work.

- JB suggested that the position should be an operational support staff position (for a student).
- IA and AMer to discuss how to achieve this, ie in terms of time and resources.
- IA to circulate final proposal to the Executive following meeting with AMer, so that DS may take the Executive's opinion to the Union's Board of Trustees.

IA/AMer

IA

Vice President Welfare & Community Student Buddy Scheme

Noted:

- BA is not yet able to ascertain where the enquiry came from, as he does not currently have admin' rights for the Student Buddy mailbox. He has requested access.
- DS will contact IT in the short term regarding this (as his approval is required), but in the long term it will be changed to a 'lincolnsu.com' mailbox.

DS

Student Experience Committee membership

Noted:

- This has been completed.

YouTube Engineering Video

Noted:

- A letter has been drafted and will be sent out following DS' approval.

Associate Members

Noted:

- The University's Director of Human Resources is open to the Student's Union being included in the University's induction sessions. She has done a lot of work on student engagement with the University's Student Engagement Officer, and will come back to JB on how to move this forward.

AOB – Charities Commission

Noted:

- JB has re-entered BA's details into the Charities Commission website, which did not update – but will resolve this after the meeting.

JB

4. **Sabbatical Officer Verbal Updates**

Vice President Welfare & Diversity

Groups

Noted:

- BA has made contact with some groups, and is yet to make contact with the LGBT group.

Women's Group

Noted:

- Two female students would like to start a women's group. BA has requested a Fresher's pack for women's groups from NUS.

Disabled Students Group

Noted:

- BA has spoken with the former President of the group, which fell apart last year

Student Buddy Scheme

Noted:

- The first session took place last week, with a further one taking place this week. Eight of the confirmed twelve students attended the first session, due to last minute withdrawals.

Litter picking sessions

Noted:

- BA met with the representative from the Abbey Ward, along with Volunteer Co-ordinator Jane Kilby (JK) and Amy _____. This is a partnership arrangement, and will provide an excellent opportunity for publicity. MP Karl McCartney will be attending the event also.

Student Complaints

Noted:

- BA was pleased to report that the sexual harassment complaint has now been resolved, and the student was happy with the outcome and the support provided by the Students' Union.

New Life Church/Globe Café Events

Noted:

- New Life Church's Globe Café are running events with numerous topics relevant to international students, and have approached the Students' Union to request that they promote these activities.
- AMer explained that the SU normally charges organisations to promote their goods and services, and distribute flyers or information for them

Agreed:

- BA to approach the International Students' Group to see if they are interested in these events, and if so encourage them to promote the events to international students themselves.

Noted:

- AMer emphasised the fact that BA should ensure that New Life provide a Christian space for students.

Treasure Hunt

Noted:

- BA is to review the Treasure Hunt, which JK has forwarded to him.

Community Rep's

Noted:

- BA is working on a community reps system.
- DS advised that the Neighbourhood Watch meeting has now been rescheduled for Thursday

NUS Mental Health Event

Noted:

- BA is looking at attending an NUS Mental Health Event

Ceilidh Event

Noted:

- BA is tying up final loose ends on this event

Vice President Activities

Treasury training – sports clubs and societies

Noted:

- JoB is looking at organising smaller groups for these training sessions, so they are more engaging.
- Finance Controller Dean Howard is due to send out emails today, showing the end of year balances. He is preparing a spreadsheet each week which will be sent out to Treasurers of sports clubs and societies.

Nottingham Rugby Club

Noted:

- JoB has met recently with Nottingham Rugby Club. Prices are still high, and JoB has been in touch with those sports clubs using the facilities.

Agreed:

- JoB to update the Executive at the next meeting, which is due to take place on Friday 13 September 2013 at 2.00 pm.

JoB

Sports Development Officer

Noted:

- The Sports Centre recently carried out interviews for this position, and the Executive were concerned that there was no student member on the interview panel. DS to raise the Executive's concerns about this with the Vice Chancellor.
- The position may move under the Student Union's remit after one year, and the VC is happy either way.

DS

Vice President Academic Affairs

Course Representative training

Noted:

- IA is due to meet with Course Representative Worker Kirsty Barnes to complete the final details for the course representative training due to take place in October 2013

Student/Staff Conference

Noted:

- IA has met with David Sleight (the University's Dean for Public Engagement) and Mike Neary (the University's Dean of Teaching & Learning) regarding this, and is currently emailing potential speakers
- There is a tutor in the sports department who is heavily involved in student engagement, and may deliver a talk or workshop on sport and employability

Ghost Walk

Noted:

- IA has not had any success in making contact with the Ghost Walk organiser, and is due to email them today.

President

Noted:

- DS reported that the recent Board of Governors meeting went well – where he did a talk on leadership (which is now on YouTube) which DS will email out to the Executive DS
- DS will be meeting with the University's Clerk to the Board of Governors (Paul Walsh) on a monthly/six weekly basis to maintain relations with the Governors and Clerk AM

Graduation Ball

Noted:

- DS reported that the Graduation Ball went really well, and passed on a message of thanks to all members of the team who supported the event.

Internationalisation

Noted:

- This is now currently DS' main strategic priority.
- The international students group is eager to start.
- A high number of international students have already arrived on campus, with more to arrive over the next few days
- DS advised that he needs officers to come in for a few hours over this coming Saturday and Sunday to promote the SU's services, and walk throughs of accommodation. AMer volunteered to help on Saturday. All Exec'

GOATing plan

Noted:

- A meeting is due to take place later in the week to discuss the important GOATing plan for the coming year for the officer team.

5. Chief Executive's update

Audit

Noted:

- Auditors Wright Vigar are currently carrying out an audit of the SU.

Strategy

Noted:

- The University's Director of Student Affairs Judith Carey has concerns about the SU' strategy, and DS and JB are due to meet with her later this week to discuss.

Recruitment

Noted:

- JB is currently working on a replacement for the Activities Support Worker position

Board of Trustees

Noted:

- Papers are due to be sent out later this week. AM is working on the KPI template, and officers should prepare a verbal update on their individual KPI progress to date, in readiness.

SU Accommodation

Noted:

- Space planners are currently reformulating an office plan for the SU's upstairs office accommodation, and work is on track for the team to move upstairs on Monday 16 September 2013 – as scheduled.

Representation – resourcing

Noted:

- The message from the University's Deputy Vice Chancellor Professor Scott Davidson is that the University is open to receiving proposals from the SU for funding for the representation system
- IA to progress a business case for more staff support in this area, supported by AMer.

IA/AMer

6. **NSS Analysis**

Received:

- The Executive circulated a written analysis summary of the NSS 2013 data, including recommendations for improvement.
- A key area of the survey is that University teaching needs to improve, and LW recommended that the SU push this too.
- Poor performance in certain schools stands out in the data

Library

Noted:

- On the question relating to what facilities and services the library offers, LW recommended that the SU should have a bigger push for the 2.0 library extension – and there should be more engagement with Subject Librarians
- Information on 'competitors' to be located, either via JB or the University's Director of Planning Caroline Low

IA

Question 18: Timetabling/Estates/Room Bookings

Noted:

- This score had declined since last year, and one recommendation to improve communication is that students be encouraged to channel concerns via reps to Student Council, and/or Reps

	<p>Forums.</p> <ul style="list-style-type: none"> • DS advised that timetabling had changed their system following previous feedback from the Union and students, and that the University has a new policy on space; but the benefits of this would not be realised by students for another year. • LW advised that more analysis can be carried out on the survey. <p>Action:</p> <ul style="list-style-type: none"> • LW to prepare an executive summary. • LW and AMer to carry out more work on evidence base, and IA to progress this with the University 	LW
7.	<p>Newsletter Templates</p> <p>Agreed:</p> <ul style="list-style-type: none"> • DS took chair's action on this, due to time constraints, and agreed the newsletter template in its current format. • The template will be used for all newsletters, changing the top banner accordingly (ie for Reps, Volunteering etc) 	LW/AMer/IA
8.	<p>Sports Clubs & Societies – music</p> <p>Agreed:</p> <ul style="list-style-type: none"> • Sports Clubs and societies will continue to provide their own music during their sessions which take place in the Engine Shed. • The Engine Shed will not provide music for sports clubs, societies or student groups using the Engine Shed space. JB to confirm the Executive's decision to the Engine Shed manager Victoria Simpson. 	JB
9.	<p>Law Society Constitution</p> <p>Noted:</p> <ul style="list-style-type: none"> • AMer reviewed the email received from the Law Society and outlined the three options available: 1: to bring a motion to change the bye laws, subject to approval by the Board of Trustees; 2: to bring a motion of caution/censure or no confidence to the Executive to make a decision (AMer considered this option not to be constructive); or 3: overturn the decision and advise the Law Society that the Union will work on changing the bye laws, to be approved at the AGM. <p>Agreed:</p> <ul style="list-style-type: none"> • The Executive agreed on Option 3. The Union (JoB/AMer) will work with the Law Society to change the bye laws to make it clearer. 	JoB/AMerd
10.	<p>Staff Engagement Award</p> <p>Agreed:</p> <ul style="list-style-type: none"> • To be carried forward to the next meeting, due to time constraints. 	
11.	<p>Lincoln College President</p>	



	<p>Agreed:</p> <ul style="list-style-type: none">To be carried forward to the next meeting, due to time constraints.	
12.	<p>Media Engagement Group</p> <p>Noted:</p> <ul style="list-style-type: none">JoB has spoken with Link TV and will link the two projects together.	
13.	<p>Multi-Faith Events</p> <p>Noted:</p> <ul style="list-style-type: none">BA and JoB have a meeting tomorrow to discuss this, and will bring an update to the next Executive Committee meeting.	BA/JoB
14.	<p>Snowflake Ball</p> <p>Agreed:</p> <ul style="list-style-type: none">To be carried forward to the next meeting, due to time constraints.	
15.	<p>Any Other Business</p> <p>Alton Towers Trip</p> <p>Agreed:</p> <ul style="list-style-type: none">All Exec' to Tweet and Facebook about the Alton Towers Trip advertised on the SU website.	All Exec'

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(Chair)

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Date