



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

Minutes of the meeting of the Executive Committee
Held on 25th October 2013 at 2:00pm
Students' Union Board Room

Present:

Dan Sam, President (Chair) (DS)
Brian Alcorn, Vice President Welfare & Community (BA)
Joseph Burt, Vice President Activities (JoB)

Also in attendance

Ian Johnston, Membership Services Manager/Deputy CEO (IJ)
Aidan Mersh, Representation & Student Voice Manager (AMer)
Hannah Coleman, Administrative Support Worker (HC)

		Action
1.1	<p>Apologies for Absence</p> <ul style="list-style-type: none"> Apologies were received from Chief Executive James Brooks. 	
1.2	<p>Declarations of Interest</p> <ul style="list-style-type: none"> No declarations of interest were received. 	
2.	<p>Minutes of the previous meeting</p> <ul style="list-style-type: none"> The minutes of the previous meeting were agreed as an accurate record. 	
3.	<p>Matters Arising Sponsorship/Disciplinary email. Action:</p> <ul style="list-style-type: none"> The draft email detailing Sponsorship and Disciplinary procedures to be sent from JoB's account to Activity committees straight after the Executive Committee on 25th October 2013 (Reoccurring Action). <p>Pep Rally Noted:</p> <ul style="list-style-type: none"> Pep Rally to be put as an Agenda Item at Sports and Societies Councils not Student Council, as it is believed that a better response will be obtained from Sports and Societies Council members. <p>LincTv Action:</p> <ul style="list-style-type: none"> IJ to send JoB information on what Criteria Volunteer Co-ordinator Jane Kilby is using to define student led projects. JoB to provide an update of the criteria at the next Executive Committee (Reoccurring Action). 	<p>JoB</p> <p>JoB</p>

Training

Noted:

- Dates for training for Activities Committee Presidents and Vice Presidents are not confirmed as it is proving difficult to confirm the venues as the timetabling system is currently down. All other preparation for this training has been done.

Fixtures

Noted:

- JoB tweeted winning fixture scores during the week.
- JoB has spoken to Communications Co-ordinator Sabine Gerlach regarding a headline story.

Leicester Rugby trip

Noted:

- No refund can be sought from the remaining unsold tickets.
- An offer was made to the Union where 20 complimentary tickets could be obtained when 20 tickets are purchased for a fixture.
- Another trip is scheduled for 8th November 2013 with ticket prices being sold at the same price as the previous trip. Posters will be produced to advertise the trip.

Hodson Coaches

Noted:

- It is hoped that a full list of excursions by Hodson Coaches can be obtained, which could be advertised at the same time as the Union's own trips.
- A template poster for any publicity is being produced by Graphic Designer Amy-Leigh Sellers.

Action:

- JoB to contact Hodson Coaches to initiate discussions of what excursions they offer and can facilitate (Reoccurring Action).

JoB

Tour

Noted:

- Amendments to Tour Operating Company 'I Love Tour' Code of Conduct have been made by IJ and JoB to ensure it complies with the Unions Constitution and to include "in accordance with Bye Law 10"
- JoB will have an account set up with 'I Love Tour'.

Sabbatical Officers Time Analysis Charts

Noted:

- DS and BA instructed IA to update his October time Analysis Chart for the Executive Committee on 25th October 2013.
- No October Time Analysis Chart for IA was available to view.

SU Awards

Noted:

- A working group for the SU Awards has been set up.

Data Protection policy for Clubs and Societies

Noted:

- Signed Data Protection Polices are being sent back to the Activities

department after being emailed out to all Clubs and Societies.

Employability Presentation

Noted:

- Time has been booked in for the Executive to go through the presentation.

Tills for Reception

Noted:

- A proposal will be written to go to the next Board of Trustees for the Union to purchase two new tills for Reception.

4. **Sabbatical Officer verbal updates.**

VP Welfare and Community

'Meet the Street'

Noted:

- A working structure has been produced with Senior Police Officer Heather Grover to allocate responsibilities for 'Meet the Street', where funding was approved of £600.00.
- BA is responsible for contacting venues and managing the invitations and publicity materials.

Action:

- Design brief for publicity materials and invitations for 'Meet the Street' to be sent to Communications Worker Scott McGinn.

BA

Respect Charter

Noted:

- Business Efficiency & Employee Engagement Intern Matthew Penny asked for support for the promotion of the Respect Charter.

Discussion:

- Sabbatical Officers and LincTv will be encouraged to get involved in the promotion.

Student Buddy Scheme

Noted:

- Counselling Services Team Leader Julie Goode was unable to attend a bi-weekly Student Buddy supervision. As yet, no Student Buddy has met with a student although there has been interest via email.
- Student Buddy drop-ins could be set up where scheduled regular appointments could be made after.

Discussion:

- More publicity was asked for to advertise the Scheme though Social Media and posters if budget permits.

Action:

- Liaise with Communications Worker Scott McGinn so that the Student Buddy Scheme is publicised on the social media corporate accounts.

BA

West End working Group

Noted:

- Dean for Public Engagement David Sleight was in attendance. An action plan to improve the ease for receiving and reporting student

related complaints was produced.

International Friends Initiative

Noted:

- An email has been sent on behalf of BA to other church representatives and organisations to encourage them to become a part of the initiative. It is hoped that this will start in January 2014.

Diversity groups

Noted:

- A template standing order has been drafted for representation. BA will look to replicate this template for Diversity Groups.

Student Welfare

Noted:

- Parents of a student have been in contact to raise concerns over their son's welfare. After speaking to the student, it appears that he cannot be enrolled onto his Business course due to failing modules which his parents do not know about.

Discussion:

- The student was advised to inform his parents of what has happened and seek advice from Student Support.
- It is important that the information that both the parents and students individually disclose is treated confidentially.

Action:

- Liaise with Casework and Policy Intern Lindsay Westgarth if required for advice and support when working with the student and his family.

BA

Housing Horrors

Noted:

- LincTv will be producing a video to publicise Housing Horrors.

Discussion:

- It is important to get the context of the video correct so it relates to the posters.

President

Meeting with Vice Chancellor Mary Stuart

Noted:

- The University will be withholding pay from those who participate in the Strike Action due to take place on 31st October 2013.
- Student as Producer will now be called 'Student Producers', however this change in name has not been widely communicated as yet.

National Student Survey (NSS)

Noted:

- Mike Neary will not be involved in the NSS.
- The pilot scheme being launched will not change the survey structurally, but will alter certain questions to incorporate student engagement to ascertain how much students engage with their institution.

Discussion:

- Business lecturers met regarding the NSS plan. It was reported that

they were in no urgency to back the NSS plan as it will be changing in 2015.

- The changes to the NSS do not look like they have been fully communicated to Academics.

Executive Board

Noted:

- Deputy Vice Chancellor Scott Davidson is scrutinising NSS plans at Committees.
- Director of Student Affairs Judith Carey is in full support of the Union's community engagement within the West End area.

Discussion:

- It is important to highlight that the Union's community engagement was pre-planned and should not be considered as reactive behaviour.

Bishop Burton

Noted:

- Bishop Burton has received thirty four million pounds from the Skills Funding Agency which they plan to build a new building on a plot on the Showground.
- It has been reported that other institutions within the area were not made aware of this funding.
- It has not been decided if the provision at Riseholme will be kept or their assets transferred when the building has been built.

Performance Appraisal Report (PAR)

Noted:

- The University will be undertaking PAR's on service departments with Secretariat being the first one to undergo PAR's.
- As soon as more information on this is shared, DS will update the Executive.

Annual General Meeting

Noted:

- The Referenda is likely to be regarding page 3 on Campus.

Strike Action

Noted:

- DS met with Callum Watt and his social group to discuss the strike action. They believed that students should be reimbursed for loss of Academic contact time and suggested suing the University.
- It was suggested that a motion put forward at Student Council to increase the provision of the student Hardship Fund.

Discussed:

- The University do not know all the staff who will strike as it is unclear which staff are balloted and if Unison is in support of it or not. It is expected that pickets will occur on the day.
- The day salary of staff who participate in the strike will go into the student Hardship Fund.
- 4-5 Union staff who have opted into Unison can technically strike as they are on the same grading scale as the University.

VP Activities

Pep Rally

Noted:

- A proposal of what to do next year was received detailing a list of the events which occurred and where to purchase equipment from. No marketing section was featured on the proposal.

Discussed:

- This proposal could be the start of the Officer's handover file. A proposal is due to be written after every event.
- BA asked if the name 'Pep Rally' could be changed as feedback suggested that students did not know what the event actually was.
- 'Fun day' / 'Sports Day' was suggested however it was felt that there would be a connotation that only sports could be a part of the event.
- A Tag line could be used after 'Pep Rally'.
- It was suggested that it could be 'Sport vs. Societies' however it was felt that this may create friction between the two activities.
- There was confusion over the purchase of wheelchairs for the event; Cherry Willingham School reportedly did not correspond back in time so the Union went with another company.

5. **Sabbatical Officer Time Analysis Charts**

Noted:

- BA produced an update which scrutinised each Officer's chart for October. This update will be featured at every Executive Committee.
- The update cannot be circulated prior to the meetings due to time constraints as each Officer has until Thursday to update their chart.

Discussion:

- There were discrepancies between Officer's charts and what was detailed in their calendars.
- A discussion took place regarding the disciplinary of IA as a result of IA not producing a chart for October and not sending his apologies for absence at 2 Executive Committees. DS took minutes during this discussion in HC's absence.

Action:

- BA to send the document he created which scrutinised the Officer's time analysis charts to HC/AM for their records after the Executive Committee on 25th October 2013.

BA

6. **Chief Executive verbal update**

Noted:

- No update given due to Chief Executive's absence.

7. **Student Council Debrief**

Noted:

- The Council was reported to have gone well with a good member turnout which is hoped to be improved at each Council.
- Publicity will be changed prior to Council with posters asking what

members think about different topics.

- Posters will go up 1 week prior to Council and a banner near to the venue 3 days prior.
- The voting cards will be changed to become personalised and will be signed by the Chair of Student Council.
- Non-attendees and areas unvoiced will be detailed on a board during Council. Placards will be created detailing the name and school of members as well.
- A meeting/ via email with Director of Student Affairs Judith Carey is being scheduled to discuss the process of opt out students opting back in, to be able to vote within AGM.
- The minutes have not been received.
- The Deputy Chair will be re-elected at the next Council as the position was not made clear. Information on this position will be circulated prior to Council.

Executive Report

Noted:

- Executive Report did not detail anything regarding Societies.
- The Executive verbal report was too long and detailed what was already noted in the written report sent to Members.

Discussion:

- Emphasis was placed on providing the opportunity for question and answer time during each Sabbatical Officer's report.
- The written Sabbatical Officer's reports needs to be more factual, there is not a constraint in length of these.
- Comparative statistics against last year were encouraged to be used.
- It was suggested that Sabbatical Officer's rehearse their verbal reports prior to Council to keep within their allotted time of 5 minutes.

Action:

- Sabbatical Officer's to write individual reports for every Student Council which feature their time analysis chart for the month.
- Sabbatical Officer's verbal reports during Student Councils will last for 5 minutes and should be concise detailing key points from their written report.

Exec

Exec

8. **Sabbatical Officer Uniform**

Noted:

- This Agenda item was not discussed.

9. **Student Led Teaching Awards-applications open.**

Noted:

- The deadline for submission is Friday 8th November.

Action:

- Executive agreed for IA to submit an application to the project.

IA

10. **AGM**

Noted:



- This Agenda item was not discussed.

Date of Next Meeting

Noted:

The next meeting will take place on Friday 1st November 2013 at 2.00 pm in the Students' Union Board Room.

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(Chair)

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Date

Confirmed