



UL STUDENTS' UNION
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**University of Lincoln Students' Union
Executive Committee**

Minutes of a meeting of the Executive Committee
Held at 10.30am on Monday 10th Oct. 2011
In the Students' Union Board Room

Present [shown in bold]:

Jennine Fox – VP Academic Affairs

Ary Sharif – President

Kayleigh Taylor – VP Welfare & Diversity

Andreas Zacharia – VP Activities

Gemma Cobby – Non Portfolio Officer

Kelly Nicholls – Non Portfolio Officer

Maryam Saghir – Liberation Officer

In attendance:

Mark Crowhurst – General Manager

Maggie Pocklington – Support Administrator [Officer]

1. Apologies for Absence

AS + MS

None received from KN [second time], MS or SW

Action: MP to send reminder again to part time Student Officers that apologies must be sent if not able to attend the meetings – via Chair or sureception email account.

2. Minutes of Previous Meeting

The minutes of the previous meeting 29th Sept. 2011 were accepted as an accurate record.

3. Matters Arising

Actions outstanding:

Website:-

Action: AS to review with Ross how Bullet/website content is produced and provided [KT available to assist if required]

Exec/Sabb regular reporting:-

Action: All Sabbs to each review how they report e.g. monthly, considering SUEI report recommendations and agree the way forward at their weekly meeting .

Link way forward with reports with Exec Protocol, meeting guidelines [including how these are adhered to] and the Top 6 briefing report templates [all available on idrive for reference].

Protocol to be updated once way forward agreed, including information to go to web site.

Reports from Exec are used by Rebecca Rock to collate the information for Student Council Reports. Note RR does not write the reports.

Noted: 1st Student Council is on 17th Oct. and Sabbs will be collating a report for this.

4. **Top 6 Feedback**

JF reported from Teaching + Learning and Student Experience:-

- Terms of Reference for SE discussed and centred on whether Student Council and Student Experience should be merged to obtain better student representation at the SE. Name may alter and focus to 'Student Life'.

This is still ongoing and if taken forward time must still be available for SU matters.

- NSS survey may have a specific post grad survey an area which the University is doing well in along with research as shown in University surveys.

- discussion around sharing of best practice across university teams

- JF to produce report for next SE on 'What students expect from personal academic tutors', as the policy for this is under review

- Wed for sports/societies was discussed with some good support being there but no conclusions yet drawn.

5. **Student Feedback from GOATING**

None

6. **Campuses**

Brayford Accommodation – KT reported that the plans are in place for only 40 students to be in cabins [in Delph Gardens] by end of October and the removal of Festival Gardens.

JF reported from Hull Committee that a bulletin has gone to staff and one to students regarding the current 'locked down' negotiations the University are having with one company. It is expected that an announcement will be made in early January.

7. **Democracy Updates**

Reps - reps to have weekly Monday meetings 5-6pm [unless SU Council is running].

Reps - training due on Wed 12th Oct in Engine Shed.

International students – JF reported that she is still seeking international students to be reps on Student Experience Committee.

Agreed: that JF will take this to November Student Council if not resolved by then.

S+S membership -

Action: AZ to report member numbers at next Exec.

8. **Finance**

N/A

9. **Exec reports**

N/A

10. **Team Brief**

N/A

11. **Project Updates**

PEP Rally

Held 5th Oct. 5pm – 8pm with an 'Olympic Theme' and AZ reported overall went well with good attendance.

Noted: thanks to S+S team and AZ.

Elections

Packs due to be available 14th Oct. and R Rock is in touch with Al Powell at NUS re Election Committee as both General Manager and Support Services Manager are currently unavailable for this work.

Action: MP to speak with R Rock and ask her to undertake Manifesto Master classes for any potential candidates.

12. Campaigns

NUS activity starting around latest HE white paper but no information regarding possible November demo – update due at next meeting.

13. SU Calendar review and update:

No changes

14. Communications Priorities –

Agreed: By Election.

15. Any other business

Promotion of Sabbatical Officers: Officers intend to focus promotion next year on their representational responsibilities and discussed some ideas under review. In particular the 'cardboard cut out' idea.

Action: Sabbs to meet with Ross [meet booked week after Freshers]
Meeting is to discuss ideas for promotion of sabbatical officers and agree what & how to progress.

Ideas mentioned so far are:-

- cut outs
- 'photo frames'
- TV presentation reception
- TV outward facing from SU Reception/Soap centre area

Locations to be considered:-

- SU Reception
- Board in Atrium
- other campuses in particular Riseholme
- other key Brayford buildings.

International Student Forum

From meeting 14th Sept. AS reported that after discussions with International Office and RR + MC, he proposes an initial International Student Forum is held by SU in conjunction with International Office.

Note: Proposal agreed and to be taken forward by AS

Action: JF [was previously AS] to establish if an international Student may sit on Student Experience Committee.

SUEI – next steps

Discussion held re above and it was agreed that following meetings should be held to consider implications of progressing SUEI to next level alongside other commitments and identify options of when this should be undertaken. [2-3 year process]:-

Action: MP to ask RR when report on SUEI proposals for next level will be available and to hold meeting with department heads and a sabbatical rep. before sending proposal to Exec.

I certify that the above minutes are a true and accurate summary of the meeting held on 10th October 2011, and have been approved by the Executive Committee. These minutes will now be publicly available.

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Kayleigh Taylor (Deputy Chair)

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Date

AGREED