



UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union Executive Committee Monday 30th November
at 10:00am in the Students' Union Boardroom.

Present:

Chair: Hayley Jayne Wilkinson (HJW) – President
Sammi Storey (SS) – Vice President Activities
Nyasha Takawira (NT) – Vice President Academic Affairs
James Brooks (JB) – Chief Executive

Also in attendance:

Rachal Lilley (RL) – Advice Centre Manager (agenda item 11.1 only), Jane Kilby (JK) – Volunteer Manager, Jenny Barnes (JenB) – Student Voice and Impact Manager, Hannah Coleman (HC) – Head of HR and Operations and Megan Graham (MG) – HR and Office Assistant.

1.1 Apologies for Absence

There were no apologies for absence.

1.2 Declarations of Interest

There were no declarations of interest.

2. Minutes of the Previous Meeting

The minutes of the meeting on the 23rd November 2015 were approved with amendments.

3. Matters Arising

Noted:

- SS contacted Activities about being involved in the Fair Trade fortnight.
- The language in the Academic Zones Standing Order point 6.2.5 is in line with the Bylaws and was approved at the Board of Trustees on the 24th November.
- JenB reviewed the Standing Orders and Byelaws to see if the December Zone meetings can be cancelled.
- HJW spoke to Scott McGinn, Acting Marketing Manager, to see if the President of Labour Society can have a stall at the Re-Freshers Fayre to promote registering to vote, not in their role as Labour president.

Actioned:

- NT to provide an update on the Advice Centre of the Personal Tutoring Guide at the next Executive Committee.
- JB to speak to DVC Scott Davidson regarding NT attending the University Research Ethics Committee.
- HJW to write a letter to Prodigy Living Student Accommodation noting concern that a Yik Yak party may come to Lincoln.
- A motion to be submitted to Student Council to lobby the University to blacklist Yik Yak from the University network noting that it can be accessed via 4G.

4. Student Led Project

Noted:

- Club Mission wants to provide support for Students on Wednesday Nights on campus to give water and ensure students get into taxi's safely.
- This will start with 15 volunteers from Alive Church who are also students at UoL.
- This will be partnered with the Christian Union; it is important to ensure they are happy with the partnership as they also provide this service occasionally.
- Alive Church would cover all the costs of the project.
- Volunteer safety was discussed; they will always be volunteering in pairs.
- Training will be offered by Fusion (a part of Alive Church) which covers safety, this is set to be completed by the end of January.
- This is already a scheme on Loughborough Union. The volunteers may be going to Loughborough to see how they run the project.
- This project could link with the Night to Remember campaign and there is scope for this to develop.
- It was suggested for volunteers to meet with Michael Redpath – Entertainments Manager, Will Richardson - Venue Manager, and other staff working Wednesdays.
- The Union cannot be seen to be representing a specific religion so the logo cannot be on a jacket with a specific religious slogan.

Agreed:

- The Executive Committee approve the project.
- The SU logo being on the jackets was approved subject to no religious slogans.

5. Employee of the Month

Agreed:

- Faye Handley, Accounts Assistant, to win employee of the month.

6. School of the Month

Agreed:

- The Business School won School of the month.

7. Raise and Give (RAG) Standing Order

Agreed:

- The RAG Standing Order was approved by email.

8. Student Leader Verbal Update

8.1 Vice President Activities

Noted:

- The RAG standing order is going to the next Student Council for approval.
- Lindsay Westgarth (LW), Student Voice Administrator, was thanked for her hard work on the standing order.
- The funding policy was approved at the Board of Trustees on the 24th November 2015, details on when this is implemented need to be discussed.
- I Love Tour packages for Sports teams sold out before the deadline. A waiting list will be created.
- The Christmas Market trip has not sold as well as expected; this will be promoted by the Student Leaders and Reception to increase sales.

8.2 Vice President Academic Affairs

Noted:

- NT attended the UoL strategy session and the Board of Trustees meeting.
- Senior Reps were briefed on the module evaluation.
- 4 more PG Reps were trained giving a total of 10 trained PG Reps. The training needs to be reviewed on how to increase attendance.
- NT attended the first meeting of the print board where printers are being focussed on as the current lease is coming to an end.
- Next week NT will be attending Rep Forum and an EDEU Student Engagement Champion event.
- The last Extension sub-group met, this group of meetings were very useful for the Assessment working group.

8.3 President

Noted:

- More survey action plans have been circulated.
- It is important that is the Union has not been involved in an action plan then it should not be signed off by a Union representative.
- It was suggested that any action plans requested to be signed off by the Union that the Union have not been involved in are highlighted to VC Mary Stuart.
- The Employability survey has had around 500 participants.
- The Arts materials shop will be meeting, a location outside of the Union on campus has been investigated and the Union EPOS system needs to be investigated. Finances may be an issues with the project and are being discussed.
- As part of the Hidden Course Costs Agenda College of Arts first year students will be given a pack with all the basic materials they will need.
- It was requested that Exec promote running in elections to students.
- Money Matters campaign now has a budget, the banners will be purchased and 'hot drink and a bap' will be provided at each workshop.
- No one come into the Students' Union on the Open Day on 28th November.

Agreed:

- JB to speak to Charlie Garrod, Head of Commercial Services, about weekend opening times for the Engine Shed Box Office.

9. Chief Executive Verbal Update

Noted:

- JB will be meeting with the Armed Police to discuss the major incident policy.
- It is important to ensure staff are familiar with safe spaces they can go to in the event of an incident; there is no increased risk of this.
- JB will be meeting with Alan Blackham, Estates Manager, about Estates.
- A health and safety software demo will be taking place tomorrow.
- A complaint was received from the Comedy Society, complaints about the Comedy society were also received.

10. Health and Safety

Noted:

- A PIF for the floor within the Engine Shed has been approved, this has been assigned a project officer; once started the floor replacement takes 2 weeks.

11. Any Other Business

11.1 Housing Fayre

Noted:

- The Directors of the housing company which have requested to attend the Housing fayre acted inappropriately during Fresher's week and misled students.
- The company have over 100 properties and have passed housing checks.
- The Union would not feel comfortable promoting the company.
- There have been issues in the past with the company using pressuring languages for students, and concerns have been raised from the UoL.
- One Director of the company has been banned from the building due to legal issues.
- Students have reported being unable to get hold of the company.

Agreed:

- The company will not be given a stall at the Housing Fayre.

Actioned

- Rachal Lilley I to draft an email and circulate to the Executive Committee for approval.

11.2 NSS Consultation

Noted:

- The deadline for a response for the NSS consultation is the 4th December.
- HEFKE produced a consultation to the NSS proposing to remove the Students' Union question on the NSS and replace it with a bank of optional questions.
- The Union will work with the UoL to agree the bank of questions.

Agreed:

- LW to write and circulate a submission for the NSS Consultation.

11.3 Anti-Cuts Campaigning

Noted:

- A student has come to the Union asking about anti-cuts campaigning.
- She had rung the National Campaign Against Fees and Cuts (NCAFC) to register the UoL's interest prior to coming into the Union.

Actioned:

- HJW to speak to the student about the cuts campaign.

11.4 Module Evaluation

Noted:

- 61 people have currently completed the module evaluation.

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Chair

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Date