



UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

Minutes of the meeting of the Executive Committee
Held on 8 November 2013 at 2:30pm
Students' Union Board Room

Present:

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

Also in attendance

Ian Johnston, Membership Services Manager/Deputy CEO (IJ)
Aidan Mersh, Representation & Student Voice Manager (AMer)
Amanda Marshall, Executive Assistant (AM)

		Action
1.1	Apologies for Absence <ul style="list-style-type: none">Apologies were received from President and Chair Dan Sam, and James Brooks, Chief Executive	
1.2	Declarations of Interest <ul style="list-style-type: none">No declarations of interest were received.	
2.	Minutes of the previous meeting <ul style="list-style-type: none">The minutes of the previous meeting were agreed as an accurate record, subject to a slight amendment to the VP Welfare & Community's update, which was updated immediately after the Executive meeting.	
3.	Matters Arising <p>LinkTV Noted:</p> <ul style="list-style-type: none">JoB's action to bring information on how student led projects are defined has not yet been completed due to insufficient time – this action is to be carried forward. <p>Hodsons Coaches Noted:</p> <ul style="list-style-type: none">It is hoped that Hodsons' Coaches menu of excursions will be available by the end of the week (ie week ending 15 November 2013). <p>Action:</p> <ul style="list-style-type: none">JoB to bring an update to the next Exec' on Friday 15 November 2013	JoB JoB

Website

Noted:

- SM has now shown HC and AM how to upload papers on to the SU website, and all minutes to date for both Executive Committee and Student Council have been uploaded by HC.

Student Council debrief

Twitter Wall

Action:

- This action is carried forward – AMer to bring an update on this to the next meeting of the Executive on Friday 15 November 2013.

AMer

Sabbatical Officer Time Analysis Charts

Noted:

- Time Analysis Charts were completed and circulated to Student Council. These charts were not discussed at Student Council, and this matter will be raised with the Chair of Student Council.

Action:

- BA to speak to Student Council Chair Joshua Leafe regarding how Time Analysis Charts are presented to Student Council.

BA

Chief Executive Verbal Update

PDR 360 Reviews

Noted:

- All Sabbatical Officers have now completed and submitted the relevant PDR 360 information.

Constitution (Articles)

Noted:

- All of the Executive has now indicated their approval to the revised Articles.

Sabbatical Officer Uniform

Noted:

- IA presented a number of options for uniform to the Executive, from supplier 'P&M Custom Clothing'.

Discussed:

- Given that budget had already been committed and spent on Sabbatical Officer clothing, BA suggested that corporate SU branded umbrellas be purchased instead (given that the current umbrellas carry the former SU logo). There was discussion around clothing versus umbrellas, and the Executive decided to carry this item forward to next Executive Committee meeting when DS was back, so he could be involved in the discussion and decision.

Action:

- All Exec' members to come ready with a decision on their preferred option to the 15 November 2013 meetings, so a final decision can be made.

All
Exec'

AGM

Noted:

- The deadline for motions to be submitted for the AGM is 22 November 2013.

Football Committee Refunds

Action:

- IJ and JoB to bring a draft email to the next Executive Committee on this.

IJ/JoB

4. Sabbatical Officer verbal updates

VP Activities

Course Rep' training

Noted:

- There was a final mop up session for course rep' training, which took place at the weekend.

Student/Staff Conference

Noted:

- IA has been working on the Student/Staff Conference, and on copy for it.

Student Academic Issues

Noted:

- IA has been working on some student issues. In particular he has been assisting a student from the School of Business, who has issues with their MBA, ie how it is structured and assessed. IA and the Union's Casework & Policy Intern Lindsay Westgarth has been supporting the student to formulate a complaint about the matter.

Rep Forum

Noted:

- A meeting of the Rep' Forum took place on 6 November 2013, and a large amount of feedback was received from reps, and feedback was also received in Student Council.
- One part of the Forum highlighted that some students didn't know what was happening around talking about what they were doing. IA is due to meet soon with the University's Teaching & Learning Co-ordinator Andy Hagyard to give feedback to him on this.

Student Experts Training

Noted:

- IA attended the Student Experts Training session on Wednesday 6 November 2013.

VP Activities

Bursary Interviews

Noted:

- JoB was involved in the Sports Centre's bursary interviews on Monday 4 November 2013. Of the 13 applicants, 10 were interviewed in relation to their application for the sports bursary. This work contributes to JoB meeting one of his KPI's. There were two candidates who were unable to attend the interviews on the Monday, so were interviewed instead the day on Thursday 5 November 2013.

International Students Group

Noted:

- JoB met with the International Students Group, and they wish to hold an international food event. JoB is due to meet with University's Atrium Manager later on today, to discuss the possibility of the Atrium being a venue for this event.

Golf Team

Noted:

- The Golf Team are due to feature on Sky Sports soon, and JoB has spoken with the Union's Communications Co-ordinator Sabine Gerlach regarding arranging media training for them.

Hockey & Squash

Noted:

- JoB attended Hockey and Squash events on Wednesday 6 November 2013 – the hockey team won and the squash team lost.

Hodsons Coaches

Noted:

- JoB has started conversations with Hodsons Coaches regarding cultural trips.

Lincolnshire Sports Partnership Awards

Noted:

- JoB attended the Lincolnshire Sports Partnership Awards on the evening of 5 November 2013, where the Netball Team had been nominated for an award. Their team did not win an award, but an enjoyable evening was had by all.

Rugby Masquerade Ball

Noted:

- Nine tickets were sold for the Rugby team's Masquerade Ball.

VP Welfare & Community

VC All Staff Presentations

Noted:

- BA started the week speaking about the Students' Union, and showing a presentation on what the Union does – at the Vice Chancellor's 'all staff' presentations – deputising for DS. The presentations were well received, and provided an opportunity for staff to learn about what the SU does. At one of the presentations (the Wednesday one) there were quite a number of challenging questions asked.

University Staff Inductions

Noted:

- BA has, in conjunction with the Union's Communications Co-ordinator Sabine Gerlach, conducted presentations at the University's new staff induction session (which they all have as part of their induction process). He gave out Associate Member forms, a personal letter to each attendee and a copy of the Union's Strategy.

Student Buddies

Noted:

- During a bi-weekly supervision session for the Student Buddy Scheme took place on Tuesday 6 November 2013.
- Both the trained student buddies and BA were frustrated, as no students had been to see them.
- BA is looking at promoting the scheme a bit more. He plans to look at the budget and prepare posters to be displayed around campus.

Bake Sale

Noted:

- The student buddies would like to do a cake sale, as they have seen other societies holding these in the Atrium. BA has highlighted to them that requisite risk assessments as required to be completed – and has directed to the IJ for assistance.
- The proceeds may possibly be given to a mental health charity, however the buddies need to be very clear what the money is going towards.

Acts Trust

Noted:

- Bethan Lloyd from Acts Trust came to speak with BA regarding the involvement of the SU in Lincoln Food Bank. This is an agenda item, which will be covered later in the meeting.

WERA (West End Residents' Association)

Noted:

- BA has attended a WERA meeting, who arranged for the Police & Crime Commissioner for Lincolnshire Police Force Alan Hardwick to be present. Inspector Mark Garthwaite was also in attendance. WERA wished to raise some concerns about various matters, and the subject of anti-social behaviour was raised. Other matters raised were general residents' matters, ie dangerous parking.

'Meet the Street' - 18 November 2013

Noted:

- BA is preparing his final presentation for the 'Meet the Street' event due to take place during the week commencing 18 November 2013. Designs have been sent to BA ready for onward transmission to the printers. Volunteers are needed on the day to serve teas and coffees and cake. It is difficult to gauge the actual numbers until people arrive on the day.

5. Sabbatical Officer time analysis charts

Noted:

- BA has devised a new look for the way the charts are presented now. He felt it would be helpful to take print shots of each Sabb's calendar as well – to assist with the ironing out of any discrepancies.
- A few minor discrepancies were highlighted by BA – but were easily rectifiable.

	<p>Action:</p> <ul style="list-style-type: none"> All Exec' to view their calendars on BA's viewpoint (to ensure that they correspond with the colour coding BA has adopted, for consistency). 	All Exec'
6.	<p>Chief Executive verbal update</p> <p>Noted:</p> <ul style="list-style-type: none"> There was no update to receive from the Chief Executive, given that he was in attendance at a meeting which ran concurrently with the Executive Committee meeting. 	
7.	<p>Student Buddy Scheme CPD training for LGBT & diversity group issues (discuss using Union Staff Development Budget)</p> <p>Noted:</p> <ul style="list-style-type: none"> BA met with JB and Julie Goode (the University's Counselling Service Team Leader) regarding the Student Buddy Scheme and discussed the possibility of training for the existing student buddies on LGBT and diversity issues. Currently there is no budget allocated for this, and it was suggested that the Union's Staff Development Budget may be accessed to fund this additional training. <p>Agreed:</p> <ul style="list-style-type: none"> The Executive agreed that it was worth investing in this specialist training for the student buddies, however it was considered to be a sensitive issue accessing the funding from the Union's Staff Development budget. <p>Action:</p> <ul style="list-style-type: none"> BA to speak with JB regarding budgets, and report back at the next Executive Committee meeting on Friday 15 November 2013. 	BA
8.	<p>RAG</p> <p>Discussed:</p> <ul style="list-style-type: none"> It was suggested that the Executive build a portfolio and elect a RAG Officer to take on responsibility for RAG. There was consensus from the Executive that the driving force behind a RAG Officer, should be very much student led. It was acknowledged that it was a difficult position to advertise, as such a position does not exist at the moment. <p>Noted:</p> <ul style="list-style-type: none"> JoB proposed that there be a part-time officer position dedicated to 'RAG'. <p>Action:</p> <ul style="list-style-type: none"> Between now and 22 November 2013, JoB to make contact with students who have expressed an interest in 'RAG'. JoB to source a student (with a clear, indicated interest in 'RAG') to propose a motion for the AGM, by 22 November 2013, and update the Executive on progress at the next meeting on 15 November 2013. 	JoB

9. **Lincoln Foodbank – to discuss using the SU as a referral point**

Noted:

- BA met with Bethan Lloyd from the Acts Trust to discuss whether the SU could be used as a referral point for the Lincoln Foodbank. The process entails the applicant (student) having a voucher signed off, which then entitles them to three day's worth of emergency food. It was acknowledged that students don't have a lot of money, and some don't manage their money so well. There is also an emergency loan that the University offers, which students can apply for. The purpose of the Foodbank vouchers is to provide a short term stop gap, and each case is assessed on a 'case by case' basis.
- AMer advised BA to inform Judith Carey, Director of Student Affairs of the SU's intention to become a referral point for the Foodbank scheme, and to also advise the University's Advice Centre. BA had already planned to meet with Judith Carey, to discuss how the scheme could work.

Agreed:

- The Executive agreed that the SU would be a referral point for the Foodbank scheme.

Noted:

- AMer and AM recommended that BA find out more about the process and the procedure which would need to be followed in regard to checking availability of applicants.

Action:

- IJ was aware of this scheme operating at UCLAN and offered to obtain UCLAN's criteria in readiness for the next Executive Committee meeting on 15 November 2013.

Noted:

- BA advised that by the next Executive Committee meeting, he would have advised Foodbank that the Executive agreed to the SU being a referral point for the scheme, and he would advise Judith Carey and speak to JB regarding policy.

10. **'Meet the Street' Events**

Noted:

- Events are due to take place during week commencing 18 November 2013. All events are due to take place in the evening from 6.00 pm – 8.00 pm, with the exception of the Lincoln Christmas light switch on event taking place on Thursday 21 November 2013 – where it will instead take place from 3.30 pm – 5.00 pm.
- There will be representatives from the Police, local councillors, the University and the ASB team.
- BA is unable to attend the Monday evening event (as he has a prior engagement with the Rotary Club) and IA agreed to attend in his stead.
- Monday – the event will take place at the New Life Centre, Tuesday –

IJ

the event will be held at 'Eleanors Kitchen' in the west end.

- JoB agreed to attend the Thursday evening event, as BA will be attending the Carholme Community Forum and will join the event later on. DS may also be able to attend on some of the evenings.

11. Sabbatical Officer, annual leave request (JoB)

Agreed:

- JoB requested annual leave from 2-9 January 2014 (6 days in total), which was approved by the Executive.

12. Development Fund Applications (approvals from Sports & Societies Councils on 1 November 2013)

Agreed:

- The Executive agreed the finance for the three development fund requests which had previously been approved at the meetings of the Sports & Societies Councils on 1 November 2013:
- *Juggling Society - £200 to buy equipment*
- *Surfing Society - £400 to buy surf boards*
- *Sailing Team - £440 to develop instructors and undergo training to achieve instructor qualifications*

13. Any Other Business

Students' Union Employee of the Month Award

Received:

- Completed Employee of the Month Award Nominations forms were received as follows:
- Kirsty Barnes, Course Rep' Worker: For co-ordinating the improvements of the Course Rep system which has resulted in over 500 course rep elected and over 350 trained. She has shown dedication and high quality in her work to give the new processes momentum and it was felt that this should be recognised.
- Jane Kilby, Volunteering Co-ordinator: For training and supporting all the SU helpers and making sure they had a rewarding experience whilst helping the SU deliver it Freshers activities.
- Sabine Gerlach, Communications Co-ordinator : For working tirelessly to prepare the new SU housing booklet, making it accessible and easy for students to read.
- Tracey Revill, Activities Co-ordinator: For going above and beyond the call of duty helping a student by speaking to their parent and persistently speaking to the accommodation office until their problems was rectified. It was clear from reading the email trail that the first year student would have left the University of Lincoln if Tracey had not followed up and supported the student during their problems.
- Lindsay Westgarth, Policy and Casework Intern: For supporting Academic Representation by preparing over 30 reps for committee meetings and helping train over 360 reps. Her work analysing the

NSS data on the University has also been invaluable at for providing evidence for elected reps to use in the committee meetings.

- Shrina Patel for being an “amazing” help on reception and activities over the last month. She has turned her hand at anything to try and help mitigate the staff shortages that we have experienced in the Activities department. She has worked more hours than expected to try and deal with the mountain of paperwork, come in on a Saturday to oversee a University open day and proven herself to her peers with her knowledge of the SU. She has done all of this with a can do and positive attitude, always smiling while she works.

Agreed:

- The Executive agreed to award Shrina Patel as the October 2013, Employee of the Month, and it was noted that this was the first ever Lincoln Students' Union 'Employee of the Month Award'.

1994 Group

Noted:

- It was noted that the '1994 Group' had disbanded.

KPI tracking template

Action:

- All Exec' to update their KPI charts by close of business on Monday 9 November 2013, in readiness for the Board of Trustees meeting on 19 November 2013.

All
Exec'

14. Date of next meeting

Noted:

- The next meeting will take place on Friday 15 November 2013, at 1.00 pm (NB earlier start time).