



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

Minutes of the meeting of the Executive Committee  
Held on Monday 29 July 2013 at 12 noon  
In Group Room 8, third floor, GCW Library

**Present:**

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

Also in attendance

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

	<b>Action</b>
<p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>DS emphasised how important the Executive Committee meetings are, and urged everyone to arrive at least five minutes prior to the start of the meeting, to ensure that the meeting starts on time, enabling all business to be dealt with.</li> </ul>	<b>ALL</b>
<p><b>1.1 Apologies for Absence</b> There were no apologies for absence to receive.</p>	
<p><b>1.2 Declarations of Interest</b> <b>Noted:</b></p> <ul style="list-style-type: none"> <li>There were no declarations of interest to receive</li> </ul>	
<p><b>2. Minutes of the previous meeting</b> <b>Agreed:</b></p> <ul style="list-style-type: none"> <li>The minutes of the previous meeting were agreed as an accurate record.</li> </ul>	
<p><b>3. Matters Arising</b></p>	
<p><b>4. Sabbatical Officer Verbal Updates – VP Academic Affairs</b> <b>Postgraduate Representation</b> <b>Noted:</b></p> <ul style="list-style-type: none"> <li>IA has emailed Mike Neary (Director of Teaching &amp; Learning), and will discuss the best way to take this forward to the Graduate Committee</li> </ul>	<b>IA</b>
<p><b>Vice President Activities</b></p>	

	<p><b>Varsity</b> <b>Noted:</b></p> <ul style="list-style-type: none"> <li>• JoB is attending the LASI (Leading Active Student Involvement) training tomorrow.</li> <li>• JoB proposes to shrink the Derby Varsity into five main areas of sport (four have been decided and the fifth is yet to be decided).</li> <li>• JoB has discussed transport with the Finance Controller, which will cost between £900 and £1000</li> <li>• IJ has now set up a project group for Varsity</li> </ul>	
	<p><b>7. Governance of Union Councils</b> <b>Noted:</b></p> <ul style="list-style-type: none"> <li>• JoB/Amer and IJ have already started conversations about this, and have an outline idea on the way forward. The plan is to elect deputies at the first of all the Council meetings, for the sports and societies officers. Sabbatical Officers will be sat at the front in all Council meetings, with staff at the back on hand to answer any questions as may be required. The sports and societies officers, and their deputies will receive training.</li> <li>• It is hoped that the Sports &amp; Societies Officers will be able to be available during Activities' drop-in sessions (DS suggesting ensuring that the drop-ins be arranged to work around their studying commitments).</li> </ul>	
	<p><b>10. Executive Operational Plans</b> <b>Noted:</b></p> <ul style="list-style-type: none"> <li>• DS emphasised it is very important for all officers to complete their operational plans – which are to be completed by lunch-time on Wednesday 31 July 2013 so they can be prepared for JB, for the trustee training due to take place on Friday 2 August 2013</li> <li>• All to ensure that changes are communicated to SG and SM by Wednesday 31 July 2013, so they may capture all key dates.</li> </ul>	ALL
4.	<p><b>Sabbatical Officer verbal updates:</b> <b>Vice President Welfare &amp; Community</b> <b>Student Buddy Scheme</b> <b>Noted:</b></p> <ul style="list-style-type: none"> <li>• BA has now received thirteen Expressions of Interest for the Student Buddy Scheme (one is unable to attend the scheduled training due to take place in September 2013). BA has been telephoning all applicants to ensure that they suit the purpose.</li> <li>• Any further applications received will be added to a 'reserve' list, as the applications were on a 'first come first served' basis.</li> </ul> <p><b>Student Sexual Harassment Complaint</b> <b>Noted:</b></p> <ul style="list-style-type: none"> <li>• BA and JB met with the University's Director of Student Affairs earlier</li> </ul>	ALL

today, and progress is being made on this matter. A meeting with the University's Director of Human Resources is scheduled for later on this week, in connection with procedures for logging such complaints in the future.

#### **Litter Picking Activity (Community Action Days)**

##### **Noted:**

- Volunteering Co-ordinator Jane Kilby and BA have now set three dates for litter picking activities (to be known as Community Action Days) between now and Christmas (2 October 2013, 16 October 2013 and 13 November 2013). Events will take place in the Carholme, Abbey and Park wards.
- Union branded high visibility vests have been ordered, and more litter equipment is currently being purchased (ie litter pickers, gloves and plastic bags).

##### **Agreed:**

- BA to ensure that Councillor Neil Murray is advised of these activity days.

BA

#### **Vice President Activities**

##### **Varsity**

##### **Noted:**

- JoB has explored branding for the event, and has liaised with the Comm's department about having a joint website.
- JoB has spoken with Roxy Legane (Vice President Sport) at Hull University Union

#### **Student Sport Activator Scheme**

##### **Noted:**

- These roles will be elected into committee positions for each sport. JoB has started worked on the framework (based on an existing Union's template).
- JoB is still struggling to find space for Gaelic Football, and JoB will work with the team to find a solution.

JoB

##### **Tour**

##### **Noted:**

- JoB has started looking at a tour provider, and is working this into the introduction, so students know early on. IJ suggested adopting a separate code of conduct.

#### **Operations Plan**

##### **Noted:**

- Emily Hill has designed a mini Op's plan for Activities, which shows the KPI's. This will be useful to pass on to the Sports Officer.
- DS recommended that JoB start to consider nominations for the Lincolnshire Sports Partnership Awards, and sit down with IJ to complete the nominations.

JoB/IJ

#### **Snowflake Ball & Pep Rally**

##### **Noted:**

- JoB has been looking at dates with the Engine Shed for these events.

JoB attempted to book Friday 6 December 2013, but that has been reserved for a local business' Christmas party. JoB has tentatively booked 5 December (Thursday) instead.

- JB will speak to the Engine Shed Manager further about this.

JB

### Welcome Week

#### Noted:

- JoB has been speaking with Brayford Radio regarding a broadcast.
- Following a meeting with the Union's Communications Co-ordinator Sabine Gerlach free sweets will be given out with the Welcome Week leaflet.

### Vice President Academic Affairs

#### Education & Representation training

#### Noted:

- The main memorable subject matters, which were of use to IA were: Educational Context, HE Status, Policy History, Acronyms and statistics on accessibility
- IA was particularly interested in how social background affected retention for mature students.
- IA will now contact the University's Director of Teaching & Learning Mike Neary, as the University has a commitment to ensuring that all academics (over the next two years) will have received teaching training
- JB suggested that IA look at the part of the University's Strategic Plan which relates to people.

IA

IA

### President

#### Last Week

#### Noted:

- Last week DS was busy with Operational Plans and Communications.

#### Getting Started

#### Noted:

- DS has been working on this, and would like it to be less corporate and more 'student friendly'
- The work behind it involves departments contributing their material in a piecemeal fashion.
- It is likely to be a matter for the Student Experience Committee, and DS may be asking other Sabbatical Officers to go out to see where this sits.

### Access Funding

#### Noted:

- DS has started to map out the different areas, and has a meeting soon with the University Registrar to see where the money is due to be disseminated.

### Internationalisation

#### Noted:

- DS has commenced work on this, and there are now two more weeks or organised sessions laid on for international students.

- DS will advise the Union's Comm's department of these sessions, to enable photo's and publicity to be organised.
- DS is due to speak shortly with Ian Barnes, the Acting Director of the University's International Office regarding funding for events/activities for international students (as this is one of his (IB's) KPI's)
- DS is optimistic that the Union will become a 'bigger force' on the International Committee, as attendance was scant last year

DS

#### **Welcome Week**

##### **Noted:**

- DS met with Finance recently regarding Welcome Week. They are producing a wall planner containing FAQ's on student finance.
- DS to check if this can go on the SU website, and to give straight to the SU's Communications Worker Scott McGinn so it can be distributed to students with the Union's Welcome Week literature
- Discussions to continue outside the meeting

#### **5. Chief Executive's verbal update**

##### **Annual Conversation**

##### **Noted:**

- JB and DS are due to meet with the Vice Chancellor tomorrow for the usual 'annual conversation' - bicycle parking to be raised at this meeting

##### **Local Beat Officer meeting**

##### **Noted:**

- JB is due to meet with Beat Officer PC Luke Casey on Wednesday regarding drop-in sessions in the Union, and plans for Welcome Week

##### **Student Complaint Procedures**

##### **Noted:**

- The existing procedure for students wishing to make complaints about the conduct of University staff is not adequate, and this has been acknowledged by the Director of Student Affairs. A meeting with the University's Director of Human Resources has been arranged to begin to address this. However a suitable procedure does exist for academic complaint procedures, and the University's Governance Manager is due to promote this procedure shortly.

##### **International Trips**

##### **Noted:**

- The person responsible for organising trips for international students is Marianne McCall, and DS will make contact with her regarding these.

DS

##### **Trustee Training**

##### **Noted:**

- Sabbatical Officers will run through their Operational Plans at the trustee training on Friday 2 August 2013

##### **Office Space**

BA/DS/  
JoB/IA

**Noted:**

- A reduced air conditioning is due to be installed in the upstairs Students' Union offices in a couple of week's time, and it is hoped that this will be completed in time for Fresher's. A heat reducing film will be affixed to the outside of the windows. If this does not sufficiently cool the offices, the University will completely replace the windows the following year.

**Carholme Community Gala**

**Noted:**

- BA, DS & JB are due to attend a meeting shortly to discuss this.

**Health & Safety Audit**

**Noted:**

- This is progressing, with IJ taking the lead.
- It is likely that the Union will need to carry out its own risk assessments soon, which will pose a large piece of work for IJ, with JB as back up.

**Impact Report & Strategy**

**Noted:**

- These are due to be released to stakeholders on 1 September 2013.

**6. Sports & Societies Constitutions**

**Noted:**

- There has been instances of some clubs and societies setting up their own constitutions which are not in accordance with those of the Students' Union.

**Agreed:**

- First meetings will be permitted to take place, then the affected clubs and societies will be advised that it is mandatory to run elections, so that positions are elected not selected.
- The whole of the Executive are in support of this, and the Board has a duty to ensure that all sports clubs and societies are run in a democratic manner.
- It is important to advise sports clubs and societies of the deadline when elections must be completed by.

JoB

**7. Media Engagement Group**

**Noted:**

- JoB sought approval from the Executive to form the group, which will carry out various activities including photography, videography, radio and journalism work.
- He advised that the group is about documentation, not publicity.

**Link Up TV**

**Noted:**

- A student group wishes to link up with the Union for support with this project, but need to ensure that this and the Media Engagement Group are embedded together, and not two separate groups doing

	<p>the same thing.</p> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• JoB to speak with Representation &amp; Student Voice Manager Aidan Mersh to see what the Union's Comm's Department do now, and how it links up.</li> <li>• JoB to bring an update to the next Executive Committee meeting on Friday 9 August 2013</li> </ul>	<p>JoB JoB</p>
8.	<p><b>Sabbatical Holidays</b></p> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• Annual Leave was agreed for DS, BA and JB – DS happy with all requests.</li> </ul>	
9.	<p><b>Merit &amp; Achievement Awards</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• This is a yearly event, where individuals and teams of staff can be nominated for an award.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• There is an additional category for that of 'Student Impact Award', where DS and JB will bring to the trustee training session (due to take place on Friday 2 August 2013) a nomination short-list of three for Exec' to make a decision.</li> <li>• The Union will be highlighting achievements of smaller service areas, which carry out great work, but don't usually receive any recognition for it.</li> </ul>	
10.	<p><b>Any Other Business</b></p> <p><b>Graduation Ball</b></p> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• A guest list was agreed for the Union's staff/NUS – a potential number of 10 in total.</li> </ul> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• The Union has to date broken even on the Graduation Ball, and all officers were requested by DS to promote this as much as possible on social media (ie Facebook and Twitter) particularly on their personal social media accounts to reach the target.</li> <li>• A competition will also be run.</li> </ul> <p><b>Best Audio Production Student</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• BA has been selected by his school as 'the Best Audio Production Student' – and will receive this on his Graduation Day.</li> </ul>	<p>DS/BA/ IA/JoB</p>
13.	<p><b>Date of next meeting</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• The next meeting of the Executive Committee is due to take place on Friday 9 August 2013 at 2.00 pm in Group Room 8, third floor, Library</li> </ul>	



.....  
(Chair)

.....  
Date

Confirmed