



UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union Executive Committee 14th July 2015 at
2pm in the SU Boardroom.

Present:

Chair for agenda item 1-6 and 10-11: Hayley Jayne Wilkinson (HJW) – President (absent for agenda items not chairing)

Chair for agenda item 7-9 and 12 onwards): Nyasha Takawira (NT) – Vice President
Academic Affairs

Sammi Storey (SS) – Vice President Activities

Wade Baverstock (WB) – Vice President Welfare and Community

James Brooks (JB) – Chief Executive

Also in attendance:

Aidan Mersh (AM) – Head of Membership Services and Marketing; Hannah Coleman (HC) – Head of HR and Operations, Megan Graham (MG) – Office Administrator, Jane Kilby – Volunteer Manager (agenda item 4 only) and Rachal Lilley – Advice Centre Manager (agenda item 6 only).

1.

1.1 Apologies for absence

No apologies for absence were noted.

1.2 Declarations of Interest

No declarations of interest were received.

2. Minutes of the previous meeting

The minutes from the meeting on the 6th June 2015 were agreed as an accurate record.

3. Matters Arising

Noted:

- Scott Davidson, Deputy Vice Chancellor (DVC), approved the request for HJW to join the Education and Student Life Committee membership.
- HJW investigated who is on the Standing Groups for each Committee.
- A meeting has been arranged regarding the Nursing Ball 2016.
- All Clubs requesting overspends have been taken out of the Development Fund.
- The Football Club have requested an overspend of £700.
- The onus is on the mentor/mentee to arrange bi-weekly meetings.

Agreed:

- MG to set up a meeting with WB and Judith Carey, Director of Student Affairs, regarding the Hardship Fund.
- SS to contact Snow Sports regarding changing the wording for the sponsorship agreements.
- The Football Club sponsorship will be obtained before the financial request will be approved.

4. World Hello Day

Agreed:

- The Executive Committee support the decision to get involved in World Hello Day.

- WB to speak to Jane Kilby, Volunteer Manager, International Officers and Student Council regarding World Hello Day.
- WB to update on any developments at the next Executive Committee Meeting.

5. Academic representation Data Protection Form.

Noted:

- The form that is signed by all Senior Reps was presented.

Agreed:

- The Data Protection Officer shall replace the title of Course Rep Co-ordinator.
- The form was approved subject to the above amendment.

6. Advice Centre Furniture

Noted/Discussed:

- The plan for the advice centre furniture and colour scheme was discussed.
- It was suggested that a screen be put in front of the door for directions to be given.
- The colour scheme will be similar to the student buddies to allow continuity.

Agreed:

- The windows and doors outside Advice Centre to have solid vinyl.
- RL to investigate adding a screen in front of the door to increase privacy.
- The Advice Centre Furniture plan was approved subject the above changes.

7. Academic Affairs Committee Annual Report

Noted:

- This report is comprised of the feedback from students on Committees.
- It highlights that papers are not received in enough time for the students, if at all, and that the way that Secretariat interact with students should be explored.

8. Strategy Timescales

Noted:

- The time scale for the 2015-2020 strategy was presented.
- The ideas café will start in the new year to develop the solutions to the themes arising from the Workshopes earlier in the year, these idea café sessions will allow Student Leaders to discuss the themes with students.
- In the last survey there were no behavioural analysis or video diaries.

9. Funding Applications

Noted:

- Dean Howard, Finance Controller, should be informed of Grants and Funding Applications with restricted funding.
- The restrictions on the funding need to be made very clear.

10. Chair of Student Council

Noted:

- Jennifer Barnes, Student Voice and Impact Manager, will take on the responsibility of Clerk to Student Council to help determine the Chair.

11. Reserved Business

- Nothing to note

12. Sabbatical Officer Verbal Update

12.1 Vice President Activities

Noted:

- The Snow Sports Club wish to be placed on the Exception List for Player Layer.
- If the Snow Sports Club is not on the exception list we would be unable to process a purchase order or if they were to order from an alternative supplier.

Agreed:

- SS to speak to Sophia Bishell, Societies Worker, about Player Layer.

12.2 Vice President Welfare and Community

Noted:

- A case study about student experiences with Lighthouse is being created.
- The West End Residents Association (WERA) has contacted WB regarding an article 5 directive which would prevent student accommodation from being advertised.

Agreed:

- WB to speak to Carholme Community Rep about the Carholme Community Gala.

12.3 Vice President Academic Affairs

Noted:

- VC Mary Stuart will be attending the October/November Committee meetings.
- NT will be attending the Education and Student Life Committee.

13. Chief Executive Verbal Update

Noted:

- JB met with Paul Walsh to review the Disciplinary Policy.
- Safeguarding training has been given to all Students' Union full time staff to update employees on safeguarding issues.
- Student Leader Mentors need to progress with the Ops Plan Presentations.
- The Union Commercial Services were in the Best Bar None top 5 winning joint 2nd.
- The Union has 3 new employees: Sophia Bishell – Societies Worker, Rachal Lilley – Advice Centre Manager and Jennifer Barnes – Student Voice and Impact Manager.
- Congratulations go to Tracey Revill – Activities Manager, who is now Tracey Hood.
- There are ongoing legal issues regarding the Official Fresher's Week.
- The Deputy Vice Chancellor recruitment has a heavy Student' Union involvement which shows the positive relationship between the Union and University.
- The University have asked that for the 15th and 16th August 11am-2pm that the Student Leaders help at the Call Centre.

14. Health and Safety

- Nothing to note

15. Any Other Business

- Nothing to note.

16. Date of Next Meeting: Wednesday 22nd July.

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Chair

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Date