



UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union Executive Committee 16th
November 2015 at 10am 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:

Jane Kilby (JK) – Volunteer Manager, Jenny Barnes (JenB) – Student Voice and Impact Manager, Rachal Lilley (RL) Advice Centre Manager (Agenda item 3 only) and Megan Graham (MG) –HR and Office Assistant.

1.1 Apologies for Absence

Apologies were received from Hannah Coleman (HC) – Head of HR and Operations.

1.2 Declarations of Interest

No conflicts of interest were declared.

2. Minutes of the Previous Meeting

The minutes of the meeting on the 9th November 2015 were agreed as accurate.

3. Matters Arising

Noted:

- There will be a 3 tier fee system for the Housing Fayre, previously there was a flat fee of £50, now landlords with 20 bedrooms or less pay £50, 20-100 bedrooms pay £75 and those with over 100 bedrooms pay £100. These fees will be plus VAT.
- There was discussion on the Accreditation Scheme about if the Union should agree that all landlords can start at a 3* rating, this would include Lighthouse who were boycotted until they scored 3* in specific areas of the housing survey.
- Other landlords in Lincoln also did not score above 3* on a specific question on the housing survey.
- Being a part of the Accreditation Scheme would allow the Union to have an impact on the student accommodation within Lincoln.
- In future it would be beneficial to know the percentage of people that responded to different landlords, although some data isn't representative.
- MG will organise a meeting with Grade 3 and 4 Staff and Student Leaders to discuss the Strategy.
- Dean Howard, Group Finance Controller, spoke to Rowing and was informed that the development fund request was not to pay to fix a boat, it was just an example of how expensive rowing can be.
- NT spoke to Scott McGinn, Acting Marketing Manager, about the Business College Rep being updated in the Elections guide.

- HJW emailed the Election Sub-Committee about ratifying the Business College Officer position.
- The Cheerleading Go Fund Me page was set up using the Union account details.

Agreed:

- It was agreed that all landlords would start on the scheme at 3*, including landlords, and there will be 3 members from the Union on the accreditation scheme panel.
- The Union will still boycott Lighthouse as an organisation and they will not be invited to the Housing Fayre.
- The Development Fund for Rowing was approved.

4. Fair Trade

Noted:

- MG attended the first Fair Trade meeting on Monday 9th November.
- The University application for Fair Trade status was successful.
- Fairtrade Fortnight will be the 29th February - 11th March.
- It was suggested that Activities could be contacted to see if they would like to be involved in the Fair Trade Fortnight.
- It was suggested that the Tower Bar Quiz host the Fair Trade quiz.
- Environment Project grants are available for up to £500, JK has informed volunteers and the environmental society about this opportunity.

Actioned:

- SS to contact Activities about being involved in the Fair Trade Fortnight.

5. Exec Quoracy

Noted:

- The current quoracy level is 3 Student Leaders, this is not workable as there are only 3 Student Leaders.

Agreed:

- A temporary quoracy level has changed to 2 Student Leaders.
- If something needs to be approved by all members and they cannot all attend the Executive Committee this will be done via email.

6. Bye-Laws

Agreed:

- The changes to the Bye-Laws and Articles and Association were approved.

7. Volunteer Celebration

Noted:

- On a Twitter poll there was little preference between a formal celebration event and an informal day event.
- The Volunteer Team Member had made a document of suggestions for the event.
- The trip to Skegness was also a popular suggestion but not a feasible.
- Holding the event before a Quack or Propaganda may improve the attendance; booking out the platform with a mini buffet and a reception drinks was suggested.
- Any final decisions will be left until after Christmas, to give a better view on the numbers of volunteers gaining Gold and Platinum awards.

Agreed:

- The Platform Celebration was the most popular idea for the volunteer celebration.

8. Personal Tutoring Quick Guide

Noted:

- The Student Representation and Campaigns title should be changed to The Students' Union and include Activities and Volunteering.
- It was suggested for the SU Advice Centre to have a separate section on the guide.
- The Sabbatical Officer titles to be changed to Student Leaders.
- There will be 5 Elected Officers next year.
- Under Complaints and Appeals there should be the SU Advice Centre instead of SU Officer.

Actioned:

- NT to find out when the document is due to be printed.
- RL to write the section on the Advice Centre – if this goes ahead.
- NT to update Linford Butler, Student Engagement Projects Assistant.

9. Student Leader Verbal Updates

9.1 Vice President Academic Affairs

Noted:

- The first Architecture and Design update meeting happened, it was good for Gyles Lingwood, College Director of Education and Students, to be in attendance.
- The University Research Ethics Committee does not seem like an appropriate meeting for NT to attend.
- Catch up training for the College of Social Science and College of Arts was given.
- NT attended the PG Quiz and came second and the Diwali celebrations.
- NT met with VC Mary Stuart, JB and HJW, there have been problems with elections within certain schools which was raised at the meeting.

Agreed:

- JB to speak to DVC Scott Davidson regarding NT attending the University Research Ethics Committee.

9.2 Vice President Activities

Noted:

- Dates of the Amsterdam and Salou trip have been confirmed. The Amsterdam trip went live before the meeting.
- SS went to watch Gaelic Football on 14th November 2015.
- SS worked the Open Day on the 14th November, there was an increased footfall.
- The Wednesday afternoons should be kept free for Sports and Societies, VC Mary Stuart asked if small questionnaire could be carried out to see who this affects.
- It was suggested for one question to ask if a student had ever tried to move a Seminar or Workshop on a Wednesday afternoon and wasn't able.

Agreed:

- NT to attend the Amsterdam Trip, Emily Baldwin, Activities Worker, to attend Salou.

- There will be no Student Leader in office Friday 18th March and Monday 21st March.

Actioned:

- SS to ask AB to get a 3 question survey on SUMS to go out to Activities.

9.3 President

Noted:

- The Employability campaign starts next Monday (23rd November). Go Out And Talk (GOAT)-ing will be booked into Student Leader diaries.
- HJW is going to London on Tuesday 17th November to see Vanessa Wilson, Deputy Chair to the Trustee Board.
- The Union will be joining the national 1 minutes silence at 11am for Paris.

10. Chief Executive Verbal Update

Noted:

- AB developed a module evaluation system, if the University module evaluation system does not go ahead then SUMS may be used.
- There have been ongoing issues with Estates, including the Sports Centre, Maintenance and Security which have resulted in staff being unable to work.
- Security have refused to help with security issues on multiple occasions.
- JB has been in contact with Alan Blackham, Estates Manager, about Security.
- The policies and staff training regarding terrorism is being reviewed after the attack in a music venue in Paris.
- The Travel Policy update is taking up a lot of time.
- Coventry student satisfaction is very high, VC Mary Stuart has asked if the relationship between Coventry Students' Union and University can be investigated.
- JB is going to London on Tuesday 17th November to discuss SUMS with NUS and meet with Vanessa Wilson.

Agreed:

- HJW will lead on the DVC Sue Rigby meetings on the 2nd December 2015.

11. Health and Safety

Noted:

- The floor in the Engine Shed is an ongoing issue. The floor is slippery and the wooden sprung dance floor has expanded and bows in the middle. This is a major health and safety risk.
- If the dance floor has any issues the Engine Shed would be unable to open.
- The University requested the Union complete PIF forms which previously was not required, this is slowing down the process.
- The University accidents reporting system records all mishaps that are recorded by the Union. Due to the university system crashing, the Union would not be able to access previous mishap forms if required to by a health and safety audit.
- As the Union has a legal obligation to record health and safety mishaps a Union system is being investigated.

12. Any Other Business

Noted:

- No one put themselves forward in the graphic design election last Monday, two students have made it known that they would like to be reps and so would need to be co-opted in.
- Target Jobs are trying to advertise through the Union by being promoted to Course Reps, this should have gone through BAM.
- Business cards would not be able to be provided cheaper than those you can find online.

Agreed:

- The graphic design Course Reps to be co-opted in.

Actioned:

- NT to let Connor Muir, College of Science Rep, know there are places online that would be able to do a better deal than the Union could.

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Chair

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Date

Confirmed