



## UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union Executive Committee 23<sup>rd</sup>  
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:**

Hannah Coleman (HC) – Head of HR and Operations. Jane Kilby (JK) – Volunteer Manager, Jenny Barnes (JenB) – Student Voice and Impact Manager, Lindsay Westgarth (LW)- Student Voice Administrator (agenda item 4 only)

### **1.1 Apologies for Absence**

Apologies were received from Megan Graham (MG) –HR and Office Assistant.

### **1.2 Declarations of Interest**

No conflicts of interest were declared.

### **2. Minutes of the Previous Meeting**

The minutes of the meeting on the 16<sup>th</sup> November 2015 were agreed as accurate.

### **3. Matters Arising**

- NT is yet to receive the Advice Centre Section for the Personal Tutoring Guide.
- JB's catch up with DVC Scott Davidson was rearranged in November. They are due to meet in December.

#### **Agreed:**

- SS to contact Activities about being involved in the Fair Trade fortnight.
- NT to provide an update on the Advice Centre section 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.

### **4. Zones**

#### **Noted:**

- Academic Zones Standing Order has been amendment. The amendments would need to be added to all Zone Standing Orders.
- Point 6.5 has been amended in line with Student Council.
- Point 6.1 has been added to stipulate guidelines regarding written reports.
- Guidance on Officer written reports could be offered to support the Officers.

#### **Agreed:**

- Changes approved in principle; JB to speak to LW to ensure the language for point 6.2.5 is correct in line with Byelaws.

### **5. Director of Education (and Students)**

#### **Noted:**

- It has been proposed by DVC Sue Rigby that the titles of the three Directors of Education and Students posts be renamed to remove 'and students' from the title. This change would not effect their job descriptions.

**Agreed:**

- The proposed change of name of Director of Education for all three posts was approved.

**6. Student Leader Verbal Updates****6.1 Vice President Activities****Noted:**

- SS has started to organise the night time trip to Nottingham.
- SS is looking into organising a Societies Showcase with Societies Officer Holly Band.
- The Academic Officer will be resigning from their post due to other commitments.

**Agreed:**

- SS to use part of her budget already agreed to organise a trip for activities to visit Playerlayer to produce a promotional video.

**6.2 Vice President Academic Affairs****Noted:**

- NT has signed off the NSS Survey Action Plan for the Library.
- NT attended a PG Advisory Group and Co-Chaired the Learning Support and Environment Standing Group.
- One School Rep attended the Fine and Performing Arts focus group which was disappointing.
- Ryan Perrie has been co-opted in as a Level 2 Interactive Design Course Rep.
- Rep Training catch up for the College of Science occurred.
- PG Rep catch up training is occurring this week.
- NT attended a Creative Careers Festival Evaluation meeting where it was noted that due to timing and resource, the Students' Union could not undertake the marketing of the event which was stated at the time of organising the event.

**6.3 President****Noted:**

- HJW had to decline signing off a NSS Survey Action Plan from planning due to not being given adequate time to review the plan in line with the required deadline.
- Employability campaign starts Monday 23<sup>rd</sup> November. Student Leaders to promote this campaign.
- HJW attended Community and Welfare Zones.
- HJW suggested that Zone meetings be cancelled in December due to quoracy levels not being reached and timings of Zone meetings prior to the next Student Council.

**Agreed:**

- JenB to review Standing Orders and Byelaws to see if Zone meetings in December can be cancelled.
- HJW to speak to Acting Marketing Manager Scott McGinn to see if the President of Labour not in their role can have a stall at the Re-freshers Fayre to promote registering to vote.

**7. Chief Executive Verbal Update****Noted:**

- The upstairs flat in The Swan is being refurbished to have three double bedrooms for staff and University staff, guest lecturers to use as bookable accommodation to generate funds.
- There will a bookable office upstairs in The Swan for internal staff to use.
- A review of the Finance department will take place due to a staff departure to ensure the department can facilitate members and staff demand.
- Company Limited Board and Board of Trustees are taking place this week.
- Training for all staff on Counter Terrorism is being scheduled to ensure all staff are aware of the systems in place.
- The Module Evaluation survey opens on the 20<sup>th</sup> November 2015 to 13<sup>th</sup> December 2015.
- JenB is having difficulty obtaining the minutes from Subject Committee meetings. The minutes will help inform Reps and increase member satisfaction.

### **8. Health and Safety**

#### **Noted:**

- A PIF report has been submitted for the dance floor of Engine Shed.
- A MISHAP report cannot be obtained from the University due to the system crashing. This reporting failure is not seen as a priority for the University.

### **9. Any Other Business**

#### **Noted:**

- Societies Worker Sophia Bishell will be going on the trip to Manchester.
- Prodigy Living who have taken over the Pavilions student accommodation have sponsored Yik Yak parties which are being run nationally.
- There is a potential that a Yik Yak party could be organised at the Pavilions student accommodation.

#### **Agreed:**

- HJW to write a letter to Prodigy Living Student Accomodation 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.

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**Chair**

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**Date**