



## UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union Executive Committee, Thursday 4<sup>th</sup>  
December 2014 at 4pm in the Upstairs Meeting Room.

### **Present:**

Brian Alcorn (BA), Chair – President  
Olivia Hill (OH) – VP Welfare and Community  
Hayley Jayne Wilkinson (HJW) – VP Activities  
Nyasha Takawira (NT) – VP Academic Affairs  
James Brooks (JB) – Chief Executive

### **Also in attendance:**

Aidan Mersh (AM) – Head of Membership Services and Marketing  
Hannah Coleman (HC) – HR and Office Manager  
Megan Graham (MG) – Administrative Support Worker

### **1.1 Apologies for absence**

- No apologies for absence were received.

### **1.2 Declarations of interest**

- No declarations of interest were received.

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

- The minutes of the previous meeting on Friday 28<sup>th</sup> November 2014 were approved.

### **3. Matters Arising**

#### **Noted:**

- NT is to meet Deputy Vice Chancellor Scott Davidson to discuss AQR.
- OH is awaiting a reply from Director of Student Affairs Judith Carey (JC) regarding budget for personal attack alarms.
- The Time analysis monthly pie charts have been distributed to Student Council.
- Student Council actions have been circulated.
- Employee of the month to be put on notice boards and all operational support staff to be contacted with results.
- BA contacted candidates from the General Election; two have confirmed availability for potentially 12<sup>th</sup> April 2015.
- Week commencing 13<sup>th</sup> April 2015 is a reading week; fewer students may be on campus.

#### **Agreed**

- OH to send copy of Word doc of Standing Order 2007 to JB.

### **4. Veto The Tab**

#### **Noted/Discussed:**

- Students have contacted the Union regarding The Tab article about the University of Lincoln student who stole books from the library and sold them.
- The article also detailed how other students can do this which is illegal.
- This article was removed from The Tab Lincolnshire site but not the general The Tab website.
- JB has a meeting with other Union CEO's on 16<sup>th</sup> December 2014 and will ask advice on how similar issues have been resolved.

- BA proposed a veto on the Fresher's Fairs from the Tab.

#### **Agreed**

- JB to report back to exec on how other Unions deal with similar situations.
- Agenda item to be deferred.

### **5. Open days**

#### **Noted/Discussed:**

- Currently the Union is open and staffed on Saturday Open Days.
- JB met with Directory of Communications, Development & Marketing Elly Sample (ES) and discussed how beneficial having the Union open is on these days.
- ES would like Sabbatical Officers to do a speech to parents on Open Days.
- At Hull University Union, the VP's stayed in the Union with boards displaying information and answering questions while the President gave talks.
- It was suggested that only Sabbatical Officers work on Saturday Open Days.
- Saturday Open Days will need to go into Sabbatical Officers diaries soon as possible.

#### **Agreed:**

- Sabbatical Officers work Saturday Open Days. No staff to be rota' d on.

### **6. Sabbatical Officer Verbal Updates**

#### **6.1 VP Activities**

##### **Noted:**

- HJW met with VC Mary Stuart.
- HJW commended OH for Housing Fayre campaign.
- The last of the kit supplier meetings have been arranged, the short listing are to be agreed after these meetings.
- HJW has a meeting with Unity lettings arranged to discuss sponsorship.
- 248 members are going by coach with 12 members by plane to Salou. 27 members still need to pay their deposit; the deadline is Friday 5<sup>th</sup> December.
- Teams with over 21 people booking get one free place for Salou.
- 48 members have currently booked on to the Amsterdam trip.

#### **6.2 VP Welfare and Community**

##### **Noted:**

- 1400 people attended the Housing Fayre. The highest footfall previously being 1500.
- There were 893 participants in the student voice activity where 609 participants said they did not feel well informed on their legal rights.
- OH carried out treasurer training with the Liberation Officers.
- The DSA working group looked at what the University is able to provide when the funding is cut.
- The review on mental health at different institutions showed Lincoln has one of the highest percentage of students with declared mental health issues, there is the possibility of funding from HEFCE for a project regarding mental health.
- Rate Your Landlord survey can be done without too many issues.
- Lots of students and staff engaged with the Gender Based Violence action stalls.
- OH commended Communications Worker Laura Crouch and the team for the help with the housing campaign.

#### **6.3 VP Academic Affairs**

##### **Noted/Discussed:**

- The Rep Forum had 87 attendees; this is much higher than last years 2<sup>nd</sup> forum.
- The Hidden Course Costs report was shown to the College of Arts Reps.
- The External Examiners Committee was very useful for NT's Feedback Campaign. The Committee stated that feedback was good which contradicts students' opinions.
- 3 lectures have given permission for NT to implement the science feedback pilot.
- Student Support have requested using the Students' Union to provide a drop in service as it would remove signposting students and allow student support to offer impartial advice.
- One of the Unions objectives is to give independent advice; research shows that most Unions are responsible for the Advice Service and that students think the Union provides the Advice Centre. Having a University Advice Service drop in within the Union building would add to the confusion of who is providing the service and prevent the Union from being transparent in their services.
- Any students interested in elections, including Sabbatical and Volunteer positions, should be signposted to BA.
- The Black Students' Conference was very good, specifically for Victor Nyambe who networked with other ACS presidents.

**Agreed:**

- NT to teach other Sabbatical Officers on how to gather information needed from committees

**6.4 President**

**Noted:**

- A student has done a project through EUROS about student spending, which can be used to compare with the Skint Survey.
- OH was formally commended on the work done for The Housing Fayre and Gender Based Violence. Positive feedback was given by everyone, including landlords.
- JC is bringing a policy regarding attendance monitoring to the student living committee; a draught version is to be circulated ahead of time.
- There will be a student representative will be present on the panel in the final stage of the new policy.
- Personal tutoring is a continuing theme in different committees, it was suggested Sabbatical Officers should also get feedback in other committees to pass it on to VC Mary Stuart.
- VC Mary Stuart has requested a meeting with all Sabbatical Officers regarding the Magna Carta.

**7. CEO Verbal Update**

**Noted:**

- An environmental health issue regarding noise at the Engine Shed has been investigated and is being resolved.
- JB commended OH and LC on their hard work on the housing campaign.
- It has been approved at Board of Trustees that if JB is absent for long periods of time the Board of Trustees will appoint a deputy CEO in the interim and if JB is absent for short periods of time SMT will collaborate on applicable decision making.

**8. Health and Safety**

- The Equestrian Society reported an incident at a riding lesson.
- Fire panel is still not fit for purpose.

## 9. Any Other Business

### 9.1. Law society

#### Noted/Discussed:

- The Law Society have contacted Activities requesting for elections to be outside of the dates set by the Activities department.
- It is procedure for every election to be held within the set dates or the committee will not officially be elected until a by-election has been held.
- The Law Society committee resulting in unofficial committee members who are still able to get volunteer hours for their efforts. 3 committee members are elected in all societies.

#### Agreed:

- All societies need to have elections within the set time or there will be no official committee until a by-election has been held.

### 9.2. Labour society

#### Noted/Discussed:

- The Labour Society Secretary has expressed concerns after being told that there is a veto on a Labour Society.
- The Labour Society now has 10 members and is a ratified Society.

#### Agreed:

- HJW to contact Labour Society Secretary about no veto being in place.
- JB and AM to discuss political debates which may arise around the General Election.

### 9.3 Reception Leaflets

#### Noted:

- It was requested that Reception have leaflet stands rather than using the table.

#### Agreed:

- OH and WG to discuss the reception.
- Bins to be provided for SU Boardroom and other meeting rooms.

### 9.4 Refreshers Fayre

- Stalls usually at the Refreshers Fayre have been moved to events on different dates.
- The Housing Campaign was moved to before Christmas to provide information early.
- The Societies Showcase will feature emerging and struggling Societies and performances. Other S&S will need to request stalls.
- It was asked if the Refreshers Fayre should be organised as similar content to the Societies Showcase and Housing Fayre is featured at the Fayre.
- Student behaviour would suggest that using social media and putting stalls on with a high amount of student footfall such as the Atrium would get the most student engagement as students may not be around for the refreshers fair.

#### Agreed:

- Refreshers Fayre to be discussed in Sabb catch up and brought to next Exec.

**Date of next meeting:** Friday 12<sup>th</sup> December 2014

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Chair

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Date