



UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union Executive Committee, Friday 12th
December 2014 at 2pm in the Upstairs Meeting Room.

Present:

Chair: Brian Alcorn (BA) – 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
Megan Graham (MG) – Administrative Support Worker

1.1 Apologies for absence

- Apologies were received from Hannah Coleman – HR and Office Manager

1.2 Declarations of Interest

- There were no declarations of interest.

2. Minutes of the previous meeting

- The minutes from the meeting on Thursday 4th December were approved.

3. Matters Arising

Noted/Discussed:

- OH sent a copy of the Word doc of the Standing Order 2007 to JB.
- HJW contacted the Labour Society Secretary informing them there is no Labour Society veto.
- OH and Front of House and Safety Co-ordinator Wayne Granger discussed leaflets in reception.
- Bins have been provided for the meeting rooms.
- The refreshers fair was discussed in the Sabbatical Officer Catch Up.

Agreed:

- JB to report back on how other Unions deal with similar situations as The Tab.
- JB and AM to discuss political debates which may arise around the general election.
- NT to use the Sabbatical Officer Catch Up to discuss how to use committees to gather the information needed.

4. Refreshers Fair

Noted/Discussed:

- The Refreshers Fair can engage students unable to attend the Societies Showcase.
- There may not be time to advertise for a commercial fair.
- The Refreshers fair will give a good opportunity for Liberation Officers to have stalls.
- Student Buddies could engage students with interactive games.
- There should be an international focus to the event.

- A mini housing fair would allow for any houses still available to be advertised, this could be collaborated with Residential Services Manager Ben Ball (BB).
- The film night at the Engine Shed was well attended and could be included.
- There will be no stalls at the Societies Showcase as there should be no repetition between the Societies Showcase and the Refreshers fair.
- Sports and Societies can have stalls at the Refreshers Fair as more teams than expected have requested stalls at the Societies Showcase.

Agreed:

- The refreshers fair will take place on Tuesday 20th January.
- OH is to speak to Ben Ball to discuss a mini housing fair at the Refreshers Fair.
- OH to discuss with Liberation Officers, Police, Student Buddies and the Entertainments Manager Michael Redpath their involvement in the refreshers fair.
- NT to contact Brayford Radio about the Refreshers Fair.
- BA to investigate stalls for elections promotion.
- HJW to contact Sports and Societies about the fair.
- Refreshers fair meeting to be arranged before Christmas with all Exec, AM, Student Voice Administrator Lindsay Westgarth (LW), Entertainments Manager Michael Redpath, Marketing Manager Rachael Townsend, Activities Co-ordinator Tracey Revill and Volunteer Co-ordinator Jane Kilby.

5. Academic Representation Data Protection Policy

Noted:

- All Officers need to sign the Data Protection Policy form.

Agreed:

- The Academic Representation Data Protection Policy was approved.

6. Summary of meeting regarding student communications

Noted:

- Estates have suggested a new method for students to report maintenance issues on campus, both in the University Buildings and in the Student Village.
- This allows students living in the Student Village to access maintenance help outside of office hours and if Estates require more information they can have direct contact.
- It was suggested a link be made through Blackboard for ease of access.
- Estates would like a student area on the Portal page and a support Twitter account which is linked to Estates. All suggestions aim to improve the student experience.

Agreed:

- The Union supports the idea put forward by Estates.

7. All Student Members Meeting

Noted/Discussed:

- A date for this meeting is still to be confirmed with an agenda including affiliations, accounts and any questions to the trustees.
- It was suggested that the All Student Members Meeting being just before Student Council would be beneficial.
- Students will not be able to raise motions at this meeting but there will be other opportunities for this.

Agreed

- The All Student Members Meeting will be scheduled for February.

8. Mystery Shopping

- There was nothing to note.

9. Key Contacts

Noted:

- Need to identify key contacts for Sabbatical Officer training; this will allow partnerships to be introduced early.

Agreed:

- Sabbatical Officers to give JB top 5 key contacts.

10. The Linc – SU Player of the Month Prize

Noted/Discussed:

- The Linc enquired if the Union could donate an SU Player of the Month Prize.
- A shield could be created and engraved monthly.

Agreed:

- Budget to be looked over in AM and HJW Catch Up to see if any money is available.

11. Recruitment Freeze

Noted:

- University have frozen recruitment until April 1st.
- It was proposed the SU will also do this on all full time recruitment.

Agreed:

- The Recruitment Freeze was approved.

12. Sabbatical Officer Verbal Updates

12.1 VP Activities:

Noted:

- OH was commended on the games she organised in the Library.
- LW and Administrative Support Worker Mary Padden were commended for Secret Santa.
- Unity Lettings want to sponsor the Union; negotiations are still underway on the full terms of the sponsorship.
- Issues with the Sports Centre have been resolved; a collapsible Cricket screen should be set up soon to allow the cricket ball to be more visible.
- The Varsity teaser video was filmed at the Cathedral; Sports Officer Sammi Storey was commended for the number of teams taking part in the video.

12.2 VP Academic Affairs

Noted:

- There were 330+ respondents in the Feedback Campaign in the first week.
- Hidden Course Costs report is going to Education and Student Life Committee.
- Senior Rep Christmas meals took place; they were commended for their hard work.
- College Management teams were met to discuss hidden course costs.
- Timetabling issues discussed in the Annual Quality Report will be taken to the Learning Support and Environment Standing Committee with Director of Planning Caroline Low and Senior Business Intelligence Officer (Timetabling) Bridget Jackson.
- NT will meet Sam Williams to discuss the Planon System which will give NT the opportunity to understand this system before speaking to students about it.

- Planon introduction may be added to the Sabbatical Officer training for next year if NT thinks it may be beneficial for development.

Agreed:

- AM to meet with Paul Walsh.

12.3 VP Welfare & Community

Noted:

- At Women in Leadership Susuana Antubam asked for Unions 0 tolerance policies to be given.
- 29 students attended the 3 sessions of Library Board games.
- Community video for the community page which to be launched on the website.
- BA and OH are meeting with BB to discuss the Accommodation survey.

12.4 President

Noted:

- Catch up with Director of International Jaz Fitzsimmons allowed an update on the international office and partnership working with the SU.
- Editor of The Linc Chris Gray discussed an elections special for this year which will make it more engaging for students.
- The All-Party Parliamentary Group on Students was attended.
- The first draught of the democracy commission was written, the £ in Your Pocket/Always Skint report has been started.
- The Article 4 decision will be made Monday evening.

13. Chief Exec Verbal Update

- Nothing to note

14. Health and Safety

- The fire alarm not fit for purpose with many issues raised when a fire test was undertaken; the building has been made safe for work.

15. AOB

- Nothing to note

Date of next meeting: Friday 9th January

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Chair

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Date