



UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union Executive Committee Thursday 29nd May 2014
at 3:00pm, in Students' Union Board Room.

Present:

Dan Sam (Chair) (DS)
Joe Burt, Vice President Activities (JoB)
Brian Alcorn, Vice President Welfare and Community (BA)

Also in Attendance

Aidan Mersh, Representation and Student Voice Manager (AM)
Amy Noble, Volunteer Support Worker (AN)

1.1 Apologies for Absence

Apologies for absence were received from James Brooks, Chief Executive (JB), Ian Johnston, Membership Services Manager/Deputy CEO and Ian Antwi, Vice President Academic Affairs (IA)

1.2 Declaration of Interest

AM declared Declaration of Interest for Agenda Item 7 – Childreach International.

2. Minutes of the Previous Meetings

- The minutes from the previous meeting were agreed as an accurate record

3. Matters Arising

Noted:

- BUCS Funding - AM and JoB have drafted an email explaining BUCS funding process to Hockey and it can be used as a template for other teams
- Teams who were denied funding or missed the deadline should be invited in to discuss reasons and assisted in registering with local leagues

Action: JoB to discuss with Tracey Revill

- Cricket – JoB has not yet emailed Cricket to explain new policy regarding property damage caused by cricket balls

Action: JoB to email Cricket to explain policy and to find out who hit the ball

- Childreach – JoB sent to JB to check and will circulate to the rest of Exec.

4. Sabbatical Officers verbal updates

Activities – Joe Burt

Noted:

- Had a meeting with Tour Representative, Alex Loveridge to discuss feedback from this year's tour.
- Ideas for improvement include better communication with transport – Bus drivers arrived early and were left waiting due to miscommunication.
- It was noted that some teams were a bit too 'rowdy' although the individuals involved have been spoken to.

- A representative from tour will be attending the next Sports Committee Meeting
- The plan is to get everyone to sign up early now that everything is in place.
- Confirmed more free places for staff and money back per head, dependant on numbers

Action: JoB to write a review and present to Exec

- Grad Ball – Space planning for rides and walk-ways
- In process of booking hotel, acts and rides
- Looking into getting a cheaper ice-cream vendor or negotiating a better price
- Publicity looking good
- 220 tickets already sold – steady and consistent sales. Hopefully sales will increase once acts are released
- Just Lincolnshire – JoB is filming next week
- Vice and Presidential training for Sports & Societies members next week. Already had BUCs and Health & Safety training
- Still waiting for Finance training dates – Delay is due to booklets still not being ready

Action: JoB and IJ to arrange a meeting with Dean Howard to discuss and agree a definite timescale for when face-to-face training will be available.'

Welfare – Brian Alcorn

Noted:

- Attended a meeting regarding Student & Staff Insight Scheme – Scheme allows students to shadow University Staff
- A 'meet & greet' has been planned for staff who are due to be shadowed next to explain the process
- Dan Derricott will report on the expected outcomes and purpose of the shadowing scheme.
- Met with partners of Unity Lettings regarding issues that were reported by a student house-share. Most issues have now been resolved and Unity Lettings have offered compensation as a 'goodwill gesture'. Students are still not satisfied though.
- Shelly Bakewell from Unity insists that they have done all they can to resolve the issues as quickly as possible.
- BA is satisfied with the outcome but will assure the students that the SU will back them if they wish to take their complaint further.
- Housing Survey – BA will schedule in more GOATing as participation has waned.
- Paper copies of the survey are available to make things easier.
- Carholme Community Forum – Discussions regarding Welcome Week. Residents seem happy with the plan for more police patrols, Out Of Hours service, Meet the Street and SHUSH Campaign. Also discussed plans for Carholme Community Gala and the SU's involvement. Expecting high level of involvement and strong student presence.
- BA has been asked to help source a PA system and to help with music and entertainment.
- Carholme Community Forum reaffirmed their support of Article 4 and DS confirmed the SU's objection to it.
- WERA visited Nottingham to see the Article 4 pilot and they are in favour of bringing it in
- Next Friday (6th June) lobbying Karl McCartney on behalf of disabled students to keep Disabled Student's Allowance.

President – Dan Sam

Noted:

- Meeting with Board of Governors and International Committee next week

- More GOATing for the Housing Survey.

5. Sabbatical Time Analysis Chart

Noted:

- Discrepancies on IA, DS and JoB's timesheets with regards to GOATing and office time.

Action: IA, DS and JoB to rectify

6. KPI Matrix – Aidan Mersh

Noted:

- Spoken to staff members about making sure that they are complete and in line with the SU strategy.

7. Childreach International

Noted/Discussed:

- Memorandum of Understanding – JoB has sent to JB and will send out to Exec to read and discuss

Action: JoB to send

- Good opportunity, just need to think how we can support it, especially as we don't currently do RAG or have a RAG Committee
- Need to consider if it will be possible to get dedicated volunteers to run a RAG Committee and support RAG volunteers.

Action: JoB and BA to speak to Hayley to see if she is willing to organise this

8. International Report – Dan Sam

Discussed

- DS presented International Report to Exec for feedback.

Feedback – Aidan Mersh

- Add some information about where the SU currently stands with regards to International students and where it hopes to be.
- With regards to cultural events, AM agreed that more communication is needed with LPAC/College of Arts
- Think about how the report fits in with the University's current principles and policies regarding International students.
- Think about how the report fits in with the Union's current values
- Structure – Beginning of the document isn't as structured as the middle and end, particularly the subsections, which aren't as clear as they are later in the document.
- Appendix needs to be more clearly headed and structured
- Ethical issues – with student comments it is sometimes too obvious who said what. Need to get students' permission to use quotes.
- Recommendations – Clarify who is responsible for actioning recommendations – i.e. the Students' Union or University and prioritise recommendations.
- Be specific with dates/locations – for example, page 6 when talking about students stranded late at night/early hours.

- Exec summary needs to set out International Strategy for the SU and sell it to the rest of the University

Feedback – Brian Alcorn

- Need clear explanation of when you are referring to EU and non-EU International students
- Good/extensive
- Diagrams useful and informative
- Need more clarity/structure at the beginning of the document.

9. Any other Business

International Fayre/Festival

Discussed:

- Need to engage more with International students during Welcome Week and offer a 'British Experience' with traditional foods such as tea and crumpets. More consideration needed regarding how International students are supported during their arrival and enrolment, particularly those who arrive later and miss the main Freshers' Fayre.
- Hope to involve external companies such as the local Chinese food market and spice merchants and maybe organise a ceilidh in the evening
- Need to decide on date and get it included in the International Welcome Guide, which goes to print next week.

Agreed: Thursday 9th October 11am to 5pm

Action: BA to email Jacqueline to confirm date and BA and DS to confirm venue

VP Activities KPI

Discussed:

- BA wants to get Exec's views on introducing a KPI for participation.

Agreed: JoB to work on KPI with IJ and Hayley Jayne Wilkinson.

Action: JOB and IJ to create KPI

10. Date of Next Meeting: 3pm Friday 6th June

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Chair

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Date