## EXECUTIVE COMMITTEE | Minutes of the meeting held [via Teams] Tuesday 17 March 2020

**Ex-officio members present** Bethan Morgan | Vice President Education | she/her

 George Nuttall | Students’ Union President | he/him

 Lewis Marriott | VP Campaigns & Communications | he/him

 Grishma Bijukumar | Vice President Welfare & Community | she/her

 Victoria Hatch | Vice President Activities | she/her

**Members present** Fabiha Askari | Faculty Rep for Taught | Chair | she/her

 Bara Mala | PG Board Rep | she/her

**In attendance** Misbah Ashraf | Interim Chief Executive | she/her

 Chris Cottam | Education & Support Unit Manager and Chair’s Aide| he/him

 Veronica Longmire | Executive Administrator | Minutes

**Apologies** Atree Ghosh | JCR President

Due to the current Coronavirus situation the meeting was held remotely [via Teams] with those members present above. As the meeting did not reach quorum agenda items for approval could be discussed but digital resolution would be required.

**Agenda Item 1 | Apologies** | as recorded above.

**Agenda Item 2 | Minutes of previous meetings**

 Amended minutes of meeting held 10 February [2020 02 10] and the minutes of 25 February [2020 02 25] noted by those present.

**Agenda Item 3 | Matters arising from the minutes** [not elsewhere on the agenda]

Amended minutes of 10 February | question raised around the poster code as it was believed there had been no formal agreement that this would be under the remit of the VP Union Development.

**ACTION | Executive Administrator to check the notes and provide clarification [when next in the office]**

**ACTION | Digital resolution on both sets of minutes to be obtained | Committee Chair**

**Agenda Item 4 | Items for approval**

**4.1 Colleges Extravs Budgets** | it was noted that the committee was required to approve the budgets | they could be agreed in principle but on the proviso no purchases were made at this point | discussion regarding decorations and sustainability | budgets at this point were not detailed | the potential that the events might yet be cancelled.

**ACTION | Message out to JCRs | the question be put to individuals to approve or not | Committee Chair**

**4.2** **Lonsdale College JCR Amended By-law** | it was noted that it was for the Executive Committee to note the amendments made, agree they were congruous with Union policies and that democratic processes had been used.

**ACTION | By-law to be circulated for digital resolution | Committee Chair**

**Agenda Item 5 | Items for discussion**

**5.1 Unsung Heroes** | the Union President informed the committee that he had been contacted by an external company regarding an awards scheme for an individual / team who had enhanced the student experience. The company would contact students and had asked if Lancaster wished to be involved.

 Discussion ensued that it was a good idea but should not use Union resources | being mindful of data sharing | not using an external company for this | that such awards had been done in the past | the potential for a Working Group to prepare a proposal [looking at centralised SU Awards / student groups / staff etc], with a view to submitting this to a future Executive Committee meeting.

**ACTION | Working Group to include VP Activities / SU President / VP Education / VP Campaigns & Communications, to include Mark Gardner in any conversations**

**5.2 Access to University Counselling Services** | it was noted that a Part-time Officer had put forward a request for the Union to campaign against the waiting time for appointments with the counselling service, and that with the Coronavirus situation waiting times were even longer.

Discussion ensued around the required outcome | lack / use of resources | the potential to send an open letter to the University / on-line petition / social media / digital campaign | Executive Committee interpretation on how to deal with data as a result of research around a ‘Being Well : Doing Well campaign.

**ACTION | Clarity to be obtained around current waiting list | issue to be worked on over Easter break | update given at next meeting**

**5.3 Coronavirus – student updates** | the committee was asked to note the cancellation of Union and University events until further notice | that groups and teams were being encouraged to not make any purchases without prior discussion | the position remained unclear as to whether normal routine would resume after Easter | that in the meantime the Union had gone digital | the potential that Extravs would not go ahead | the University was looking at implications around exams.

There was discussion around potential communications to students remaining on campus | welfare | the uncertainty | challenges | what the Union could offer | engaging with students.

**Agenda Item 6 | Any Other Business**

6.1 There were no reports taken from the FTOs, PTOs or the Interim Chief Executive.

6.2 It was noted that a Union Officer had contacted the Chair requesting more help from the Union around the UCU Trades Union strike / potential petition.

 It was believed further information should be obtained | the route and required level | that the committee should go back to the policy passed at the AGM and agree appropriate steps and measures of that policy | a more in-depth discussion should take place at the next meeting.

 It was noted that UCU had said it would postpone its ballot around further action in the third term but would carry on with action short of a strike.

**ACTION | VP Education to draft a paper for the next meeting, with ideas based on the national picture**

The meeting closed at 6:25pm and those in attendance thanked for their time.