

LANCASTER UNIVERSITY

Bowland College Syndicate

A meeting of the *Bowland College Syndicate* was held on 20 April 2015 at which the following persons were present:

Alison Platt, Caroline O'Connor, Claire Duff, Hazel Hardie, Jason Driver, Jean Bennett, Jenny Brine, Joanne Dickinson, Joanne Wood, Lorna Harrison, Noor Aldoy, Pam Forster, Dr Robert Blake, Sarah Heard, Simon Corless (Chair) and Steve Bennett.

The following persons were in attendance:

Reverend Kara Cooper.

Apologies for absence were received from:

Rachel Newbury, Val Bramhall, Jo Hardman, Liz Stokes and Marjorie Wood.

BOA/2015/1

College Activities

(i) Principalship

SC noted it had been a challenging year for the college due to issues regarding the Principalship; reassurance was given to Syndicate that the students had not been affected by the process; this was confirmed by the JCR representatives. SC confirmed he is looking forward to continuing to lead the college until the issue of College Officer roles can be addressed in the near future.

(ii) Building Refurbishment

Extensive refurbishment works are underway in Ash House; it was recognized that the timing was not ideal due to the examination period and that the process would need to be carefully managed. The ongoing works had resulted in a loss of facilities to Bowland Annexe before and during the Easter vacation period. SC has been assured the works are progressing as planned. AP has viewed the proposed bedroom layout and raised some security issues regarding the window restrictors which are

being addressed. Building completion is scheduled for the end of August 2015 with occupation expected mid-September 2015. It was noted the overall stock of Bowland accommodation had improved with the return of the Tower and further improvements to the decoration and furnishings within Bowland Bar would be favourable.

(iii) College Administrator

LH was introduced as the College Administrator, currently undertaking a six-month secondment. It was noted it was of great benefit having someone in post full time. Syndicate placed on record its thanks to Dan Bowen who undertook the role previously for a period of time.

BOA/2015/2

Welfare Report

The Welfare team had experienced some difficulties due to the increased level of welfare intervention that had been required. Changes had been introduced that had changed the profile of the Welfare team to ensure a more inclusive service.

The Senior Advisor reported the following points.

- Welfare support is provided by RB (Senior Advisor), PF (Deputy Senior Advisor) and LH (College Administrator).
- Wellbeing drop-ins are provided on a Wednesday evening for first years and a Thursday evening for second and third years, which RB reported had been successful. RB placed on record his thanks to Jean Bennett, Jo Dickinson, Val Bramhall, Kara Cooper and Pam Forster who service these drop-ins, noting they have dealt with some serious cases and their knowledge and experience has strengthened the welfare provision.
- The college has 33 advisors, numbers did reduce, however PF has been actively recruiting.
- Financial awards start to be allocated at this time of year. Easter vacation travel awards have just been issued and summer awards will be issued later this term. RB clarified these are for projects, internships and voluntary work and small payments are made towards the cost. The Wilcock Scholarship is for Bowland students experiencing financial difficulties which are preventing them from continuing their UG course or commencing a PG course.
- JCR relationships are being strengthened, with the Welfare team assisting at some interviews for the Welcome Week Reps and hoping to get involved in the training for these. The JCR is also assisting with publicizing the drop-ins to the students.

- Advisees meals will be looked at so that all Advisors have an opportunity to take out their advisees, and an end of term meal will be also be arranged for Advisors, funds permitting. RB invited comments and suggestions to be sent by email.

BOA/2015/3

Deanery Report

(i) Discipline

The Dean reported a quiet year for disciplinary issues; there had been some issues on C-Floor Main, which appear to have been resolved. It was highlighted that the Deanery team has a proactive policy of anticipating potential issues and addressing these; this includes the team going out on rounds with the Porters which increases the visibility of the Assistant Deans within the college.

(ii) Copyright Infringements

The list of Copyright Infringements had been received with some repeat offenders; SC clarified these infringements related to illegal downloading of films and confirmed such breaches carried an automatic fine. There was concern that the list of infringements included all the breaches for the academic year to date, which created difficulties in terms of arranging disciplinary meetings and generating subsequent fines during the exam period. It was noted that information is given to students via various methods such as the College Rules Handbook and in Orientation at arrivals. JS suggested Welcome Week Reps could also be used to communicate this element to students. SB (ISS) confirmed ISS respond to the copyright holder and the student involved when they are notified of the breach and acknowledged that ISS could take action so colleges receive this information earlier. *LH to contact Grad College to obtain copy of email they send out to students and for this to be sent to JCR.*

BOA/2015/4

Principals Report

It was reported that the proposal to Court that the Search Committee was invalid and the process of Principal appointments was the responsibility of Syndicate was not upheld and the Search Committee re-invoked. Syndicate was given the option to wait for the Council vote or begin the search for a new Principal; Syndicate overwhelmingly agreed to wait for Council. Council returned that the Search Committee will be set up. Applications for the Principalship have now closed and there are two applicants going forward to interview on 13 May 2015. Following the process it is hoped that Syndicate will be made aware of a candidate choice and to advise Council to appoint an individual to the role. SC confirmed he was not one of the applicants and that his current work

schedule as Electrical Engineer would not provide the time to commit to the position. SC invited questions from Syndicate; none were presented. Syndicate thanked SC for continuing to run the College and for conducting proceedings in a professional manner; SC confirmed it had been a pleasure and assured Syndicate of his commitment to the college.

BOA/2015/5

College Officer Appointments

(i) Dean and Vice Principal

SC has exceeded his appointment in the role of VP and the position of Dean is due to end on 31 December 2015. Both roles are renewable and SC stated for the record that he is happy to continue in both roles. SC requested that for the interim period Syndicate ratifies his position of Vice-Principal up until 31 December 2015. JB proposed the motion which was seconded by PF; the motion was passed by Syndicate nem con. SC confirmed that following 31 December 2015 both roles will go to election in line with the College Constitution.

(ii) Senior Advisor

The position of Senior Advisor will be up for renewal at the end of July 2016, until then RB will continue in this role, following which the election process will commence.

(iii) Welfare Posts

The welfare team has been increased; the college encourages more members of the SCR to get involved in college events and activities.

(iv) Founders

Senior Members were invited to take part in the annual Founders event taking place from 11th to 14th June, particularly the SCR bar sports events which take place on the Thursday evening. Further information will be sent out nearer the time. JS requested that alumni be encouraged to attend the event.

(v) JCR Elections

JCR elections will take place in week 7/8 of this term. Some posts have become available due to graduating students and study abroad commitments.

BOA/2015/6

Graduation

Bowland students will graduate on Friday 17 July at 2pm. An afternoon tea celebration will be held in the JCR/Quad area. SCR members were invited to get involved by assisting with duties on the day. Anyone wishing to assist with the ceremonies will not be required to make the time back or to take holidays and staff wanting to take part will be provided with a free lunch as part of the celebrations.

BOA/2015/7

Social Secretary's Report

A small event will be planned to welcome the new Principal and to thank the Vice-Principal and the College Advisors.

Michaelmas 2015
Party Cruise (Nine Colleges)
International Event
Alton Towers Halloween Trip

Lent 2016
Nutcracker Ballet & Lunch (Nine Colleges)
Chinese New Year
Alnwick Castle/Day Trip

Suggestions for other ideas for events were invited from Syndicate, to be emailed to LH or CO'C.

BOA/2015/8

Any Other Business

(i) Roses

Senior Members were invited to attend Roses to represent the college in bar sports events. SC advised he was unable to attend. LH will be attending; transport will be provided for anyone else wishing to go.

(ii) Extraordinary Syndicate Meeting

A query was raised as to whether there would be an extraordinary meeting of Syndicate in relation to the Principals Appointment. SC confirmed this would depend on timing and there may be a poll out instead.

BOA/2015/9

Date of the next meeting

The next meeting of Syndicate will be on Tuesday 20 October 2015.