

UNIVERSITY OF LANCASTER
Lonsdale College
SYNDICATE MEETING

Minutes of a meeting held on Tuesday 24 February 2015

Present: S Ahmed (JCR International Officer); B Archer (Assistant Dean); C Baker; D Barcroft; D Bleasdale; A Bradley; L Calvert (College Residence Officer); K Davidson (Vice-Principal); P Embery; L Jones (JCR Vice-President); A Jung (Communications Officer); L McGowan (Senior Advisor); S Slavin; S Vidler (JCR President & Chair); J Wright

Apologies: R Austen-Baker (Dean); A Avrili (JCR Male Education & Welfare Officer); L Davies; C Forbes; S Fovargue; M McKeown (JCR Social Secretary); I Mercer; H Warrenger (JCR Communications & Media)

In attendance: J Shorrock (Secretary)

SM.15/1 **Minutes of the last Management meeting**
(Document LOA/2014/7)

1.1 The committee confirmed the minutes of the Management Meeting 4 November 2014, as a correct record.

SM.15/2 **Matters Arising**

2.1 There were no matters arising.

SM.15/3 **Vice-Principal's Report**

3.1 Appointment of a new Principal

The Principalship of Lonsdale College has now been advertised. The closing date for applications is Wednesday 4 March. At that time a search committee will be formed. If it is the same format as last time, that committee comprises the Vice-Principal, Senior Advisor and JCR President. Until the appointment takes office, Dr Davidson will continue as Vice-Principal and unofficial acting Principal.

3.1.1 There is currently a motion awaiting discussion by the University Council regarding the Principal appointment processes; this meeting is arranged for 20 March and is unlikely to approve the motion.

3.2 Review of the Colleges

The Review of the Colleges has now been published. There were no controversial changes to our current system proposed. The report stated:

- That more resource should be put into the Colleges (which everyone supports);
- the Principals should take a more strategic role and have their buy-out reduced to 20% (which the Principals disagree with);
- a new full-time welfare role should be created for each College (which Principals and Administrators disagree with);
- The management of the College should be more transparent with committee minutes being published on the website (all agree with this);

- Assistant Deans to take on more responsibility for welfare. Principals and Administrators are against this idea as this could cause a conflict of interests and also increase the workload considerably.

3.2.2 The report is to be discussed and approved at the next Senate meeting. It is important that it is not approved in its current form but with the amendments proposed by the Principals included.

3.3 College Bar

The new furniture is now installed in the bar; an American theme has been adopted for the bar which includes American beers and food such as nachos and hotdogs and which have been very popular; the bar is to be painted over the Easter vacation in shades of blue and grey; the table tennis table has now been erected permanently upstairs in the JCR space. We are still awaiting the installation (plumbing required) of the coffee machine. **[Action: JS]**

3.4 College Dean

Our current Dean reaches the end of his term of office at the end of the Summer term. The College need to advertise both through LU-Text and through the internal communication to SCR members. **[Action: JS]**

SM.15/4 Senior Advisor's Report

4.1 Mental Health Issues

Mental health issues appear to be on the increase this term with quite severe cases reported in the college. The Senior Advisor has raised the issue of waiting times with the Director of Student Based Services who responded that the waiting time is 4 weeks for non-urgent cases.

4.1.1 The college has two dedicated Mental Health advisors attached to the College from Student Based Services (SBS): Stacey Spencer and Sue Crookall. Both Stacey and Sue have been called to the college on a few occasions by the college regarding some worrying issues.

4.1.2 The Senior Advisor handed out some leaflets 'Mental Health Bulletin for Michaelmas term'.

4.2 Direct Ambulance calling by students

There appear to have been less alcohol related incidents; but some students have called the ambulance service directly (if they felt the need) despite the College Administrator advising students to contact the Porter/ Security due lack of knowledge of the campus layout. SS reported that the recorded security message was lengthy and anyone wanting help immediately would more likely dial '999'. Students have information in their kitchens of the porters' and Security numbers.

It was suggested that an insert be put in the Colleges E-News regarding this. **[Action LMcG]**

4.3 College Transfers for Graduation purposes

The College (as other Colleges also) are still receiving requests to change college for graduation purposes. The deadline (set by Ceremonies Office) has now passed, so unless there is a very good reason for transfers, this is not possible. Ceremonies office advise students in the Michaelmas term they will be graduating with their college unless they transfer by the end of that term; this information is also in the

College Handbook published online. Students need to email the Ceremonies office with their reason for the request to be considered.

4.4

College Advisors

The current College Advisor count is 39. Laura Hartley and Angela Sindall have resumed their roles as advisors after being on maternity leave.

4.4.1 A Lonsdale Advisors meeting is scheduled for Wednesday 25 February. The main agenda item is advisee engagement.

4.4.2 To date there is no Senior Advisor meeting planned.

4.4.3 The committee noted the Senior Advisor would be off on sick leave from 11 March to 13 April.

SM.15/5

Dean's Report

5.1

In the absence of the Dean, Dr Richard Austen-Baker, the Assistant Dean, Ben Archer gave an oral report.

5.2

There have been 135 invoices for fines issued to date this academic year.

5.3

The committee heard that the 'fraud' fines issued were in relation to the pool tables incidents involving 5 students on 2 separate occasions whereby pool table pockets had been blocked in order to avoid payment. These students were fined and it appears this hasn't occurred since, with porters being vigilant about this. The students' appeals were overturned by the University Deputy Dean, Andrew Lucas.

5.3.1 The matter of this incident was relayed to students via the College E-News.

SM.15/6

Licensee's Report

6.1

There was no report from the Licensee.

SM.15/7

JCR President's Report

7.1

The new JCR Exec consists of 15 JCR Officers. This year has seen the introduction of a Democracy Officer, responsible for all things election related including the JCR, FTO & CCO elections and the general election promoting and monitoring these within the College. The Democracy Officer also chairs JCR meetings and will make final decisions where the JCR are split 50/50. This role was previously in the bye-laws for the Vice-President, but last year the JCR felt it was too much for the VP to undertake this along with other duties.

7.2

The JCR continue to meet weekly on Wednesdays.

7.3

To date the JCR have held numerous successful events including but not limited to Refreshers week (3 events in the bar and a charity netball match), Superbowl televised in the bar, a joint college sports social event, Macmillan coffee afternoon, a 'take me out' event at Valentines, a 'big night out' and an off campus social event to Preston happening this week. The 'Pub-to Club' nights to the Sugar House are continuing.

7.3.2 There are many more events organised but they also want to emphasise the welfare/ non-drinking and international events.

7.4

The Communications Officers have been regularly updating Lonsdale Facebook, Twitter, Instagram and Snapchat and also making use of the noticeboards in the bar area. A blackboard is on display in the porters lodge advertising JCR events (also

advertised in the E-News by the College Administrator). The JCR produce a monthly hardcopy newsletter to be distributed around the accommodation blocks.

- 7.5 Committees have been formed via applications in the JCR for Extrav and Welcome Week.
- 7.6 Work has already begun on Extrav and the JCR are keen to work alongside the SCR in ensuring a successful Welcome week.
- 7.7 Sports officers have set a date for Founders: 11-14 June 2015 and are close to securing sponsorship from IBM. Following the £1000 allocated to colleges for sports this term via Jo Hardman, Commercial Services, the officers have encouraged all sports teams to hold more social events in the bars.
- 7.7.2 The Vice-Principal mentioned the SCR/ JCR bar sports prior to the Bowland/ Lonsdale SCR bar sports for Founders. All participation encouraged for these evening events to be arranged in the summer term. **[Action: JS]**
- 7.8 The JCR have been able to build good relationships with other colleges and have already held joint events including paintballing with the County College. The welfare team are currently organising South West Big Chill with Cartmel, Pendle and Grad Colleges.
- 7.9 Jackie Wright (a Lonsdale Advisor and Study Abroad Manager) mentioned a survey whereby it was noted students mentioned lack of daytime/ non-alcoholic events arranged by colleges. This was noted by the Syndicate committee.

SM.15/8 Lonsdale Social Secretary's Report

- 8.1 Events planned this term include Whisky Tasting, hosted by Dr Ian Saunders on Friday 10 April.
- 8.2 The College Administrator has been discussing some joint events with the County College and 'to Kill a Mockingbird' is being arranged for Saturday 23 May. 'Wicked The Musical' is an event the Social Secretary may arrange with the County College in the summer term depending on price and popularity. Other events being discussed include a trip to Chester Zoo; Gin tasting; Alnwick Castle; trip to Liverpool; Forbidden corner Yorkshire/ Wensleydale creamery – some of these will be arranged in the summer term.
[Action: JS]

SM.15/9 Lonsdale Graduation 2015

- 9.1 Lonsdale's Graduation ceremonies are on Tuesday 14 July at 11:00 (FASS) jointly with Pendle College; College celebrations at 12 noon; the College photograph at 14:30 and then the second Lonsdale ceremony (FHM, FST & LUMS) at 16:30.
- 9.2 It would be good to have full platforms at each of the ceremonies and all staff are welcome and encouraged to be on the platform and attend the college celebrations. The College Administrator would look into and organise the College celebrations.
[Action: JS]

SM.15/10 Date of the next meeting

- 10.1 The next Management meeting would be mid-summer term. The date would be circulated in due course. The committee noted there would likely be an extra-ordinary Syndicate meeting if a Principal was found by the search committee. **[Action: JS]**