

LANCASTER UNIVERSITY

Bowland College Syndicate

*A meeting of the Bowland College Syndicate was called on **14 June 2016** at which the following persons were present:*

Senior Members

Robert Blake, Val Bramhall, Pam Forster, Amy Gibbons, Jo Hardman, Lorna Harrison, Linda Wardle and Mary Smyth (Chair)

Junior Members

Domenica Giorgianni, Tyla Grant, Shaun May, Daniel Pegden, Steve Pugh (President) and Harry Spearing

The following persons were in attendance:

Kara Cooper

Apologies for absence were received from:

Emily Barot, Claire Bateson, Alistair Burg-Broquere, Jo Dickinson, Jenni Dybell, Dan Flanagan, Hazel Hardie, Judith Harwin, Sarah Heard, Andy Long, Rachel Newbury, Patrick Somervell, Ellie Vowles and Shen Wei

BOA/2016/18

Quoracy

Constitutional regulations required the quorum for meetings of the Syndicate to be 15, of whom at least 10 should be senior members. As the level of attendance was below the required number, the Chair advised that proposals could be considered and discussed but no decisions could be made.

BOA/2016/19

Dr Robert Blake

It was noted that Dr Robert Blake was stepping down as Bowland Senior Advisor after several years in an advisory capacity. He was thanked for his dedication and support given to the students.

BOA/2016/20

Minutes of previous meeting

Item to be submitted at the next meeting of syndicate.

BOA/2016/21

Matters Arising

BOA/2016/15/b: A proposed change to Bowland JCR Bye Law appointing the Vice President as the Competitions Representative had been passed.

An outline timetable for competitions had been developed; the Chair provided an update;

- Discussions had taken place with the Debating Union to develop a debating competition for term one, focussed on freshers;
- Planning for the inter-collegiate quiz will take place in term one, with the final scheduled for the start of Lent term;

- The sustainability competition will start and end in Lent term.

MS will seek an opportunity to ask about Arts in the Colleges; there was no opportunity to progress this at Senate but a meeting had taken place with the Co-Directors of Lancaster Arts to discuss the colleges, they were unable to develop any links between the Colleges and the Arts currently due to work commitments; ideas were invited as to how the two could interact.

Senate

The chair reviewed the Senate agenda and highlighted the following items;

The Deputy Vice Chancellor would be discussing University priorities for 16/17. The current priorities included the following;

- Increase research income by 10%
- Gain a top ten NSS position
- Increase overall UK/EU applications
- Increase overall entry tariff

The strategic priorities for next year which would be presented to Senate are;

- To receive a top 20 score in the NSS measures for teaching quality and student experience while retaining a top ten overall NSS score
- Enter the top 20 for Research Grant Awards and diversifying research income
- Refocus undergraduate application priority to achieve an applications involvement ratio of at least 7/1 whilst still sustaining overseas student numbers
- Increase overall entry tariff in subject areas where this is achievable

There is an Equal Opportunities proposal coming through, setting out a vision to 2020.

An Academic Contact proposal recommends a weekly contact time for Part I of at least nine hours.

College Officer Appointment – Senior Advisor

Linda Wardle, Procurement Manager, was welcomed and introduced as the new Senior Advisor, taking over from Dr Robert Blake from 1 August 2016.

Bowland Welfare System proposal

The Deputy Senior Advisor presented the proposal to the members present. The following points were raised and discussed;

- Transparency regarding communications
- The role of the JCR Exec and JCR Welfare team as a point of contact
- Skills development for College Advisors

- Compulsory attendance at training session for Part I College Advisors
- Drop-in sessions to be continued in a form to be determined
- Confidentiality, risk and duty of care
- Ensure students understand what the College Advisors are there for
- Termly communications to students

It was recognised that the view of those present was extremely positive about the proposed welfare system, additionally three members of syndicate who had been unable to attend had expressed their support for the proposal in writing; *decision will be made by electronic communication.*

BOA/2016/25

Frequency of Syndicate meetings 2016/17

Item to be submitted for discussion at the next meeting of syndicate.

BOA/2016/26

Reports

a. JCR

The proposed LUSU changes to the democratic processes were passed following 'The Big Vote'.

JCR bye-elections have taken place, with the four vacant positions all filled.

The Vice-President now has responsibility for liaising with staff and students involved in the nine-college competitions.

Lonsdale won Founders with a final score of 52-29. Bowland still participated fully in the games, even after the loss was confirmed.

Bowland won the Carter Shield.

Welcome Week plans are being finalised.

An opportunity had arisen for the JCR President to take part in a 'Connecting Campuses' trip to Beijing in China. College aims for the trip have been developed:

- Help Bowland lead the development in college life and to be the centre of university activity
- Broaden our horizons and encourage involvement of alumni
- Develop college identity and pride
- Help be inclusive and friendly whilst pursuing excellence in everything we do

Extrav planning was underway with the event scheduled for the following week. Tickets sold out in three minutes, proving the event was popular.

b. Principal

Planning confirmed the nine-college competitions will be funded with recurrent expenditure.

A new engagement post will be created to enhance engagement activities across all the colleges.

Facilities are reviewing requests for potential small scale refurbishments to student facilities across all the colleges.

Bowland will have two graduation ceremonies; ideas on how to increase staff engagement on the platform were invited.

c. Dean

Fifteen incidents resulting in summary hearings have taken place since the last syndicate meeting, seven relating to noise during the examination period.

A review of Founders will take place following several issues which require further investigation.

Patrick Somervell, James Balfour and Chris Green will finish as assistant deans at the end of term; they were thanked for their commitment to the role. Three new assistant deans have been appointed following a recruitment exercise; Michael Barrow, Nina Kingham and Jessica Wareing.

d. Senior Advisor

An outgoing report was provided by the Senior Advisor at the syndicate meeting on 26 April.

College staff and college advisors were thanked for their contribution to the welfare system and the drop-ins.

It was noted that the welfare system appeared to be going from strength to strength.

e. Residence Officer

No report received.

f. Director of Engagement

The first Founders debate between Lonsdale and Bowland College had taken place as well as an inter-college University Challenge competition and Sustainability challenge. The JCR were thanked for their support and contribution to these events.

College engagement activities have developed an experiential format that allowed a range of interested audiences to hear about the 'day in the life of' a staff member or alumnus; thanks were given to all those involved.

A new inter-college debating competition is planned for the next academic year with support from the University's student debating union.

Consideration is being given to how staff engagement in colleges can be recognised, incentivised and increased through potential volunteering activities.

A working group is exploring the events pages and calendar on the Staff Intranet and how event marketing can be improved.

The final Last Thursday talk of this academic year was scheduled for 30th June 2016 with Marion McClintock reflecting on Why Lancaster has Colleges.

g. Administration

The Bowland Walk eventually took place on 7th May, led by Simon Corless and with 15 students in attendance.

Two exam breakfasts took place in May; these were well attended with resources on exam revision tips and guidance provided by the welfare team.

The College Administrator, Deputy Senior Advisor and CWO had attended a 'Look After Your Mate' train the trainer session delivered by student minds. The session was aimed at giving students the skills and knowledge to support friends and signpost when required. Consideration is being given to how to use the training.

A university open day was taking place the coming Saturday, staff and students who had volunteered to help out were thanked in advance. A second open day was planned for 9th July.

Graduation will take place on 13 July.

A.O.B

Rule 1.5 Disciplinary meetings

Syndicate is asked to consider an amendment to 1.5 of the Bowland College rules

Syndicate secretary to email proposal to syndicate for consideration

Additional members of the JCR at Syndicate

Section 3.1.2(i) of the Constitution allows for the JCR to have up to ten additional junior members at syndicate in addition to the 15 executive members.

The JCR Exec was asked to consider a proposal and to bring back to a future syndicate meeting.