

LANCASTER UNIVERSITY

Bowland College Syndicate

*A meeting of the Bowland College Syndicate was held on **23 February 2016** at which the following persons were present:*

Senior Members

Robert Blake, Val Bramhall, Daniel Flanagan, Pam Forster, Amy Gibbons, Chris Green, Jo Hardman, Lorna Harrison, Sarah Heard, Andrew Long, Alison Platt, Olwyn Poulter, Mary Smyth (Chair) and Ellie Vowles.

Junior Members

Emily Barot, Jenni Dybell, Connor Early-Pickersgill, Domenica Giorgianni, Daniel Pegden, and Steve Pugh (President),

The following persons were in attendance:

Kara Cooper and Kate Deeming

Apologies for absence were received from:

Simon Corless, Joanne Dickinson, Victoria Knill, Lynne Pickles, Patrick Somervell and Abigail Wells

BOA/2016/1

Introductions

The Chair opened the meeting by welcoming the newly elected JCR executive.

BOA/2016/2

Minutes of last meeting

The minutes of the meeting held on 3 Nov 2015 were accepted as an accurate record.

BOA/2016/3

Matters Arising

Minute: BOA/2015/11

- i. The revised version of the College Constitution that had been reviewed and accepted would be going to Senate for approval on 2 March 2016.
- ii. Previous discussion had taken place regarding additional junior members attending syndicate meetings. The JCR members had agreed on ten additional members. The JCR President advised that the Democracy and Finance Officer was looking at ways to get people involved and this could be addressed as part of the summer elections.
- iii. Simon Corless had been proposed as the new college representative on University Court, following the meeting an email was sent to all syndicate members with the proposal. No objections were received and Simon was appointed to University Court for a period of three years commencing 1 August 2015.
- vi. The job title for the new Director of Social Learning and Engagement within the college was reviewed following discussion with syndicate. The title was amended and the role advertised and filled as 'Director of Engagement'.

BOA/2016/23/2

BOA/2016/4 College Officer Appointments

Amy Gibbons was appointed as the Director of Engagement from 1 January 2016 on a one year pilot.

Val Bramhall was appointed as the new Dean from 1 January 2016.

BOA/2016/5 Friends Funding Bids

i. Nine Colleges Competitions

A proposal submitted to the Friends Programme for two nine-college competitions was successful; a Sustainability competition and a University Challenge competition. Planning is underway with involvement from academic departments. The students in the Sustainability competition will also take part in the World Business Council for Sustainable Development game during summer term and a follow-up careers workshop will be arranged. The University Challenge competition will commence on 29 February.

ii. Quad Furniture

The bid for new quad furniture was rejected. The college had agreed to contribute towards the purchase of new furniture and the Bowland Trust Committee agreed to go ahead with this, procuring six picnic tables for the quad.

BOA/2016/6 College Finances

A mid-year review of non-pay finances had been submitted to syndicate with a view to making college finances more transparent. Attention was paid to planned, actual and estimated expenditure and Welcome Week spend. The Chair advised that there is a need to ensure that money is spent in a way that meets the college's objectives.

BOA/2016/7 Staff Engagement

The Chair invited ideas from syndicate on how to vary activity in the college in a way that improves engagement between staff, students and alumni. The following ideas were raised and discussed:

- Staff loyalty scheme for attending events
- SCR/JCR social events (Family Fortunes)
- Alumni input in careers events
- Alumni attendance at Founders
- Food events/Food Quiz
- Cultural celebrations
- Student led tours
- Treasure Hunts
- Joint SCR and JCR activity

The Director of Engagement invited all ideas to be emailed to her.

Reports

a. JCR

The JCR Exec set 4 main aims during their officer training:

- #Turn-up which aims to increase JCR attendance at all college events
- Communicate better with the JCR Exec and student body
- Increase attendance for all events with new faces
- Win Founders

The Founders programme is being worked on. Golf and a debating competition will be included to try to engage more students.

The quiz continues to be popular. A joint SRC/JCR quiz will take place at the end of term after the Start-Up Stories event. Bingo was introduced which wasn't as successful as they hoped, but a Blind Date event proved popular among a wide variety of students.

Bowland are on the way to winning the Carter Shield.

The JCR have a strong working relationship with the bar and communicate regularly regarding events and are in discussions about improving the space/food offering.

The Extrav theme has been chosen following a vote from the student body with the number of responses higher than recent elections. Sub-committees are meeting to discuss decorations. The theme has not yet been released.

General communications with the student body have improved with posters and the website used to communicate events.

Some initial discussions are taking place with other colleges regarding welcome week events.

b. Principal

College Officers were invited to attend the LUSU Winter Officer Training which was interesting. The JCR goals to increase engagement and communications were positive.

There is engagement activity with LUSU taking place around planning and Internationalisation. Similarly different areas are working with the colleges to pull together activity such as Careers, the Alumni Office and SBS.

The college is making improvements to the Bowland space with new picnic tables and painting in the JCR. College space for meetings, events and college officers is limited, this remains an ongoing issue.

Staff engagement remains a focus with Jo Hardman taking forward a staff quiz and Grizedale College arranging a staff/student cricket match. The Chair is keen to hear from anyone interested in forming a Bowland team.

There is some interest in staff volunteering in the colleges through HR; this is still in the very early stages of development.

The Chair is considering a strategic plan for the college to focus on key areas which would highlight what the college is trying to achieve. *The Chair will discuss further with the JCR President.*

c. Dean

The Dean reported 13 deanery incidents during the academic year, five of which had taken place since January:

- 2 cases of wilful misuse of property
- 1 case of smoking and failure to evacuate
- 2 ongoing cases of tampering with fire equipment

Total fines imposed were £885 with £660 suspended, leaving £225 payable. A bill for damages is outstanding and is awaiting confirmation of amount from Facilities.

d. Senior Advisor

A weekly drop-in is still being run on a Thursday; there has been a drop in demand which has been attributed to the success of the CWO role.

Financial hardship cases are being addressed.

Travel awards are ongoing and scholarships will be looked at next term.

The termly College Advisors working lunch will be arranged by the Deputy Senior Advisor.

Consideration is being given to breakfast sessions for students during exam period.

A 'Keep Calm and Colour in day' would be held on 3rd March for University Mental Health and Wellbeing Day, staff and students were invited to attend.

The CWO reported a 30% increase in the number of students seeking support via SBS. The CWO provides short-term interventions and is not carrying a clinical caseload at the moment.

The Chair advised that a session which summarises the changes in the welfare system would be added as a separate item at a future meeting.

e. Residence Officer

Accommodation offers for next year are almost complete; the Residence Officer will be able to offer everyone a room that applied for one.

There are no major plans for refurbishment within Bowland accommodation.

f. Director of Engagement

Staff talks will continue on the last Thursday of every month, the last one on Storm Desmond had a great turnout. A further talk is planned for this coming Thursday. Advertising for these events is via the Staff Intranet, LU Text and the college newsletter. *Suggestions for the summer programme were invited from staff.*

Start-up Stories will take place on 17 March. This is an informal event where alumni talk to students about their experiences of setting up a business. Run by the Enterprise Team it is being piloted in the colleges this year. This will be followed by the end of term JCR quiz which will be attended by SCR and alumni.

Consideration is being given to how to build alumni links, with one idea looking at career opportunities and inviting alumni teachers to deliver a talk around teaching, perhaps in collaboration with TeachFirst.

Rachel Newbury from the Alumni office has started a running club for staff which is on Monday lunchtimes. Staff can just turn up or contact Rachel for more details at r.newbury@lancaster.ac.uk.

AG is also supporting the JCR Sports Reps in taking forward the Founders Debate.

g. Administration

Dan Pegden was thanked for the work put into arranging the Christmas Ball.

Nathalie Farrugia won the prize for the best Travel Report.

A welcome event was arranged in January for the new intake of study abroad students; this was well attended by students, staff and JCR members.

A college induction was held for the new JCR Exec team, this was the first time a formal induction session has taken place and the college will build on this for next year.

The Colleges had a stand at the recent Professional Services Conference where College Administrators were able to promote the colleges to staff. A nine colleges annual report for 2014/15 was also put together to showcase college activity.

Sunil Banga from the ISC recently delivered a talk to college staff about the relationship between the ISC and the University which was informative and well received.

College Administrators also attended a conference in Manchester on the International Student Experience; the College Administrator is considering how best to use the information gathered.

The Bowland Walks will continue, however this is weather dependant.

There will be two graduation ceremonies this year for Bowland on 13 July; SCR support on the platform would be appreciated.

BOA/2016/9

A.O.B

No items.

BOA/2016/10

Date of next meeting

3pm on 26 April 2016, John Welch Room, University House.