

LANCASTER UNIVERSITY

Bowland College Syndicate

*A meeting of the Bowland College Syndicate was called on **8 November 2016** at which the following persons were present:*

Senior Members

Robert Blake, Val Bramhall, Simon Corless, Pam Forster, Amy Gibbons, Ben Gomer, Jo Hardman, Lorna Harrison, Alison Platt, Linda Wardle and Mary Smyth (Chair)

Junior Members

Ben Francis, Domenica Giorgianni, Promise Gunzo, Shaun May, Steve Pugh (President) and Aaron Unsworth

Apologies for absence were received from:

Emily Barot, Rebecca Beaumont, Jake Brown, Sherry Currington, Kate Deeming, Dan Flanagan, Kate Haywood, Nina Kingham, Rachel Newbury and Anna Turvey.

BOA/2016/28

Minutes

Document: BOA/2016/14/6

The minutes of the meeting held on 14 June 2016 were accepted as an accurate record.

BOA/2016/29

Matters Arising

BOA/2016/24: Bowland Welfare System Proposal

Syndicate was asked by electronic communication to consider the revised Welfare System proposal and to communicate any objections.

No objections were received and the new system is being implemented within the college.

BOA/2016/27: Amendment to Bowland College Rules booklet

Syndicate was asked by electronic communication to consider an amendment to item 1.5 of the Bowland College Rules booklet.

No objections were received and the amendment was made to the rules booklet for the academic year 2016/17.

BOA/2016/30

April Syndicate Minutes (carried over due to Quoracy)

Document: BOA/2016/26/4

The minutes of the meeting held on 26 April 2016 were accepted as an accurate record.

BOA/2016/31

Frequency of Syndicate meetings 2016/17 (carried over due to Quoracy)

Following discussion at the syndicate meeting on 14 June 2016, the consensus was that the number of annual syndicate meetings should be three. Syndicate was asked to formally approve this item; *Syndicate approval was given to reduce the number of syndicate meeting to three per annum.*

BOA/2016/32

Senate Agenda

The Principal reviewed some of the objectives for the next meeting of Senate;

- The Education Strategy will now be going to Senate; key themes are Employability, Internationalisation, Sustainability and Inclusivity. It was highlighted the Education Strategy should also include college activity as part of the student experience.
- There is an ongoing review of the University major overall strategy for 2020; an update will be going to Senate. There are three re-statements of priorities focusing on Research, Teaching and Engagement. Syndicate were invited to review the strategy and have input into it.

BOA/2016/33

Engagement Director Post

The post of Engagement Director was initially set up as a one-year pilot and was due to end on 31 December 2016. AG was asked to leave the room while syndicate considered a proposal to extend the role for a further two years, to enable the continuation of engagement activities with staff, students and alumni. *Syndicate agreed the proposal to extend the post.*

BOA/2016/34

CMC Membership Review

Syndicate was asked to consider the following amendments to the CMC membership as outlined in the Terms of Reference:

- Deputy Senior Advisor to be included in CMC membership
 - Engagement Director to be included in CMC membership
 - College Residence Officer to be changed to 'Accommodation Manager'
 - College Administrator to be changed to 'College Administrator/College Manager'
- Syndicate agreed to all of the proposed changes to the CMC Terms of Reference; LH to make the changes as required.*

BOA/2016/35

College Finances

An outline statement of the non-payroll budget for 2016/17 was presented to syndicate. Attention was paid to the range of headings aimed at enhancing college activity. Syndicate were invited to comment; no comments were received. A mid-year review will be presented at the next syndicate meeting.

BOA/2016/36

Engagement Focus Groups

A strategic review of college engagement activity will be undertaken via a series of focus groups set up to explore six key themes of Space, Food, College Politics, Academic Life, College in the Community, Events and Social Activities. An online survey will go to students following the focus groups to get wider consultation that will feed into an engagement strategy for the next 12 months.

BOA/2016/37

Reports

a. JCR

The JCR President took part in a trip to partnership campuses in China. The aim was to look at ways of encouraging the integration of Chinese students into colleges and the wider university; ideas shared are now being considered, these include:

- Using 'wechat', a social media application popular in China to communicate with Chinese students.
- Offering activities that encourage integration; a cream tea/comedy event was delivered in Welcome Week to provide a taste of British culture. An 'Eat & Share' was also recently arranged by the International Rep.
- Discussions are taking place with LUSU to see if a Basketball League can be introduced into the college system as this is very popular in China.

A variety of events were delivered in Welcome Week, all were well attended. The quiz has also been very popular.

The Annexe kitchen refurbishment has been discussed in CMC and has been escalated to Facilities; kitchen meetings will be taking place.

Big Red Bar Crawl will take place on 11/11.

JCR Elections are coming up, the JCR will be holding meetings for students interested in running, and posters will be put up to promote the elections.

b. Principal

Graduation took place with 341 out of 371 eligible students taking part in the day. The high numbers meant Bowland had two ceremonies which seemed to work well.

Welcome Week saw 466 new students move into campus accommodation with 76 off-campus students joining the college, totalling 542.

Welcome Week was very successful and the JCR were congratulated on the hard work and effort that was put into the week.

The JCR Exec, who are approaching the end of their term, were thanked for their commitment and positivity throughout the year.

The start of the year has brought a strong undergraduate contribution to college activities due to the role undertaken by the 118 Freshers Reps, all of whom undertook additional training associated with the role.

Facilities agreed to upgrade the college social spaces over the summer; this resulted in additional furniture being added to the quad, the JCR and reception area.

The Chair acknowledged that Bowland Pies appeared to be part of the college brand.

Work is continuing on the inter-college student competitions. The Debating Union will be progressing the Debate and organisation for the Quiz is now underway.

Learning Communities will be raised at Senate and will be explored later in the year.

c. Dean

A review of the previous year's activity was provided;

- 48 incidents were reported for 2015/16 which breached 14 different rules.
- 24 fines were issued, the majority for fire safety and noise breaches.
- One suspended fine became payable for a further breach.

Three new Assistant Deans have been appointed; Michael Barrow, Nina Kingham and Jessica Wareing.

Welcome Week went smoothly with no major issues reported.

This term two disciplinary meetings have taken place and a couple of investigations are ongoing.

d. Senior Advisor

The welfare team for 2016/17 includes Linda Wardle, Pam Forster and Jo Dickinson, with 15 College Advisors and 2 advisors for off-campus students.

49 welfare cases have been reported covering a range of issues. Six students have been seen at the drop-ins.

Matthew Hince was awarded the prize for the best travel report.

Planned welfare activities for this term include;

- Holding drop-ins in the JCR to increase visibility of the service.
- An 'Improv' event on 22/11 which is part of a 'homesickness' campaign.
- 'Here for the holidays' on 15/12 aims to connect students staying in Lancaster over the vacation.
- 'Look after your mate' workshops are being delivered between weeks 1 to 8; the Deputy Senior Advisor and College Administrator have delivered two sessions each.
- 'Are you OK' will take place the first week of Lent term.

The Senior Advisor echoed the positive comments already given on welcome week. Additionally it was felt that the support provided by the freshers' reps had contributed to the low number of reported welfare cases so far this term.

Consideration is being given to whether there will be a need for additional specialist advisors.

e. Accommodation Manager

All available rooms were allocated and all twin rooms fully occupied at the start of the year. All twin-room occupants who wanted to move have now been rehoused.

Window restrictors that were fitted to Annexe over the summer have since been adjusted to allow better airflow. The hot water pipes have been lagged to reduce heat transfer. Window restrictors were also fitted to Bowland Halls.

The Annexe kitchen refurbishment had reduced the amount of storage and communal seating available. A petition was submitted by residents requesting better facilities; meetings are being arranged with the occupants.

Work has been undertaken in the Tower to improve the weather proofing, leaking windows and refurbish the rooms damaged by storm Desmond.

Ash House snagging issues have now been addressed; fewer items are being raised, though some are still outstanding. The entranceways have also been refurbished.

No planned refurbishment has been identified for 2016/17.

f. Director of Engagement

Claire Povah (Principal, Grad College) and Libby Packham (LUMS) have been jointly appointed to the role of College Project Officer. They intend to spend time exploring current activity within colleges to help identify themes for college projects.

The 'Last Thursday' series for 2016/17 commenced with an introduction and tour of the newly opened Chemistry and cTAP buildings and included a talk from Dr John Hardy on his research. The next talk will feature Dr George Green from English & Creative Writing discussing his work on graphic novels.

A new inter-college staff quiz has been set up, led by Jo Hardman.

AG is exploring different methods of engaging with staff members and is considering setting up a senior members Facebook page.

g. Administration

An annual report has been produced giving a rundown of college activity for 2015/16, this can be found on the college website.

Honours boards are being procured to celebrate Principals and JCR Presidents.

A Bowland Walk took place on 22/10, led by Simon Corless the group of 11 students and three staff scaled Fairsnape and Parlick Fells.

A trip to Manchester Christmas Markets has been arranged for 19/11.

The Winter Ball will take place on 9/12 at Ferrari's Country House in Preston.

The College Administrator thanked the JCR for their contribution to college activities and for their professional and responsible approach.

BOA/2016/38

A.O.B

No items.

BOA/2016/39

Date of next meeting

7 March 2017, 2pm, John Welch Room, University House