

**Fylde College**  
**Minutes of the Syndicate**  
**29 February 2016**

Present: Denise Rutledge, Jean Bennett, Kirsty Thornton, Kelly Robinson, Jack Machell, Enya Anderson, Sue Summers, Louise Fielding, Ludo Harley, Taryn Whitford, Ollivia Dale, Nicole Fitton, David Summers, Grant Helm, Elliott Swallow, Darren Mason, Lauren Elliott, Gaby Rezetko

**1. Apologies**

Suzy Wild, Valeria Albertini, Mandy Chetwynd, Dan Barcroft, Heather Willes, Stacey Spencer

**2. Matters Arising and Last Minutes**

The minutes of the last Syndicate Meeting were agreed to as a true record of the meeting.

**3. Fylde College Meetings**

The Principal described the new format of Fylde College Meetings. These would fall within the remit of the Constitution as the new meetings would be covered under committees of Fylde Syndicate

- Syndicate Meetings – would continue to fall before each Senate in order that the meeting could pass items to Senate via the Principal. The content would be widened to cover reports of activity within the college
- Senior Management Committee – would meet fortnightly. Comprising just College SCR
- College Management Committee – would meet once a term and would comprise College SCR and JCR

Alongside regular meetings with JCR team and allocated SCR contacts it was believed that college business could be carried out in a more efficient and timely way.

**4. Recent Colleges and Student Experience Committee**

There were several items of interest discussed at the recent CSEC meeting.

Facilities would be looking in the near future at the best use of existing College space across campus.

It was unlikely that there would be any noisy work on campus during Exam Period. The instruction is that work (eg grass cutting, construction work) should not begin before 8am. Work on the Spine project would begin after Graduation.

A Safeguarding Policy has been revised in part to cover the University's responsibility under Prevent. The policy also looks at things like under 18 entry to University which is something the colleges have to bear in mind during Welcome Week.

The College can report on some positive issues at the start of this academic year:

**5. Senate**

**UMAG**

**Campus Masterplan** – It was noted that Fylde was, unfortunately, a long way down in the refurbishment plans. It was hoped that Fylde Main could be uplifted a little particularly as the Courtyard was always a visit spot for Open Day. The current building fabric, especially the windows, were in a shabby state.

**Review of updating academic promotion criteria** – the Principal said that it was good to see that College participation would be looked on favorably when staff were applying for promotion.

**Items for discussion:**

**National Student Survey** – Results from the survey were good, however there were differences noted in for example departmental academic tutor contact. A quick survey from the students present showed that several had little if any contact with this member of staff in their department. There were also departmental variations in course work turnaround.

**Transparent Allocation Model** – different financial models were used across the University and there was going to be a move to introduce a transparent model for easier cross department comparisons on spend. It was noted that across all 9 colleges the budget was only £¼ million.

**Items for discussion unlikely to require discussion:**

**Bowland Constitution** – the Fylde Constitution would be available on request and any feedback should be sent to the Principal. The Constitution would be presented to next Senate for approval. In essence it fitted the standard constitutional guidelines produced last year.

**Term, Examinations and Degree dates 2015-2025** – these were now available. The Principal pointed out that the only 11 week term on the horizon would be Lent 2018.

**Items for report:**

**Undergraduate Assessment Regulations** - Repeat of the First Year – this would enable students to retake a whole year rather than have to take up at the beginning of the term they left in the following year.

**Equality and Diversity Committee** – the Principal noted that Fylde was noted in this report for encouraging the use of the common room for all societies, particularly international societies who liked to use the kitchen facility and the relaxed environment.

**5. College Update Items**

In summary and since last Syndicate, the college has welcomed a new JCR who were settling well as a team and working well on activities and events and currently looking towards the election of Fylde Reps for Welcome Week.

Fylde had worked well together in Storm Desmond and was interested in hearing recommendations as a result of the event as far as emergency planning was concerned (but in the meantime would be buying some wind-up torches).

The Welfare Team were working towards college activity on University Mental Health Day, Drug Awareness Campaigning and Exam Stress workshops and looking at designing surveys to engage International and Off Campus first years. The Valentine's Drop in the residences had been well received with chocolates, origami and CAT details delivered.

The SCR hoped to introduce Monday Meet next term. This would be an hour of a variety of activities eg cookery demos, keep fit and employability related items. Ideas were welcome. New staff would be welcomed on 9 March at a lunch. Other SCR events this term included a lunchtime talk on the Zika Virus, a Gin tasting session with the University Bars Manager and a 'Chile' evening.

The College was about to undergo some office design changes. The Porter's Lodge would be knocked through to the Mail room in order to give more space for deliveries. The existing space is very difficult for the Porters. The Mail room for student mail will be halved in size, but obviously the mailboxes would stay in there and can be locked off if necessary. The JCR questioned whether they would still be able to use the window onto the spine for ticketing at Extrav. This would have to be looked at.

The College Office would be split into two. This would give the Welfare Team an office, currently there is no private space for Welfare meetings other than using the College Office. The Residence Officer would move in to the other half of the office and the College Administrator would move in to the current Residence Office.

Although the college missed out on Alumni funding this year, Fylde has managed to give a home to the outdoor table tennis table. This can be moved for events. The Principal encouraged ideas for future funding. Monies of upto £10k were available.

**(The Senate papers were available for current staff to view at:  
<https://gap.lancs.ac.uk/Committees/senate/sms/meetings/default.aspx>)**

Next Syndicate: 26 April 2016, 1pm Fylde Common Room