

UNIVERSITY OF LANCASTER
Lonsdale College
SYNDICATE MEETING

Minutes of a meeting held on Tuesday 24 May 2016

Present: C Baker (Principal) [Chair]; H Blacknell (JCR Sports Rep); G Bower (JCR Male Sports Rep); H Bradbury (JCR Social Sec); A Bradley; J Castell (JCR Comms & Media); K Ellis (JCR President); L McGowan (Senior Advisor); J Morris (College Wellbeing Officer); S Slavin; A Smith (Dean); K Steine (JCR International Welfare Officer); H Whiteley (JCR Social Secretary); J Wright; L Wilkinson;

Apologies: K Davidson (Vice-Principal); O Dewhurst; C Forbes; S Fovargue; A Helsby; M Mohamed (JCR Democracy Officer); M Nield; L Sedda; E Warren (JCR Female Ed & Welfare); H Yates;

In attendance: J Shorrock (College Administrator [CA]); (Secretary)

SM.16/15 Minutes of the last Management meeting held 12 February 2016

(Document LOA/2016/2)

15.1 The committee confirmed the minutes of the Management Meeting of 12 February 2016, as a correct record.

SM.16/16 Matters Arising

16.1 There were no matters arising.

SM.16/17 Principal's Report

Joe Bentham's funeral

The Principal thanked college staff and students who attended Joe's funeral on Tuesday. Students needing support are being encouraged to contact the welfare team. An internal enquiry will be taking place to review how effectively things were handled. A condolence book is available in the College Administrator's office.

17.2 **Update from College Principals' meeting 23 May 2016**

(i) New Engagement Officer and Competition Funding

Funding has been secured to appoint an Engagement Officer for the 9 colleges (0.4 contract of Grade 9 for 1 year). A £10,000 pot of money has been allocated for the use of colleges for competitions (recurrent). Competitions include University Challenge and the Debating competition, but there are opportunities for us to think further about developing new competitions if this is something you'd be interested in.

(ii) Graduate College Review

Grad College has undergone a review as an outcome of the Colleges' Review. A series of recommendations have been made, including revisions to the structure of the college to recognise the different needs of PGT and PGR students. Grad College will also work to raise its brand visibility on campus, and more focused events will be put on in response to student requests.

(iii) Rep Training

County and Fylde colleges have shifted to a skills focus in their training this year and trialling online welfare training. They will feed back on the success of this new approach later in the year. Lonsdale's Wellbeing Officer, is coordinating rep training for Lonsdale this year.

(iv) College Appointments

Working Groups have been established by Amanda Chetwynd around College appointments. This won't affect appointments currently underway, but will discuss questions such as how to attract senior members to colleges, Principal, College Advisor and Dean succession planning.

17.3

Working with Senior Members

Principals have discussed how to 'on board' new staff joining the university and open lines of communication and encourage participation in SCR activities throughout the year.

Action: the Principal will meet new starters for coffee once a term.

The Principal would like the committee to think how we can draw on the expertise of our senior members. Some have professional, academic, and personal experiences that could be invaluable to our students. This is something at the top of her agenda next year.

17.4

Lonsdale's new website

The website is live and the College Administrator is busy working on developing different areas of it. This will be a major project over the summer. Please respond to her requests for information, particularly as we develop the staff information pages and also take a look when you can and get back to us with comments and suggestions.

17.5

Lonsdale's sports teams

The Principal is keen to make the college sports teams more visible next year and to make them feel better supported by the college. We will consider putting a bit more funding behind them, and will contact captains for suggestions as to what is needed.

17.6

Recent Purchases

The JCR asked for a new football table and that has now been installed. The new mascot has arrived and will be busy during Founders and summer term socials. New uplighters have also been installed in the social areas of the college – thanks to the College Administrator and the Porters for getting all these things organised.

17.7

Forthcoming Events/ Activities

- Our Porter, Arthur is retiring. His leaving do is on Thursday at 12.30 in the bar. Please come if you can.
- Senior Advisor interviews on 6 June – there was a good response to the advertisement.
- Founders Bar Sports are on 9 June. The Principal will be in touch to organise who will be doing what. It is important we have good representation from Lonsdale SCR at this event.

- Lunchtime walks every Friday leaving Lonsdale at 12.30 and picking up outside the library at 12.40. Everyone welcome!
- The Big Lonsdale Picnic for students and SCR is from 12-2 on 15 June
- Lonsdale Big Chill / Open Day on 18 June
- Extrav 23 June
- SCR trip to Chester zoo 25 June
- Gin tasting 1 July
- Open Day 9 July
- Graduation 15 July

17.8

College Team

There will be some changes to the team next year, with two new Assistant Deans and a new or continuing Senior Advisor. The College Administrator will be contacting you to provide feedback to the Principal anonymously about what has worked well this year and what areas we can improve on as we move forward.

Thanks to the College Team for all their hard work throughout the year. The summer term is always a busy period and your continued support is appreciated.

SM.16/18**Senior Advisor's Report****CAT V Advisor System**

18.1

A meeting was held for all current advisors and key college staff chaired by Dan Barcroft (Fylde SA) to outline, explain and discuss information whether to go towards a CAT (College Advisor Team) system or retain our current advisor system. Information was gathered from other colleges who had already adopted the CAT system. A survey had been sent to all students asking for their opinions, but as yet there were no responses to this.

18.2

The committee heard the JCR were unaware of the advisor system. HW reported if Freshers had any queries/ concerns, they would generally seek advice from their Freshers reps. AS stated whilst he was a CAT member in Pendle College (the pioneering college for this system) his experience was very positive for this system. KD, who had experience of welfare, disciplinary and being a Principal in the college over many years stated (via email) he would vote for a CAT system. The Principal argued that by introducing a CAT system which was a smaller team, the team would be strengthened.

18.3

During the course of discussions concerning the CAT system, it was generally felt it would be a more efficient system to adopt. A vote was taken with 15 committee members in favour of the new CAT system and one for the current advisor system. The CAT system would therefore be adopted in the next AY 2016/17 onwards.

Action: The Principal would discuss payment to CAT advisors with the Provost, Mandy Chetwynd.

SM.16/19

19.1

CWO's Report

The CWO, spoke about the various initiatives being planned. The 'Look After your Mate' (LAYM) training had just taken place training college staff: the CWO and College Administrator had been trained and would be involved in training students in the Michaelmas term.

LAYM is a session for students who are looking to support their friend at university who may be struggling with their mental health. The session gives students the skills and knowledge to support their friend at university and gives the student the confidence to start that all important conversation.

19.2

The CWO would be heading Fresher Rep training towards the end of this term and would be looking at information regarding 'Consent' to be disseminated during the freshers' rep training and at the welcome talk on arrivals day.

SM.16/20

20.1

Dean's Report

The Dean reported on the latest statistics for Lonsdale's fines to date. Fines had been substantially reduced and warning letters had been produced this year. A total of £1730 had been taken in fines.

20.2

At a recent University Deans' meeting, quiet period fines had been discussed; there may be more to report regarding this at a later date. The Assistant Dean role had also been discussed as to whether there was 'value for money' in this role looking into duties of an Assistant Dean. There would be a report in October 2016 pertaining to this.

SM.16/21

21.1

JCR President's Report

The JCR have hosted successful welfare events this term: 'Feel Fresh' to name but one. A self-defence class was hosted by the JCR and was successful.

21.2

Founders organisation is well underway and a meeting had been arranged between the Lonsdale and Bowland Presidents to resolve a few issues for the success of Founders 2016.

21.3

The JCR were busy with the organisation of Extrav the theme being superheros.

21.4

Eighty six Freshers reps had been appointed. The interviews were more formalised this year with both JCR and SCR (as were available) on the interview panels.

21.5

The organisation of welcome week had begun and the President was busy with the timetable for Freshers week.

SM.16/22**College Residence Officer's Report**

22.1

During the course of the CRO report the committee heard:

- (i) The target of 266 for 2nd/3rd/4th years living on campus in 2016/2017 has almost been reached; there are 6 places left but it is expected these spaces to be filled over the next few weeks.
- (ii) Preparations have begun for departures. One or two students have already handed in their keys following the end of their examinations. Information regarding the procedure for handing in keys, disposing of belongings etc. will

be sent out later this week. Room checking teams will start on 22 June, before this the porters will carry out room checks when people depart.

- (iii) Early arrival dates for JCR exec members and freshers reps living on campus in 16/17 are as follows:

JCR Exec members can move in on Wednesday 28 September 2016.

Freshers reps can move in on Saturday 1 October 2016

- (iv) The accommodation for freshers reps on the Saturday, 1 October will be free of charge as will the extra nights for JCR exec members. It may be possible to let the freshers reps come into accommodation on Friday 30 September if they wish, but they would have to pay for this night (£18.20 for the night). The Residence Officer would be able to confirm availability of these rooms nearer the time.
- (v) The Residence Officer thanked the JCR for providing the list of reps promptly – this has been received much earlier than in previous years.
- (vi) Lonsdale would be well occupied over the summer. There would be 150 PELP (pre-sessional English language programme) students staying for the whole summer. Lonsdale would also have 300 EAP (English for academic purposes) students staying from 3 – 28 September. The summer will be very busy!
- (vii) University open days – instead of the accommodation team being based in the HR building (in the “accommodation hub”) as we were last year, the Residence Officer would be on the accommodation stand in Lonsdale bar. Accommodation tours would run regularly from the stand to the show flat in House 43 and one other flat (still to be confirmed). Hopefully this will improve the tours for visitors as last year the tour groups were huge and many people got lost on the way down to SW campus.

SM.16/23

23.1

Date of next Management Meeting

A date would be circulated for the Michaelmas term of the AY 2016/17.