

Lancaster University Cartmel College Syndicate



Wednesday 6th May, 2015 - 1pm Cartmel College JCR

Present: Jayne Corless (chair), Cath Gorton, Michael Drakard, Alan Deane, Alison Quinn, Julie Ferguson, Mandy Dillon, Johnny Unger, Lyndsey Egerton, Edwina Greenfield, Rachael Anderson, Mark Diggle, Natalie Mullen, Michael Payne-McGlenn, Anouck Sauer, Olwen Woosnam, Craig Lomas, Daryl Griffin, Laura Trotter, Simon Bentley, Tom Stapleton, Sean Duckers, Joe Regan-Stansfield.

1. Apologies: Colin Rogers, Vicki Haslam, Tom Webb, Jonathan Eldridge, Neha Garg, James Davies, Nick Thoume

2. Minutes of the last meeting

The minutes of the last meeting were confirmed as a correct representation

3. Matters Arising: There were no matters arising from the last meeting

3. Principals Welcome and Report, Jayne Corless

Jayne welcomed syndicate members for attending, apologies for the lack of meeting in 2013/14 due to personal circumstances and also delayed due to awaiting the outcome of the College Review.

Overall a positive response to the college review, the colleges hope to receive a lot more support in future from the governing bodies in the university, along with an encouragement to have more active academic members taking up positions with the colleges.

A small working group is going to be set up to look at the potential of alternative staffing model - the 2 mentioned in the report we found to be unworkable, a more cost effective and feasible model needs to be looked into.

The college produced a planning document for 2016/16 which has now been approved along with 3 term time only posts working under SBS solely for welfare provision within colleges. It is hoped by the colleges that these allotted hours can be for evening and weekend welfare, which is where we feel can be improved - this is yet to be discussed.

This year being the 50th Anniversary year saw the college hold a joint 'It's a Knockout' event on the boulevard in which teams from all colleges took part. We held the annual Ertz Cup employing professional dart players and compare and welcomed back many Alumni to take part against our current students. The event was a huge success.

Jayne thanked Cath, Edwina, Lyndsey and Vicki for all their hard work over the past couple of years and also the previous and current JCR's for their hard work. Jayne also thanked all syndicate members and gave her best wishes to the next Principal.

Deans Report, Lyndsey Egerton

It has been a reasonably quiet year to date for the Cartmel Deanery. During the academic year thus far there were 43 recorded deanery incidents during the first and second terms. This is consistent in scale with reports from other colleges during the same period – Cartmel benefits from having a lower than average number of cases reported.

These are broken down to:

16 Health and Safety reports including (in order greatest occurrence first) propping open fire doors, covering kitchen light sensors, covering, bedroom smoke sensor, missing fire extinguisher

10 Noise reports the majority of which were resolved by the porter with no further deanery intervention

8 Smoking reports

9 Poor Behaviour relating to (in order greatest occurrence first) theft of food in communal areas, kitchen cleanliness, copyright infringements, poor behaviour of guests

In total £2,605 has been fined of which £1,375 has been suspended. Total actual fines: £1,230. Again, this is consistent with other colleges.

Lyndsey Egerton attended the university meetings for College Deans where observations were noted, in Cartmel and across the university as a whole that there are an increasing number of Deanery cases that overlap with welfare cases.

Measures have now been put in place in Cartmel to improve communications between deanery and welfare teams to ensure that we can deal with all persons in the most appropriate way. It was suggested that future Deanery training should include signposting information so that all team members are able to confidently provide welfare signposting. Deanery is, however, separate to Welfare and we will continue to provide different services.

Senior Advisor's Report, Vicki Haslam

In Vicki's absence, she submitted the following report to Syndicate:

Cartmel College Syndicate Meeting, Wednesday 6th May 2015

Report from Senior Advisor

For 2014/15 we recruited 42 Personal Advisors, working as usual in teams of two. Ten of this year's Advisors are new in post, with 32 continuing from the previous year. Nine of this year's Advisors are postgraduate students and 33 are members of staff. Each pair of Advisors were allocated between 12 and 27 students, which equates to between 6 and 13.5 students per person. Cath Gorton, the Assistant Senior Advisor and College Administrator,

additionally took on responsibility for this year's new off-campus students. A list of the 2014/15 Personal Advisors is on the following page of this document.

As per last year, students were told when and where to meet their Advisor via personalised information cards, given out when they collected their room keys. This year, for the first time, we indicated on the cards a particular kitchen within the block for students to congregate in for the Advisor meetings. The initial meetings between Advisors and students were particularly well-attended this year; it seems that specifying (in advance) the particular flat in which students should meet was helpful. I plan to keep the same arrangements for next year, with Advisors being taken to student kitchens and students being pre-notified of exactly where and when to meet.

For 2015/16 I hope to retain as many Advisors as possible and recruit more: ideally I would like to allocate around 12 students per pair which means recruiting between 60 and 70 Advisors for the year. I would very much welcome enquiries from any senior member of the College who is interested in joining the team of Advisors.

It has been a normal year so far on the Advisory front. A few serious incidents have been handled by myself and Cath, and there have been the usual reports from departments about non-attendance and non-submission of coursework. These have all been followed up, offering support to the students and (for Part I students) copying in their Personal Advisors.

A new development this year has been the implementation of an electronic system to share welfare information between myself, Cath and Lyndsey Egerton who is our College Dean. This has enabled us to help students more effectively and to work as a team in doing so.

Finally, I would like to minute a big thank you to everyone who has contributed to the success of the Cartmel Advisory System this year.

Cartmel College Personal Advisors 2014/15

First Name	Surname	Department
Zoe	Adibeik	Linguistics & English Language
Ian	Anderson	ISS
Rachael	Anderson	ISS
Julian	Ankers	Facilities
Jenn	Ashworth	English and Creative Writing

Alex	Belton	Mathematics & Statistics
Phil	Benachour	School of Computing & Communications
Kirstine	Bond	Alumni & Development Office
Joann	Bowker	Linguistics & English Language
Jayne	Corless	ISS
Sue	Crookall	Student Wellbeing Services
James	Davies	LUSU
Alan	Deane	Safety Office
Mark	Diggle	CEEC
Lyndsey	Egerton	CEEC
Vilius	Franckevičius	Chemistry
Lisa	Gerraty	International Office
Cath	Gorton	Cartmel College
Edwina	Greenfield	Cartmel College
Jonathan	Haslam	Management School
Vicki	Haslam	Linguistics & English Language
Tony	Hinds	ISS
Rebecca	Hough	Clinical Psychology
Ann-Marie	Houghton	Educational Research
Daniel	Johnson	Linguistics & English Language
Sam	Kirkham	Linguistics & English Language
Daniel	Knowles	CEEC
David	Mashiter	CEEC
Nicola	Mathie	Politics, Philosophy & Religion
Fe	Mukwamba-Sendall	Applied Social Science
Natalie	Mullen	Cartmel Assistant Dean
Matt	Nunes	Mathematics & Statistics
Sam	Paton	Continuing Cartmel UG
Jenefer	Philp	Linguistics & English Language
Helen	Rawsthorn	CEEC
Joe	Regan-Stansfield	Cartmel Assistant Dean
Tasneem	Sharkawi	Linguistics & English Language
Gavin	Smith	Research & Enterprise Services
Adam	Taylor	Lancaster Medical School
Nick	Thoume	Human Resources
Johnny	Unger	Linguistics & English Language
Tom	Webb	Law School

JCR President Report, Laura Trotter

Laura thanked the outgoing JCR, it had been a very successful year. Plans for Extrav are well under way and the JCR are currently working with the SCR to organise Welcome Week. Looking forward to an exciting year ahead.

Any Other Business:

In his absence Colin Rogers asked to pass on his sincere thanks to Jayne for all she has done for the college.

Date of Next Syndicate Meeting; TBC