

Liaison Committee Meeting Minutes

Wednesday 14th October 2015, Old College Office, 2pm

Apologies from: Professor Elliott, Kshitij Sabnis, Rory Landman

1. Matters arising from last meeting's minutes

- a) New Court pricing
This will be discussed in the second Liaison Committee Meeting of Lent term. Some comments generally include: small shelving, not enough storage, and problems associated with the fact that the lights in en-suite room bathrooms work on sensors. This last point is something the Junior Bursar is currently working on.

2. Matters arising from College Council

- a) The College has admitted four new teaching Fellows; Dr Debopam Bhattacharya (Economics), Dr Caterina Ducati (Materials Science), Dr Jason Miller (Mathematics), and Dr Frank Stajano (Computer Science). The College has also appointed a Spanish Language Assistant (Dr Alicia Ramos Jordan).
- b) Health Centre – the nurse has moved to full time, and the locum has been made a permanent member of staff. The Counsellor is still here, and is less busy than usual at this time so TCSU should remind students of her availability. A dedicated Mental Health Advisor is now available four hours per week in Trinity College, on referral via nurse/tutors/DoS.

3. Matters arising from the Junior Bursar

- a) Students' Personal Possessions Insurance
This is automatically added to the bills of all students, dealing with any claims students may have. Rates have gone up slightly this year, but the College will absorb the increase for this year as room rents were already fixed.
- b) Cleaning standards in outside College accommodation
Graduate accommodation – kitchen and bathroom areas in particular must be kept in good condition throughout the year. Some students are dissatisfied with the standard of cleaning provided in this accommodation, and the BA Society is following this up with College staff. Some other issues have arisen from the BA Society, which will be followed up directly with the Junior Bursar.
- c) City Council/County Council lighting
15/10/15 meeting of the Bursars' Committee will discuss this issue. If Burrell's Walk will no longer be lit, the safety of students living in Burrell's Field will have to be reconsidered. The College will work to prevent the County Council decision from going ahead.
- d) Use of drones in College
It is not legal to fly drones within 50 metres of any structure of which you are not

the owner, or within 50m of any individual person, and if you are flying a drone for filming purposes, data protection laws must apply. The College Council has decided that third parties cannot fly drones for their own purpose in College grounds.

- e) Students cycling out of Angel Court onto the cobbles
Students should not be doing this; it is dangerous for both them and others.
- f) Suspicious bags
There was an incident in Whewell's Court where a suspicious bag was not mentioned to Porters for 24 hours. All members of College are reminded to alert the Porters as soon as possible if such an incident occurs.

4. Matters arising from the Dean

- a) Thank you to student representatives
A reminder to learn from the lessons of Freshers' Week. Students should also be encouraged to get involved in the wider city community, i.e. helping the homeless (not by inviting them into College).

5. Matters arising from the Senior Tutor

- a) Freshers' Week – an overview
Thank you to the TCSU and the BA Society for organising a successful Freshers' Week. College staff were satisfied with the use of the marquee and would be keen for this to continue. Student organisers and staff should communicate regularly and in advance of events to ensure the smooth running of Freshers' Week and all relevant activities. TCSU should be proactive in communicating with College regarding permissions and event planning. TCSU will discuss this further at a later stage.
- b) Refurbishment of the Bar
Significant progress has been made whilst spending a modest amount of money. TCSU is to encourage increased use of the Bar; perhaps it could be renamed as the 'Hub'/something more creative?, TCSU could use this area for events, meetings etc. The Amalgamated Clubs Fund has a significant reserve, and some of this money could potentially be used for these purposes.
There are some Working Group discussions underway about the conversion of the Brewhouse, involving the creation of a multi-function space with catering facilities, but this does not mean that the current 'Bar' space cannot be renovated.
- c) Fitness to Study policy
This policy deals with considerations on those with mental health problems and concerns. The University has distributed their version of this policy to ALL students, and so there is little room for Trinity College to make any changes to this policy. This document is useful and important for dealing with serious mental health problems. The University document is particularly dense, and Trinity College is working on creating a one-page summary for students to access

more easily.

- d) NUS lad culture report
This report highlights a failure to have relevant policies in place; although Trinity College has a number of specific policies, it lacks a safe space policy. TCSU Welfare team and Women's Officer will explore this policy. The College Porters are involved in keeping the College safe from offensive material and behaviour.
- e) Out of Hours emergency procedures (Senior Tutor and Junior Bursar)
Porters' Lodges at Great Gate and Burrell's Field are manned 24/7, 365 days a year. The Porters are first-aid trained and have connections with paramedics, police, and fire services. In most situations, contacting the Porters will be a more efficient approach than directly contacting Emergency Services. The Porters also have out of hours contact details for College staff.
- f) New appointments: Health Centre and Teaching Staff
See College Council notes. The College has appointed a Communications Officer, who will want to work with the TCSU in a number of areas. TCSU is to reach out her.
- g) Anniversary of women being accepted to Trinity
The 40 year anniversary of women being accepted to Trinity College is this year. Elizabeth I portrait in Hall will be coming down at the end of term. The College will be recognising achievements and celebrations, but will also be using this opportunity to work towards greater gender equality. TCSU and BA Society are encouraged to make suggestions on this topic.

6. Matters arising from the Steward

No matters arising.

7. Matters arising from TCSU

- a) Vacation storage
Junior Bursar suggests we adjourn discussion on this item until the next Liaison Committee meeting, when members of the Committee have been able to review the document provided by the TCSU. Cornelius and the Junior Bursar will discuss at a later date, possibly before the next Liaison Committee meeting.
- b) Establishing a catering committee
TCSU proposes that we ought to establish such a committee to discuss issues with catering staff. The Senior Tutor suggests that TCSU creates a formal proposal for such a committee and discusses this with the Steward, before bringing this proposal to the Liaison Committee.
- c) Unused New Court rooms
The contractors must complete phase 2 of developments by January 16th 2016. The currently occupied New Court rooms were only made available on September 1st 2015, for occupation starting October 1st 2015. The remaining New

Court rooms should thus not be expected to be ready prior to late February 2016. The BA Society proposes that students should have the option to use these rooms, and will follow up with students as to whether this would be an attractive option to them.

- d) Condom and tampon dispenser
To be discussed in future meetings.
- e) Future of the WPR
To be discussed in future meetings.
- f) Sustainability motion
To be discussed in future meetings.
- g) Themed formals
Students have expressed a demand for such formals to return. BA Society still hold Halloween themed formals (with permission from the Steward). Cornelius will discuss the issue with the Dean.
- h) Associated BA status for Part II (4th year) MML and AMES students
MML and AMES students are only in the 3rd year of College, hence why they currently do not have BA status. The BA Society will discuss this in their next meeting.
- i) New Court builders
When cases of harassment are reported to College, the cases are reported to the STC site management and actions have been taken to remove some employees from the site. If this happens to students, they should report the incident, including the time and any other details, to the Head Porter.
- j) Purchase of extra trolleys (discussed previously)
To be discussed in future meetings.

8. Matters arising from the BA society

No matters arising.

9. AOB

- a) The amount of money going to the Boat Club from the Amalgamated Clubs Fund is recommended to decrease, and the College will assume responsibility for paying the salary of the Boatman. There is also a recommendation that the formula for the funding of the Amalgamated Clubs be simplified.
- b) TCSU items can be prioritised in the next meeting to ensure time is not squeezed.
- c) The government are now requiring all Colleges and Universities to have a 'Prevent' policy regarding extremism. The College is aware that action must be

taken, and would like to involve student representatives in making this policy most appropriate for the College whilst complying with the law.