

Liaison Committee Meeting Minutes

Wednesday 20th January 2016, Old College Office, 2pm

Apologies from: Harriet Gordon, Michael Tehranchi, Rory Landman, Stephen Elliot

1. Matters arising from last meeting's minutes

- a) No matters arising from last meeting

2. Matters arising from College Council

- a) College has dealt with issue regarding employment of graduate students from overseas
 - i. Everyone now has contract of employment (thanks to Sian Gardner)
- b) Green paper report from Department for Education
 - i. College contributed to consultation from University
 - ii. Implications for national classing system, etc.
 - iii. Teaching excellence framework to be developed
- c) New set of template offer letters has been created
- d) Fitness to Study policy
 - i. Deals with students unable to study due to mental/physical wellbeing, or behaviour
 - ii. Dr Curran helped Senior Tutor refine summary document
- e) Three College lectureships have been advertised
 - i. Students to be invited to presentations
- f) Flying LGBT+ flag
 - i. Several members of Council were in favour of flying the flag
 - ii. Arguments put forward against initiative – College has one flag used for all occasions, which is inclusive of everyone without singling out particular group, some members of certain faiths may be offended
 - iii. Not many colleges planning to fly flag
 - iv. Compromise proposal put forward to fly the College flag on that day to mark the occasion, but the Junior Bursar explained that the Council's previous discussion prevented this for the same reasons - the College complies with the law, but is otherwise apolitical
 - v. To mark the significance of the day, College to put something on website (e.g. feature with TCSU LGBT+ officer, to get in contact with Fiona Holland).
- g) Women at Trinity
 - i. Group set up to mark 40 years since women admitted to Trinity, set of events over 2015-7
 - ii. Training session provided by Rape Crisis Centre to all tutors/secretaries/porters (introduced by TCSU Women's Officer)
 - iii. Mental health advisor to act as point of contact for students who have been raped or sexually abused

- iv. Safe space to be created in New Court, that can be used by students who have been raped or sexually abused, or friends of students who have been raped or sexually abused – TCSU Women’s Officer deciding on furnishings of room
- h) Student died over Christmas holidays
 - i. Memorial service to be held on 25th January (Chaplain helped Senior Tutor in organising)
 - ii. Awaiting approval from College Council, a more permanent memorial is also likely

3. Matters arising from the TCSU

- a) Bar furniture purchase
 - i. Due to capping of reserves, £30 000 of ACC money needs to be spent
 - ii. Since bar furniture requires improvement, TCSU would like to contribute towards that as long-term investment
 - iii. Concern from TCSU that this would set precedent that students would be paying for something that College should be contributing to
 - iv. Junior Bursar notes that ACC also is responsible for other clubs and societies
 - v. College has paid ~ £5000 – 10 000 for refurbishments so far, and this would not be seen as a precedent
 - vi. Junior Bursar also notes that the College picks up the deficit on the running of the bar
 - vii. No prices or costs have been provided – TCSU to get in contact with Ian Reinhardt about this
- b) Student representation in College decision making
 - i. Discussion paper submitted by TCSU President too late for members of committee to properly read through
 - ii. Senior Tutor is sympathetic to the idea that students should receive greater representation
 - iii. Situation is complex so requires level of consultation
 - iv. Discussion paper to be read through, checked for possible offence and expanded to make representative of members of TCSU committee
 - v. Senior Tutor will take refined paper to Council for a preliminary consultation and to gauge situation (working group may be formed)
 - vi. Junior Bursar has a responsibility for staff – they should also receive consultation, but this is not an issue for this committee
 - vii. Junior Bursar notes that since the College is a charity, members of the council are trustees, and so need to fulfil certain legal obligations
 - viii. Worth investigating situation in other colleges, and their equivalents of Liaison Committee
 - ix. College will accept nominees from TCSU to act on its behalf, but better if in co-opted position and needs to demonstrate they are putting forward a broadly held view
- c) College’s Prevent policy

- i. Prevent policy deals with all forms of extremism
 - ii. College's initial (brief) response to the Prevent policy needs to be submitted to HEFCE by 22nd January
 - iii. Pro forma template drafted by inter-collegiate services
 - iv. Section on student involvement currently states consultation via Liaison Committee, but more needs to be done in the long term
 - v. Relates to College Council opinion on student input
 - vi. Main documents need to be submitted at end of term, and August
- d) Change of ordinances regarding the ACC
- i. Current ordinances out of date, since assume single level of college fee so use complex formula for dealing with current situation of several different fees, to determine proportion of college fees that go to ACC
 - ii. Recent changes to ordinances simplify the situation
 - iii. Would have been better if Liaison Committee had been informed of proposed changes
- e) Mail room noticeboard
- i. To neaten noticeboard, TCSU publicity sub-committee divided board into three separate parts (College, University, non-University)
 - ii. To mark these, shields that were painted on were removed due to poor quality
 - iii. Printed headings would be suitable, to be agreed with Head Porter and affixed to board
 - iv. Notice put up by student removed by mistake due to misunderstanding by member of College staff
- f) Laundry machines and charges
- i. Discussion postponed till next meeting
- g) Policy on overseas mail
- i. Discussion postponed till next meeting
- h) CUSU initiative to fly LGBT+ flag
- i. Discussion postponed till next meeting
- i) Puppy therapy
- i. Discussion postponed till next meeting

4. Matters arising from the Junior Bursar

- a) Streetlights
- i. County Council to leave lights on until 2am
 - ii. City Council (subject to approval from whole council) will fund lights from 2am until dawn
 - iii. Thanks to all parties who helped in achieving this
- b) Vacation storage
- i. Matter being discussed by Junior Bursar and TCSU President

- ii. No formal proposals as yet, but progress is being made
- iii. TCSU President to discuss things further with the Junior Bursar in an individual meeting

5. Matters arising from the BA Society

- a) Graduate accommodation
 - i. Useful meeting took place with Junior Bursar, to be followed up separately.
- b) Supervision rooms
 - i. Due to difficulties in finding free rooms in which to supervise, graduate students have started supervising in BA Rooms. Supervising in the BA Rooms is not satisfying the constitutional condition that the BA Rooms should be accessible to all BA Society members at all times.
 - ii. Space for teaching rooms to be provided in New Court
 - iii. Rooms in Wolfson Building and Burrell's Field are less used
 - iv. Junior Bursar to reassign at least one of Wolfson Building rooms for supervisions until the end of the year
 - v. Graduate students should also look into supervising in departments, especially if some supervisees are from other colleges
 - vi. Need to avoid rooms being booked but not used
- c) Room booking forms for society events and charging on the door (cancellation policy)
 - i. Computing department have not yet prepared online booking form
 - ii. Junior Bursar not willing for bookings to be automatically approved if no objections within e.g. 3 working days – could let things slip through system, which would cause issues with Prevent, etc.
 - iii. Online system to book student guest rooms was requested – Junior Bursar to look into this with the Accommodation Department
 - iv. BA society used to charge for events in the past, but has not done so in the Michaelmas Term in order to comply with College regulations. Many people cancel their attendance last minute which is very problematic when the booking requires external orders, and also leads to awkward situations when nobody turns up for the event. The BA Committee feels that clear cancellation policy and symbolic charges of up to £5 can help to avoid that problem. That amount would be added to the College bill in the same way as it has been done for long time.
 - v. Booking form says that no charge can be made – reasoning that College should not be providing facilities free-of-charge for societies to make a profit; also, should not prevent students with less money from attending. BA Society notes that the system has worked for at least five years and to their knowledge, there have never been any disputes.
 - vi. Issue could be with dealing with disputes on College bills, but this does not seem to be the case so far
 - vii. Junior Bursar/Dean/BA Society to think further about this issue
- d) Email about invitation to dinner for barrister's society in Clare College by Tutorial Office

- i. Agreement that it was probably not necessary to distribute this email

6. Matters arising from the Dean

- a) No matters arising

7. Matters arising from the Senior Tutor

a) Moore, Beale & Sargant Fund

- i. All undergraduates eligible for the fund once during their studies, but only fund in College which does not go through any committee/verification of proposals
- ii. CUSU are addressing inequality of provision across colleges
- iii. Senior Tutor proposes all money moves into pot for Project Fund – members of committee agree with this
- iv. Trips costing less than £300 have high likelihood of receiving funding

b) Travelling studentships

- i. Fund has £20 000, has not changed and not always applied for
- ii. Mainly used for students going to London to study music or drama
- iii. To address gap in provision, proposal by Senior Tutor (agreed by members of the committee) was to merge this fund with money that has been applied for from Annual Fund
- iv. This can be applied for by students carrying out summer internships or research work, for which they are not paid

c) How to include non-binary students

- i. Document has not yet been discussed within the TCSU or BA Society committees – this should be done before the document is put forward to Council
- ii. Concerns were brought up that the document may need tailoring for Trinity (e.g. '[non-binary students] frequently find themselves subjected to prejudice'), and proper referencing required
- iii. It was suggested that TCSU LGBT+ Officer could present the document to Council and answer questions, but this was not seen as beneficial
- iv. Practical issues regarding bathrooms need to be addressed
- v. Junior Bursar noted that people asking for private facilities due to cultural reasons is becoming an increasing issue

d) Protocol on sexual assault and safe rooms

- i. Discussion postponed till next meeting

e) Student involvement in College

- i. Discussion postponed till next meeting

8. Matters arising from the Steward

- a) No matters arising