

## **Liaison Committee Minutes**

Wednesday 23rd November, 2pm, Old College Office

### **Attendance:**

Professor Worster, Senior Tutor  
Mr Landman, Senior Bursar  
Dr Pullen, Junior Bursar  
Professor Gray, Dean  
Dr Sarris, Steward  
Chris Stolz, Chaplain  
Mr Levitin, Fellow  
Miss Coe, Fellow  
Amanda Talhat, BA Society President  
Steffen Losh, BA Society Secretary  
Nathalie Saurat, BA Society Liaison Officer  
Vicky Spence, TCSU President  
Laura Keys, TCSU Secretary

### **Apologies:**

Dr Fitzgerald, Adviser to Women's studies  
Stuart Haigh, Senior Treasurer of TCSU  
Josh Mills, TCSU Vice President

## **1. Matters arising from last meeting's minutes**

Minutes of last meeting accepted.

### **1.1 Increasing BA Dinner Numbers**

The BA Society had previously inquired about increasing the number of diners at the BA Dinner on Fridays and they stated that they have already done everything they can to ensure that students have access to as many tickets as possible. The Steward reported that the numbers cannot be increased without either abolishing hall service earlier in the evening or adding additional dinners on alternate nights. If the numbers of diners on Friday nights were to be increased, the hall would have to be set up as if for a feast and there is not time to do this and run hall service. The BA Society were not keen to have additional dinners, due to concerns about staffing and timing, since BA students are unlikely to want a dinner during the week. Furthermore they felt that if there were more than one dinner per week, this would dilute the community atmosphere that is currently present on Friday evenings. The BA Society would like more clarification about this issue, and it was agreed that the matter would be discussed further at a separate meeting.

## **2. Matters arising from College Council**

### **2.1 Amalgamated Clubs Budget**

The Amalgamated Clubs Budget has been approved for the coming year.

## **3. Matters arising from the Junior Bursar**

### **3.1 Possible Refurbishment of New Court: Update**

Further refined proposals will be presented at a College Meeting on the 30<sup>th</sup> November. If these proposals are approved, it will be possible to start applying for planning permission and listed buildings consent for the project. In this case, the target start date for the project would

still be the 2012 Long Vacation. However, if the meeting finds that the proposals require further refinement, the Summer 2012 start date will be pushed back.

### **3.2 New Graduate Hostel: Update**

The Junior Bursar is currently waiting for formal confirmation that the College's bid has been successful. There will be a formal meeting of the NHS Trust on the 28<sup>th</sup> November to confirm acceptance of the College's bid. It is proposed that Bidwells will be responsible for the running of the hostel if successful. If the plans go ahead, the hostel should be ready for student occupation in Michaelmas 2012, with between 40-42 rooms.

### **3.3 Cycling and Traffic Laws**

The Junior Bursar noted that recently in the Cambridge press there have been a number of stories concerning students being fined for cycling and traffic issues. He was concerned that students, particularly from overseas, are unfamiliar with British traffic laws. He was also worried that members of College could be subject to a financial penalty if they are found to be the cause of a traffic accident. He asked that TCSU and the BA Society could put more information into their information packs for incoming students, and asked for any other input as to how these issues could be addressed. It was suggested that information about cycling safety could be added to the fire and safety briefings during Freshers' Week.

### **3.4 Possible Snooker Table for College**

A former member of King's College has approached the Junior Bursar and asked if College would be interested in making him an offer for his unwanted snooker table. It was agreed that there would be space and a demand for the table, so the Junior Bursar will inform the seller that College would be interested in acquiring it.

### **3.5 Christmas Exeat Forms**

The electronic system for stating up and down dates that was introduced this term has been more effective than the previous system, but eight undergraduates have still not informed the Accommodation Office of their intended dates. It has been agreed that these students will have to leave College accommodation when their License to Occupy expires and will not be permitted to stay later. The Junior Bursar wanted to stress that it is important to complete these forms as soon as possible, so that Housekeeping and other rotas can be worked out.

### **3.6 Feedback on Freshers' Week Fire and Safety Briefings**

The Junior Bursar will still be interested to hear any feedback on these meetings until the end of the academic year.

## **4. Steward's Business**

### **4.1 Hall Menus**

The Steward wondered if students have any feedback on current hall menus and if there could be some structure for feedback. He also asked TCSU and the BA Society to email him with any concerns so that he can report them to the Catering Manager in their weekly meeting.

## **5. Dean's Business**

### **5.1 Behaviour in Formal Hall**

The Dean has had to fine a few members of College for their drunk and disorderly behaviour during Formal Hall. He hopes that this will not continue.

## **6. Matters arising from TCSU**

### **6.1 Holiday Storage**

TCSU wondered if there had been any movement on the proposal to add a latch to cupboards in rooms to which students could attach a padlock, allowing them to leave items in their rooms during the holidays. The Junior Bursar reported that there are still practicalities to work out, and the work will not be carried out over the Christmas Vacation. However the issue is still being discussed.

## **7. Matters arising from the BA society**

### **7.1 Accessing Salto Records**

There have recently been a number of incidents in the BA Rooms involving unbooked usages. Because these usages have not been formally booked, it is not possible for the BA Society to discover who was using the room at the time, except by seeing whose University Cards were used to gain access to the rooms. They therefore inquired about whether they would be allowed to access the Salto Lock records for the times surrounding the incidents. The Junior Bursar said that it is possible to trace whose card was used to open the door and at what time, but he has to authorize this checking due to the Data Protection Act. If the BA Society need to use the records in future they may ask him for authorization, and the check should be possible thereafter.

### **7.2 Room Pictures**

The BA Society asked whether it would be possible to have a system for Graduate rooms, similar to that for Undergraduate rooms, where they could have access to online pictures of the rooms during the balloting process. The Junior Bursar will mention this issue to Bidwells, since he is currently negotiating their service contract. In theory it should be possible to add photos to the online system, although students may be required to help with taking the photos.

## **8. AOB**

### **8.1 Welfare Training for Tutors**

TCSU wanted to open a discussion about welfare training for Tutors. The Tutorial System within College is usually excellent, but occasionally there have been issues about which Tutors have had to ask TCSU Welfare Officers for advice. TCSU suggested that Tutors should perhaps have more specific training to help them in such situations. The Senior Tutor invited TCSU to meet with him at a later date to discuss this issue, before possibly bringing it to the Pastoral Care Committee.

Laura Keys, 28<sup>th</sup> November 2011