



TREVELYAN COLLEGE JCR MINUTES

Exec Bonding Meetings

19th – 21st April 2022

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ABSENT

Attendees:

Alannah Life (President), Dorian Held (President-elect), Mudit Tulsianey (Vice President), George Little (Treasurer), Yusuf Alsari (Communities Representative), William Brown (DSU Rep), Thomas Hewitt (JCR Chair), Jim Lin (Social Chair), Grace Moore (Services Officer), Emma Rohe (Welfare Officer), Roshni Vachhani (Publicity Officer), Clementina Vong (International Rep)

Sara Westerhuis (Buttery Chair), Georgia Missen (Bar Sabb), George Scholey (Bar Sabb -elect) absent.

Notified in advance



Agenda 1 – General Introductions

- The Exec
 - Functional
 - What is our purpose?
 - What goals do we have as a group?
 - What is our ethos?
 - Image
 - Communication
 - Internal
 - Slack [Alannah]
 - External
 - Emails vs Facebook
 - Social media [Roshni]
 - New approaches
 - Are these currently effective?
 - Exec meetings
 - When and where [Thomas, Alannah]
 - Function and purpose
 - Stash (inc. Exec stash) [Mudit]
 - Exec socials
- Individuals in the Group
 - Our roles
 - What are our roles in general
 - Job descriptions according to standing orders
 - Our goals (for the year)
 - Management
 - How do we work?
 - How do we stress? (understanding and coping)
 - Stress management on a group level, helping each other (exec welfare)
- Discipline
 - Within exec
 - Conduct
 - Complaints
 - Discipline
 - JCR
 - Fines/bans



Minutes for Agenda 1

Exec - Functional

- Try to get pre involvement of covid level of engagement like in meetings.
 - Motions that affect more people
 - Encourage non exec members to write motions (perhaps highlight that there isn't so much of a time limit / fairly easy to do)
 - Adapt feedback method so we can try to get more information about what people think, so perhaps in the meetings add a section for discussions and where people can talk and say what they think about anything etc.
- Try and give everyone the full proper Trevs experience (particularly Y3)

Exec – Image

- Frepping and exec
 - Try to get involved and meet some freshers (makes us look a little more human 😊)
 - Try to encourage freshers to attend the first meeting (and hopefully all meetings)
- JCR Meetings
 - Make it easier to join online (look at amending constitution so it can be more hybrid)
 - How to manage the number of people
 - Stress of zoom bombing :/
 - Hybrid might make the in person meetings less popular?
 - In person meetings are more likely to have more engagement

Exec – Communication

- Internal
 - Slack was chosen to have all the different channels and so we can organise everything better
 - **Turn on notifications please! Check slack settings and phone settings!**
 - Slack is quicker (and a little nicer) than emails
 - Try to keep facebook and jcr things separate (i.e. if talking to someone on the exec about jcr things use slack, and personal things facebook messenger / or the communication tool you often use to talk)
 - If talking to staff, then email staff + the relevant jcr people
- External
 - Make people more aware about what the exec do (and get to know us a bit better) with an Instagram exec take over, filming what you do etc, and maybe get some feedback about how things happen. Tag your own trevs role account as well, highlight stories, also talk about your Tier 2's and for any unfilled positions advertise!
 - Trevs tiktok (we need to beat Johns bar lol XD)
 - Videos > Text
 - Social media link tree + google drive with meeting notes
 - Meet the exec – name, fun fact, role, tag their trevs role account
 - JCR Meetings:
 - Advertise the motions (like a 2 sentence summary) so people know what we are voting on
 - Go through mailing list and make sure right people are on it



- Also check 4 years (get communication from current 3rd years and ask if they are going to be here next year)
- (! This needs to be a yearly exec admin thing)
- Email
 - Change to fortnightly
- Get information everywhere (posters, emails, facebook, Instagram, the tv thing in the undercroft)
 - For TV, ask Hannah or Martin
 - Outside the buttery is a good place for posters (ask SW for permission)
 - We also have 2 jcr boards that we can use
 - Posters ... WW2 style?
- App
 - Digital noticeboard
 - Transactions through the app? (Uni is trying to set up a new system, so this is possible)
 - Something to explore in the holidays
- Discord?
 - Set up different channels for different things
- Exec Meetings
 - Doodle poll to be send around for days/ times
 - E meeting room / Upper JCR
 - JCR Exec meetings
 - Voting in place
 - Work out what needs fixing and fix it
 - Report to one another about what we have done
 - We should be in constant communication with each other anyway, so any small things and jobs done during the week can be on the written agenda and doesn't need to be said at the meeting update
- Stash
 - Exec stash
 - If all the same it is cute and uniform like and we look like a team
- Exec socials
 - A big thing that was kinda lost because of covid :(
 - A chance to talk to each other as humans :)
 - We could all take it in turns to host/plan an activity

Individuals in the Group

- Our roles
 - TH
 - Chair. Chair meetings, steering, impartial viewpoint, ensure everything is fair and have a harmonious relationship and increase engagement
 - MT
 - VP. Stask, discipline at college events, helping the pres in achieving their goals and helping the rest of the exec achieve their goals
 - DH



- P. Face of the JCR and exec, mediator between college and JCR, make sure everything is running smoothly, help rebuild the community, bring back the 2nd/3rd years and get them back and involved
- AL
 - P. Makes Trevs trevs again. Summer term is one of the biggest terms for the exec, bring back the real summer term which will hopefully make people more involved for the rest of the time
- RV
 - Publicity. Improve communications with social media and emails and just help get the message out there
- CW
 - International Rep. Help the international freshers settle in. Get more people involved in the language café.
- GL
 - Treasurer. Money. Buying things, budgeting things, make the budget more clear to everyone, spend money
- JL
 - Social chair. Use the money given to put on awesome events, work with Janice to put on the events.
- YA
 - Communities Rep. Volunteering (increase publicity and engagement), Representing communities (helping each society and solve problems with them etc.)
- ER
 - Welfare. Support and listen to people, welfare supplies, campaigns. Support specific groups rather than the general
- GM
 - Services Officer. Organising formals on a fortnightly basis, catering committee meeting to get people involved in
- Management
 - Exec members discussed stress management strategies and how to support each other

Discipline

- Within exec
 - As an exec member you might get disciplined for some things (particularly confidentiality) that perhaps other people might not get disciplined
 - If there is an exec beef/problem, talk to AL or TH (or MT if neither are appropriate), talk through the official channels.
- JCR
 - Try and steer away from monetary fines (max £50), community service is probably a bit better of an option. Depending on situation, college can be scary, so as little as possible to get college involved with these problems. The more we can handle as the JCR the better
 - TH and steering committee, MT and AL are the main people are about disciplinary. Any monetary fines that are given, will most likely go to the damages pot



Agenda 2 – The JCR

- Exec engagement with the JCR
 - Exec relationship with the rest of the common room
 - Accountability
 - Conditions of accountability
 - Transparency
 - How is this different: our individual roles/the exec as a group
 - How do we separate ourselves from our role?
 - Communicating this to JCR
 - The JCR as a community
 - Engagement
 - JCR meetings
 - Elections
 - Tier 2s and Tier 3s
 - Our relationship with them (all know their Tier 2s, committees)
 - Committee & Comm Chairing Training?
 - Committees
 - Changes to committees?
 - Ex Officio Roles
 - Best ways to gauge opinions:
 - Surveys, JCR Comm etc.
- Improving the JCR:
 - JCR Review
 - Updating Job roles
- Finances [George L., Alannah]
 - Price changes
 - Levies
 - Platinum & Gold Passes



Meeting for Agenda 2

Exec engagement with the JCR

- One thing to push during freshers is we are not the JCR, everyone who pays the JCR levy is the JCR. We are just the people that run behind the scenes to make things happen
- One major 'problem' are many sports teams use 'F*** the JCR' during comms 😞 so need to work on our relationship with these teams
 - Work with Sports Rep
- Motions
 - One motion can only be brought up once a term
 - Motions are often discussed at length before being put towards the steering committee, so if possible, try to bring up points in the meetings so that the motions can be as thorough as possible
 - At least 2 motions a meeting
 - If you don't have a full motion about something, maybe bring a discussion point about it so that you can consider these when writing your motions
- Transparency
 - All JCR meetings minutes and committee minutes are available for everyone on the website currently, although this is not so well known so we need to think of a way to share this all so that it doesn't feel like we are hiding anything
 - A short weekly report from everyone for the fortnight emails
 - End of term report (colourful poster type) for the Instagram reels so that the everyone can see what we have done over the term
- Roles
 - Individual roles, which we will share on the exec instagram takeover
 - As an exec member, you do drop ins
 - Use the JCR officer for 2 hours, a nice environment to do work
 - Have a look through your box in the office and just enjoy it, might have your handover book
 - As an exec member, you work events / formals
 - If everyone pulls in their time, we can have a balance between working the event and enjoying the event
 - Summer ball
 - Pre event stuff
 - Sorting out tickets and wristbands
 - Ushering people onto the bus
 - Serve survivors breakfast
 - If you have a platinum pass etc., talk to GL about some refund for this
 - Separating ourselves in our role
 - If someone comes to you in an awkward time, let them know that you would love to talk but schedule a better time
 - Boundaries are important
- Frepping
 - Look out for Pres, Head Freps and International Rep and make sure they are well rested and looking after themselves



- See if tech can be auto freps because we need them to run many events in college (like unplugged and silent disco)!
- JCR Meetings
 - GL needs a butterfly chair
 - With Term 3, do we do:
 - 1 meeting before exams and 1 after
 - 1 during exams?
 - Hold first meeting after exams and show a united front
 - GL / SW won't be here for a bit so AL will take control
 - Mandated to attend and give a report
 - JCR work together as a body to discuss things
 - The raffle prize at some point was Amazon prize but that wasn't every discussed with the Treasurer so there was no money put aside for this
 - Write motions!
 - Encourage people to sign up to committees, Tier 2's and to be your successor
 - Would like more contested elections if possible
 - No member of the JCR cannot canvas on behalf of another person (particularly the exec)
- Tier 2's
 - YA – Sports, Music, Art, Charities
 - GL – Assistant treasurer
 - JL – Assistant Social Chair, Ball Chair
 - GM – Tech
 - Read your job description and find your Tier 2's. If there aren't any, recruit!
 - Make sure your Tier 2's show up to the JCR meetings as they are mandated
 - JL to manage how the events comm get the 50% discount
 - Encourage housemates / freshers to come to meetings
- Tier 3's / Comms
 - Training about how to chair a meeting can be provided (Ask AL)
 - You have things that you want to discuss, you discuss and deal with it?
 - Most Tier 3's are elected (steering / fin comm etc.)
 - However if some changed to open comms then maybe their might be a change of numbers?
 - i.e. Change social committee to an open committee
 - i.e. JCR committee's role was to help with referendums but having JCR committee open might be nice (would be a motion)
 - FinComm and Steering and Welfare should probably remain elected
- Ex-officio: Chair
 - Can decide whether they want to be a part of the exec or not (i.e. drop ins or working events etc.)
- House keeping
 - Exec get vom trained
 - Potentially encourage college to have targets in urinals



Improving the JCR

- Look at your job description and refer back to it regularly to see what you actually do and what you don't
- Find your Tier 2's and Tier 3's
- If there is something that you are doing quite a lot that isn't currently on your job description, feel free to add it

Finances

- Levy
 - o The levy needs to be raised (not changed since 2015)
 - o Potentially looking to raise it to £140 (Need to happen with all the finance and world things so if we don't we will be bankrupt)
 - o Use a graphic and a graph to show the effects!
 - o This will be brought up as a motion for the first JCR meeting
 - o Anyone who hasn't paid for their JCR Levy can save £10
- Gold / Platinum
 - o If events start getting more expensive (in terms of hosting the event), we might need to look at increasing the price
 - ENTs companies
 - Entertainment
 - Venue



Agenda 3 – Wider Community

- College
 - Relationship with college officers and staff
 - What kind of relationship do we want? How to work toward this?
 - Joint College Officers
- Inter-common room relations (MCR, SCR)
 - Communication strategy (ideas for system to use in the future)
- University [Alannah]
 - JCR relationship with university
 - Representation
 - DSO framework
 - Questions of whether to maintain DSO status, or become a charity (noting examples of Van Mildert and St. Aidan's)
- DSU [William]
 - Improving liaison with associations
 - Advertising elections (exec endorsement of candidates)
 - As relevant:
 - Relationship between SU motions, JCR policy and SU elections
- College image
 - What image do we want to project?
 - 'The best college at doing good things secretly.'
 - How to do that
 - Outreach projects [Yusuf]
 - Relationship with local community
- Personal Development Agenda
- Academic culture [Mudit]
 - The JCR as an academic community?



Minutes for Agenda 3

College

- Relationship with college officers and staff
 - AL has a weekly meeting at 2pm with college stuff hence why JCR exec meetings were typically on a Monday
 - Most liaising will happen between AL and staff, but JCR exec will also liaise with staff
 - Staff
 - Kunle – figure head and likes to be kept in the loop
 - Martin – President’s line manager for any concerns, anything they want to do, anything to improve etc.
 - Hannah – Support based things, welfare and communities mainly work with her
 - Janice – Any operations related things, great person to send things to before sending things to legal, main communication between students about cleaning etc.
 - Jim – Not much comms with JCR, deals with issues around college
 - Porters / Cleaners – most likely to complain about students so make sure they porters and cleaners like you
 - Dawn / Robbie – Head of catering / Head of chef, so great person for formals contacts. Any external food based things need to get Dawn’s approval
 - Kaylean – Trevs admin person, Kunle’s PA, mainly in charge of college social media
 - Nicola – Student support, welfare related, not that much involved with JCR
 - Trevs finance – they exist but they don’t, email them
 - Join College Officers meetings, once a term – introduce yourself
 - Any issues you wish to run through College Officers, run through president first in case there is something already in discussion
 - Relationship with JCR and College not been amazing
 - So now trying to change this so JCR exec and college officers meet
 - College officers here more about our events and invite them to events
 - Make sure we all understand each other and communicate
 - Anything that being run, college officers want to know about everything in the planning stage. So always copy in/ keep AL / DH up to dateso that they can feed it in.
 - One thing to note: fashion show and boat cup is not JCR run but run by society but college want to know about it so make sure in contact with societies
 - Janice has all the dates for everything (formals, events etc.) so AL has to regularly request it
 - This is currently an excel spreadsheet but AL will turn it into a google calendar for easy access, but confidential to some extent



Inter-common room relations (MCR, SCR)

- SCR are like college staff and adults, people on the high table. We can let them know about Trevs events and they are invited
- MCR, Will is on the MCR exec so can build a nice relationship with the next MCR cohort
 - o MCR are often invited to JCR events
 - o MCR can come along to things like freshers week, and want to make up for their covid years
 - o Any events that MCR come to that are JCR funded, we can ask MCR to support financially. For formals, if MCR exec get same JCR exec responsibilities, we can all relax a little bit
 - o Meet your MCR buddy (whoever in the MCR exec has your role)

University

- JCR relationship with university
 - o Working with presidents to get more common room representation across the university board
 - o University is currently trying to set up lots of working groups, so trying to get more involved in that (president and relevant exec member to attend)
- DSO framework
 - o Pay tax on more things than charities would
 - o Although referendum had a majority, didn't meet quorum
 - o Run another referendum towards end of next year / year after if we want to (minimum 3 years wait)
 - o With a sabbatical president, might not be the best
 - o University doesn't like us becoming charities because they have don't have as much control over us. This is too uncertain a time to do at the moment, so something to pass over the JCR execs over the years to consider and keep an eye on finances
 - o This would probably turn the university into more of a university feel than the collegiate feel, so at a risk of losing the support we get as a college (like finance person to look over finance, and pastoral care etc.)
 - o If we want this change need the best time for our college

DSU

- Improving liaison with associations
 - o WB does not have much of a relationship currently with association, so can give an outsider POV
 - o Might try to get the minority reps elected ASAP as they can provide more of an insight into these associations
- Elections
 - o Endorsing candidates should be okay (apart from chair) as this could improve engagement
- Image
 - o We don't have a good image nationally
 - o Need to learn how to make ourselves not scandalous (we don't want to be that poster uni)
 - One way to do this, is having democratic elections
 - With SU elect we have a chance to start new and improve the image



- Relationship between SU motions, JCR policy and SU elections
 - Against changes of the DSU rep, currently Trevs voice to SU and there are motions in place to attempt to change it to SU voice to Trevs
 - Creating new roles to represent various interests, which is just fragmenting ourselves and not really uniting ourselves
 - Add 10 new seats (5 hill, 5 bailey) which is perhaps a better representation split than the current split
 - JCR policy – continue to fight against being centralised
 - SU elections
 - The RON scandal happened a few years ago so that cohort is leaving and so shouldn't be that big of a problem
 - DSU probably could have dealt with the RON scandal better
 - Last election was a lot more promising
 - JCR exec views on candidates
 - Support candidates as an individual
 - Deciding together to endorse a candidate as an exec (maybe not the best things to do as it won't be the most representative of opinions of the JCR as a whole)
 - Staying away from endorsing candidates (which may not help if we want to improve the SU and common room election)
 - Voting
 - Need to encourage everyone to vote (find out the prize SU rep so can use it to encourage people to vote, alpacas are good!)
 - Say 'Remember to vote, this is the prize!
 - Try to get people signed up for SU website sooner (during freshers week) so that voting isn't as long of a process (if it is too long, people won't vote)

College Image

- Image
 - Best time to advertise is open days
 - We are good everything (Music, Sports – despite the fact we are one of the smallest colleges, we made it to the finals for like 4 sports, Musical)
 - Try to have as many things written on the internet so that people know us for that not the scandals
 - Mural (?)
 - Replace the walls in the bar with what we are good at
 - Encourage all sports societies to advertise when they have matches so we can support
- Outreach projects
 - Volunteering
 - College running it (Hannah M communicates with local communities to sort this, and then YA take this and advertise it)
 - Website for students to record their hours which is a nice record
 - Outreach officers run by university which YA also advertises
 - Encourage volunteering, people need an incentive
- Relationship with local community



- Saturday tends to be the locals night (let the locals have that night as its their only night) which is why Saturday events happen in college
- Remind freshers to be quiet coming along Church street as it's a residential area
- Narrow streets, so do not walk in groups of 5
- The city exists!

Personal Development Agenda

- Exec members are encouraged to the leadership academy
- If you want to go to any conferences that will help personal development and college like it, they will fund it

Academic Culture

- Trevs Talks
 - Help us improve relationship with College Officers as they really like it
 - Convince college to provide refreshments
 - Getting sign up is a bit hard, Exec should have something set aside and ready in case MT needs it in emergency
- Diss Night
- Debate society (bring back)
- A lot of academic societies are growing and coming back!
- Careers event
 - CV building
 - LinkedIn
 - Get alumni involved with careers fair, might be nice particularly for humanities degrees
- If college approve of someone coming to college to give a talk, they can stay overnight if travelling far
- Invite SU Academic societies to Trevs (stamp that Trevs logo) and get them to run an event / talk in Dowrick and get some engagement [Providing a space that is often Trevs only]



Agenda 4 – Position Specific Discussion

- Welfare Officer's points:
 - How welfare works:
 - Structure of the team
 - Drop-ins
 - Welfare supplies
 - Parent Scheme
 - Dealing with disclosures:
 - Safeguarding course for all exec members
 - minimise reaction
 - reassurance
 - no guarantee of confidentiality
 - verbal disclosure
 - Welfare room:
 - At events and fresher's week
 - Summer ball?
 - Welfare Network and Welfare training
- Publicity Officer's points:
 - The JCR website and GDPR
 - How easy is an app to set up??
 - Stationary cupboard & keeping it stocked
- Events calendar
 - Social events
 - International events
 - Academic events
 - JCR meetings and elections
 - Campaigns (Welfare, Outreach)
 - Sports events
- AOB relating to your role



Minutes for Agenda 4

Welfare Officer's points

- How welfare works
 - WO with 2AWO + 2POC (remaining positions to be filled)
 - Drop Ins
 - Welfare supplies
 - Parenting scheme
 - Old days: everyone got a parent, and they would mentor you
 - New days: Mostly ready to go (academic + pastoral) just need college officers approval
 - Welfare Issues
 - If anyone comes to you about Welfare, unless they are at risk or going to hurt themselves/others, keep it yourself. If need be, go up to either president or Hannah (it will be anonymous).
 - Can't promise this conversation is confidential. You can say the only people that may here are president or Hannah Martin
 - Freshers week
 - Welfare room is often readily open (WO to advertise to freps when open) for both freshers and freps
 - If lacking a welfare team, exec if welfare trained can run drop ins
 - Welfare communities support
 - Roughly once a week someone from another college can run a drop in (so people might open up to a 'stranger person' who might not know who your friends are)
 - Welfare training is once a term
 - So every member of the exec can also be trained during freshers week

Publicity Officer's points

- JCR website and GDPR
 - College wants to update website with more multimedia => Get more personal connection
 - GDPR training to protect anonymity of students => People with access to the mailing lists need the training
- App
 - Play around over Summer
- Stationary cupboard
 - Publicity officer's job to make sure its fully stocker (same with printing facilities)
 - Let Roshni know when something needs to be ordered for restocking
 - Make sure we sign out things borrowed and used from exec office

Events calendar

- Social events
 - Janice decides when events are
 - June Events
 - Events happening in June:
 - Trevs Day
 - Summer Ball
 - Trevs Stock



- Blackpool Trip / Newcastle Trip
- International Events
 - Eurovision
 - International Cultures Day
 - Language Café
- Academic Events
 - Trevs Talk
 - Awards
- JCR Meetings
 - 1 meeting (nominations / meetings / results)
- Campaigns
 - Beach volunteering

AOB

- Drop Ins
 - A room to yourself for 2 hours, more people come during stash available
 - People often come to:
 - Borrow things (camp beds, air mattress)
 - Recommend to set up bed as soon as they get it and return the pump asap
 - Deposit: Railway card / house keys / credit or debit card etc. to be taken (something they would want in return)
 - Name, dated and labelled in envelope
 - Put into the safe
 - Sign out of the book
 - Payments
 - Only 1 card machine working
 - Card / Cash payment then take note every single detail about them (name, date, time etc. !!)
 - 4pm – 6pm is the ideal time
 - Welfare Drop In != JCR Drop In
 - Drop In Timetable
 - If we fill it in time, we can have a timetable on the door for the week
 - Advertise on Trevs JCR or your role instagram
- Room house keeping
 - Stash
 - After the two week period, stash will be placed in cupboard so cleaned
 - Events
 - After events and things, once event is finished, please return everything back to the social garage ASAP
 - If leaving anything in the office, place it in your designated box
- Minutes
 - If discussing personal issues / names
 - Retract details that allow a specific person to be identified from the minutes in such case
 - Keeping a record of everything we do
- Email lists



- TH will sort out when back to college and will send out confidentiality agreements