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**TREVELYAN COLLEGE JCR MINUTES**

Executive Committee Bonding 2025

26th-27th April 2025

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**PRESENT**

James Koo **President**

Bex Smith **Vice President**

Isabelle Smith **Welfare Officer**

Sarah Margerison **Publicity Officer**

Livia Zuercher **Buttery Chair**

Dan Wattis **Technical Manager**

Andrew Hamilton **JCR Chair**

Harry Naylor **President Elect**

**Apologies:**

Helena O’Neil **Welfare Officer**

**AGENDA POINT 1: GENERAL INTRODUCTIONS**

General group introductions: introducing each person, their role and where they’re from.

General structure of bonding: How bonding is going to work this year.

* Saturday: chill, team bonding.
* Sunday: learning all the specific and important information required for the JCR and the executive committee.

Plans and goals for the year ahead: what do you envision for your role?

* General discussion as to how we want to have things run. We want to create a fun and inclusive environment in the JCR.
* Light discussion on some of the responsibilities of each role – will discuss and minute in detail later on.
* Talking about how certain rolls might be split up and managed. Discussions on organising Trevs vs Marys varsity and etc. How we would organise and split the roles that are currently not filled.
* Talking about elections and strategies to engage more people in the JCR.

How we want to work as a team: considerations to make for each other, how we cope with stress, how we like to communicate.

AH: Flagged from his handover notes – If someone is struggling with their role or they have degree commitments if people could just communicate and let everyone else know. Two-way communication.

BS: We all know each other as either Freps or active JCR members so it should be fairly easy t open up to one another. And a lot of us also come from a Welfare background.

DW: And anyone without welfare training will have, by September, had Frep training.

AH: Also to have an understanding that we are all busy and have assignments.

DW: From previous experiences on the exec and as music rep, even if you don’t say why, just say if you’re gonna do less or if you can’t do your role. Just let people know you’ll be behind. It happens for easy to explain reasons or things out of your control. Or even just let the President know at the least.

AH: Try and be open when working as a team.

IS: Stress Less is coming up and I would like to remind everyone that whilst exam stress is the main focus, the campaign is for any type of stress as well. Come to welfare drop-ins, they are there for a reason.

AH: At weekly exec meetings, maybe at the start we can ask how we all feel or how we are managing our roles. Or at the very least give the space for this.

Agreement.

BS: That will make us closer.

AH: Want to avoid conflict or pressure building. Have smooth running.

DW: Good idea. Exec meetings can be a good space. They are normally relaxed and don’t last too long, so this idea is definitely possible.

AH: It is vital that we put our degrees first, even as exec members.

General discussions about degrees.

JK: What about your strengths and weaknesses when approaching teamwork?

DW: The big thing is making sure there’s a good communication in the team, like Discord, good for keeping things in one place.

BS: As a team, I hope we’ll be quite positive and tight knit. We should all understand when taking on these roles that we have jobs to do and that we’re comfortable with that, keep exec outside of friendships, don’t take things personally.

AH: From previous chairs, separate friendships from work.

General discussion on individual weaknesses and strengths.

BS: Can we go around and let everyone know what academic commitments we have left this term? Just for awareness and etc…

Discussion follows.

Discussion on the missing exec roles and how these would be divided up if they’re not filled.

DW: Works closely with events as Tech Manager. In the absence of music reps and social chair, happy to sort out music, spoken to previous rep Emma who seems happy to help too. Also, previous Clubs and Socs Officer so knows how this works and etc.

BS: Running for Treasurer of a society, happy to help here and there.

JK: Treasurer is one that I absorb most of, so mostly support here will be budgets and spreadsheets.

LZ: Phobia of excel so happy to help with social and clubs and socs

DW: Clubs and socs, it is not the most taxing thing in the work, freshers fair and club photos. Fair lot of work can be done over the summer.

LZ: Internal events will be helping as part of buttery.

HN: I have some treasurer experience as part of football manager.

IS: As Welfare very busy this term.

SM: Will be tied with publicity.

JK: And what if any of us were to be unable to perform exec duties hypothetically?

BS: Happy to take the lead on things as VP.

AH: Just to go back to the current missing exec, could help with clubs and societies through ratifications, meeting with the club presidents.

DW: If a role vanished into thin air like President, then my strength would be communicating with College. Strengths go towards the social chair, president, treasurer, admin side, don’t give me access to the canva.

AH: I would want to ensure that an election is held as soon as possible.

JK: Let’s go with what DW said actually, which role would you be best help to cover, and which would you be worst for?

DW: As I said before. And VP and Clubs and socs. Would be bad at publicity and welfare

BS: Probably Publicity, adept at social media. hAS been on the welfare team, would depend on the timing of stuff, if she’d be happy to help with that side, been in quite a few clubs and socs, generally happy to help here and there.

LZ: Would probably say that Welfare is the one she’s most comfortable with. Treasurer big no.

IS: Could do Treasurer if they had to, maths student good with numbers, okay with social chair stuff setting up events, not organising them, publicity if absolutely necessary. Nott any would absolutely despise to do, could help anywhere needed. Actually Buttery, I would have no idea.

DW: I think buttery is similar to tech where we have our own exec, so it would be them most suitable not other exec.

BS: Would be happy to conduct meetings as well.

AH: Can’t do any of your roles as Chair, only thing while maintaining impartiality would be helping to set up events, logistical side of setting up events,

SM: Probably social chair, has done welfare role before. Would hesitate to do ones with public speaking.

AH: Welfare would require some extra steps like training and confidentiality.

General discussion about what would happen, i.e President takes it on, College, smaller tasks that don’t require training.

HN: Used to be a Welfare officer. Publicity would be fun but no.

IS: Don’t bring back TikTok Tuesdays.

BS and LZ: Exec TikToks would be so fun though.

HN: Could also maybe do VP. Could give a go at Social Chair. Could do the less techy side of Treasurer, the budgeting side. Could maybe do the Buttery budgeting and ordering food side. I am not doing Tech Manager ever.

**AGENDA POINT 2: EXEC DROP-INS**

President’s office is now the JCR office, so this makes drop-ins less useful.

DW: JK, you work with the door open anyways, it makes exec drops-ins less useful. So maybe use them for when the President is off.

JK: we have three options – move drop-ins to the weekend, move them to evenings, or have a set time of the day each week to do them.

DW: fourth options – hold the drop-ins in a different location.

AH: If JK isn’t in the office in the mornings, that could be an option.

BS: Would prefer them to be in the JCR office – could do them when JK is not there if he lets us know on a week-by-week basis.

*Consensus that JK will say when the office is empty*

AH: would it be worth publishing a weekly drop-in table?

DW: Go on This Week in Trevs?

BS: Like Welfare, if the President says I’m not in during x, y, z times and then people can take times for a drop-in.

AH: In two minds about doing Chair drop-ins as a way to make the Chair distinct – but would this be worth doing?

BS: A lot of the JCR will see you as an Exec member and would not know the difference.

DW: Not sure if it’s worth it.

AH: Fair.

BS: We could just label the drop-ins the Chair does.

HN: Personally, more likely to work in the mornings as well, but happy to be flexible. Good to have a time where certain people are available, like have week a and week b where so and so are available in week a and then others in week b.

*Discussions about drop-ins from the standing orders perspective.*

*Needs updating.*

AH: Keep flexibility.

*All in agreement for description of “recommended for 2 to 4 exec drop-ins per week at the discretion of the exec as to frequency and length”.*

**AGENDA POINT 3: DISCUSSION OF ROLES**

*What do you think your role entails?*

IS: Welfare. Basics is to keep drop-ins going, do campaigns. Those are big two. Also meet with WCC, keep resources stocked.

JK: keep liaison with Assistant Principal.

HN: or with whoever else.

IS: has a meeting with current AP next week.

HN: Add to welfare: important part is leading by example. Keep a positive outlook and positive leadership. Respecting own boundaries in a way you would want other people to.

AH: look after own welfare.

BS: VP. Stash drops once a term, might change the stash provider. Trevs Talks / Academic talks in general. Planning to change this. Discipline within exec and wider jcr, including formals. Covering for Pres/Chair responsibilities in some capacities in absence of them. Just a general busybody.

AH: In JCR meetings, BS will have to facilitate e.g. questions as AH can’t see them.

DW: meetings with the Pres every week to discuss work.

BS: also has powers of delegation.

LZ : Buttery Chair. Keep the Buttery running with the Buttery Exec. Make it profitable.

JK: Have fun with interviews etc.

LZ : asks how hiring works

JK: HN’s handover notes will include some stuff about hiring. Sian Bell who is the prescomm liaison at the moment, but not around next year. If that job isn’t filled, Martin will be the best to communicate with.

SM: Publicity. Running social media, right now just Instagram. Also have snapchat, LinkedIn etc. Event information, general JCR information. Minuting meetings etc. Keeping Notice boards updated. Ordering Tankards and stationery.

JK: would it be worth SM and AH organising a weekly meeting?

DW: could it just be done at exec meetings?

AH: it’s mainly around election seasons keeping that up to date.

AH: Chair. Accountability - scrutinising the JCR exec on behalf of the JCR membership. Organise JCR meetings, plans to change these will be talked about later. Elections and nominations. Chair and coordinate Steering Committee. Organise Society Ratification process. Helping with the administrative side of Frepping inc. interviews. Colours, HLM and Diegfried. Society complaints.

DW: re-ratification as well as ratification.

AH: dealing with censure as well .

DW: Tech. Organising and running tech – has TechComm, etc.

*AH had to leave.*

*Review of minimum job requirement documents.*

JK: look in the exec folder > Guidelines and Constitutions > Tier 1 barebones.

*All read and consider.*

BS: JCR Comm is a bit silly and might scrap it.

IS : Welfare needs minority reps updating to include International.

HN: Pres looks pretty good.

**AGENDA POINT 4: Introduction to the DSO Framework**

*DSO Colleges vs Independent Colleges*

JK: Independent and DSO colleges. Johns and Chads additionally different again. We we follow the DSO framework, which includes stuff like Pres, Chair and Treasurer that have certain things.

*The history of independence at Trevs*

JK: Trevs used to be independent, but money became an issue. There are not many notable alumni who could have donated to college, and we didn’t have the power to go. In 2019, we voted for independence again, which ultimately failed because of covid. To go independent, we would have to find a trustee board, rewrite the constitution, rewrite the memorandum of understanding between JCR and MCR and college. In 2020, there was an emergency motion to pause the process of independence. It’s a very lengthy process.

There are benefits of independence: the trustee board would be able to fund certain things, there are more VAT exemptions possible. The main benefit of DSO, is that if the JCR ever needs assistance or is in trouble., then the university will have our back to protect us from legal trouble. If we were independent, the university would not back us.

*Sabbatical President*

The only colleges without sabbatical presidents are Chads and Castle.

Benefits: much more time to deal with stuff, recognised as a staff member and so can represent the common room better. Also separates the chain of command.

Cons: spend money elsewhere if you do not have a Sab. President.

Sabbatical treasurer - FACSO. They are also grads and look after the treasurer as well as the independent status (more focus on law stuff/contracts).

*How does a JCR function in relation to the DSO?*

We have lots of guidelines etc. that we have to follow by being DSO. We need to have a President, Chair and Treasurer to function. University gives us support as well. The university gives us money based on number of new students.

*UEC*

The UEC is the university exec, headed up by Karen O Brien. They don’t generally interfere. It used to be Jeremy Cook. Some things that affect us are voluntary redundancies, targeted at Operations and cleaning staff. They also make mitigations regarding staff.

**AGENDA POINT 5: Introduction to the college and college staff**

*Principal – Kunle*

His primary role is reputation. He likes to stay out of the inner workings of the JCR but is often the final sign off. Easier to contact through others to schedule a meeting.

*Vice Principal – Martin*

He is the main link between the JCR and the college. Pres has weekly meetings with Martin, who will provide more useful assistance. He deals with everything to do with college. Any events should go through Martin. Martin and Kunle will be the final sign off on everything.

*Assistant Principal – Hannah*

Hannah is leaving on Friday. There is no replacement lined up. She is in charge of student support and welfare provisions more generally. Welfare Officers deal with Hannah directly. She deals with students a lot more directly whereas the other members of staff stay behind the scenes a bit more.

IS: who are welfare reporting to now?

JK: Holly and Georgina will still be around. Martin will also be an option as a 3rd option.

HN: From talking to Hannah, Georgina will be the most likely person

*Operations Manager – Janice*

Janice is our operations manager.. She is very reliable, and great at pointing out things that need changing etc.

*College Administration Coordinator – Kayleann*

Kunle’s secretary – reach Kunle through Kayleann. The extent of your working relationship with Kayleann is minimal. If you ever need email reaching certain subsets of college, go through Kayleann as James only has whole exec privileges. She will minute meetings with college.

*Receptionist – Andrea*

She is lovely, but very confined in what she is allowed to do. She reports to Janice.

*Porters*

Very front facing, there’s a few of them.

Porters are all first aid trained, and also key getters etc.

*Finance – Kobi*

Will not really interact with her in your roles, besides the buttery chair for wages and hiring and etc. Deals with all of the finances for the students.

*Chaplaincy – Fiona*

Not just Trevs, for Hill Colleges (Trevs/Collingwood/Grey/Van Mildert). She is great for anything pastoral related.

*Assistant Operation Manager – Tom*

Deals with more hands-on things. Reports to Janice. He will be the person who goes and deals with things and issues.

*Catering – Dawn and Rob*

Rob is head chef; Dawn is food and beverages. Dawn’s office is in the staff only area, you will likely never see her. She looks after formals etc.

*Housekeeping – Gillian*

She looks after housekeeping and room inspections etc.

Questions surrounding impact/decisions on posters.

Housekeeping do clean up after events.

***The MCR –***

Some colleges have merged JCRs and MCRs (like St Johns and Hild Bede).

It works very well having separate common rooms with joint meetings periodically.

*President – Dan*

The jobs are fairly similar to that of JCR. JCR and MCR presidents meet every term.

*Vice President – Alysia*

*Treasurer – Luke*

*Welfare – Sid*

*Chair – George*

*Social – Marcel*

*Music – Katie*

*Associates Rep – Isaac*

For 4th years and beyond who are still undergrads

*International – Michelle*

*Services – Max*

*Secretary – Alex*

Minutes and calendar stuff

*The Bar Sab – Sam*

**AGENDA POINT 6: Review of JCR Tier 2s, Tiers 3s, etc**

*President- Head Freps*

Main job is facilitating them in freshers week. During Freshers’ week, they will lead the event with the Pres.

*Vice President- Environment, JCR Comm*

ESO, not currently one. Work with the CVO for Litter Picks. Have a good working relationship with them.

*Treasurer- Assistant Treasurer, Buttery Treasurer, FinComm*

Assistant Treasurer looks after Clubs and Societies, particularly re ratification and then minuting FinComm. Buttery Treasurer looks after the end of day reports for the Buttery ready for cashing.

Finance Committee looks after FinComm and TBAGS.

*Welfare- Assistant Welfare, Assistant Welfare Campaigns, LGTBQ+, Students with Disabilities Rep, POC Rep, Livers Out Rep,  International Welfare, Working Class Rep, Year Out Rep, Welfare Campaigns Comm, Accessibility Guidelines Comm*

AWO is the primary assistant for the Welfare Officers. Has weekly meetings with Welfare.

AWC will minute WCC meetings. Their main focus is campaigns, without doing drop ins, especially some of the more generic campaigns like MH awareness, Drugs and Alcohol Awareness.

None of the minorities reps are currently filled. PoC reps will primarily be around Black History Month. SwD will do Disability Awareness. LGBTQ+ Rep primarily focused on Pride and LGBTQ+ History Month (Feb), including walk down to pride and LGBTQ+ guest lecture and post. Livers Out does housing campaign. International Welfare, Year Out Rep both mostly anon. Working Class Rep. There will be discussions between IS and ON about how to fill these jobs if left unfilled.

WCC is formed of everyone above and organise and plans ideas for Campaign.

Accessibility Guidance Committee is still in the process of being set up.

*Clubs and Societies- Sports Rep, Music Rep, Art Rep, Charity, Gym*

No Clubs and Socs Officer but DW will handle most of the responsibilities as was previously in this role

*Social- Assistant Social, Ball, Formals, International Events, Events Comm*

Assistant Social Chair supports Social Chair and does Edinburgh Markets. It might be worth

looking at what this does for events going forwards.

Ball Chairs mainly deal with the president rather than social chair.

Formals is a new position. Fairly self-explanatory.

International Events. Main purpose is International Freshers Week.

*Publicity- Assistant Publicity, Website Manager*

Assistant just does whatever publicity officer deligates. Should probably have clearer guidance.

*Buttery- Stock manager. Toastie and Waffle bar, Media, ButtComm*

*Tech Manager- TechComm*

*Chair- Steering*

Steering deal with the admin of the JCR. They review motions etc.

*Freps*

As exec, you will automatically Frep. They are technically a Tier 3 position. They are appointed by the Head Frep(s), based on interview.

**AGENDA POINT 7: Our Image as the Exec**

Who are we to the people? How do we want to be perceived?

JK: How do we want to be viewed as an Exec?

BS: wants us to be friendly and approachable to the freshers. Need to look like we’re having fun.

IS: one of the big things about making the exec look approachable. Especially as Welfare, you need to be seen at and enjoying your own events.

BS: Explain what we are and what we do and why we do it in the Exec. Make it not silly, but fun.

IS: It is essential for us to talk about what is fun and enjoyable about our jobs.

DW: discussion about doing a good job without necessarily being seen.

JK: a cohesive exec goes a very long way.

BS/DW: already a very cohesive exec

**AGENDA POINT 8: Processes within the Exec**

Meetings, President and Chair, etc…

JK: What do you do?

BS: Exec Meetings.

LZ: Formals.

AH: Events.

JK: Frepping- you will be Freps as well as your exec roles in freshers week.

Exec Meetings- discuss on on-going business every week.

Joint College Office - chance to talk to college exec.

Formals - The other exec help manage formals.

Events - The JCR exec are the main port of call for the event. President will put out a call for working. It’s mainly helping set up and pack down as well as discipline.

JCR Meetings - Chair, VP and Publicity have special roles that you already know.

President/Chair - The Chair is not on the exec but is kind of as well. President leads the exec but doesn’t chair.

3 other cases are Buttery Chair/Tech/Bar which are all ex officio, so not required to be at exec meetings.

The Office - make sure you lock it when you leave.

**AGENDA POINT 9: International Student Engagement**

International students make up a large portion of  students here, what can be done better

Discussion on different strategies to help engagement – focus on how freshers week helps with this. Also just a discussion on the extent that we can do.

**AGENDA POINT 10: Freshers Engagement**

We need to make sure that we keep the first JCR meeting in Freshers Week concise. Do not over-bog it with too much constitutionally advanced information. Clearly explain the processes. Make sure it is simple to understand.

**ANY OTHER BUSINESS:**

*Minuted briefly as most were pointed as for further discussion.*

**Structure and Publicity of JCR Meetings:**

AH had meetings with SM about publicity. For JCR meetings, it’s about always having social media posts on Instagram etc. Talk to Janice about posters.

DW: Would posters actually entice people that wouldn’t otherwise come to JCR meetings to attend?

AH: plan is to get Instagram posts out.

BS: Past chair would come into the dining hall before meetings to entice people in – try to do this.

Also encompassed a suggested incentive system for attending JCR meetings and more on internal/external communications and social media publicity.

**Preparations for the coming terms and plans:** what’s coming in the next term? Summer Ball, Trevs Day, etc… Discussion of the plans already in place and what is left to come.

**Timetable for elections:** election on the first Sunday of term to try to fill the remaining vacant JCR positions.

**Further discussions on these points also:** most small or agreed for further discussions.

* JCR SharePoint – yes.
* JCR Inventory – sorting days to be done.
* Changing Welfare – discussions to be had further on if the Welfare Officer role should be more split and etc.
* Garages – sorting out, etc.
* President Instagram – HN will make more use of next year – bigger thing – engagement.
* Noticeboards – which are ours? Updating?
* Anonymous feedback form.
* Tea and Toast.
* Exec Socials.