



Lincoln College MCR  
General Meeting  
Wednesday 8 March 2017 (Hilary Term)

**Minutes**

**1. President's Welcome**

- MCR Committee Representative Elections in Trinity Term
  - All Representative positions will become vacant at the beginning of Trinity term
  - Elections for these positions will be held in first week of next term
- Missing Bean Coffee Update
  - We now have eight bags of coffee from the Missing Bean, plus three cafetières, in the kitchen area of the MCR
  - Coffee consumption will be evaluated on a termly basis
- Junior Relations Committee debrief
  - Following on from a point raised in the 5<sup>th</sup> week MCR General Meeting, the discipline by-laws have changed slightly again
  - Names of any students that have a penalty other than a "simple admonition" will be reported to the Reserved part of Governing Body
  - The new by-laws are updated on the College website
- Domestic Committee debrief
  - The Artist in Residence, Patrice Moor, will have an exhibit outside the Oakeshott Room in MT17
  - She is looking for volunteers to take part; e-mail her if interested
- Senior Tutor's Committee debrief
  - Lincoln College will accept students on to the Part-time DPhil in Law
- Mitre Renovation Update
  - Timetable for work is being developed, updates will be given to MCR at future General Meetings
    - Current estimate: renovation will close the Mitre in the 2018-19 academic year
- The MCR recognises Kevin's fantastic job

**2. Treasurer's Report**

- Punt scheme begins in 0<sup>th</sup> week Trinity term
  - Further details in an e-mail, but the summary is everyone is charged £12 and in return Lincoln MCR rents two punts at the Magdalen Bridge Boat House
  - You can opt out of the Punt Scheme if you want
- The MCR recognises Josh's fantastic job

**3. Secretary's Report**

- Housing ballot recap
  - 61 rooms/71 people
- Housing ballot policy discussion regarding re-structuring of bands
  - AS: The current system operates where the band a student is placed in depends on the number of years a student has lived in College accommodation. This system is susceptible to confusion

(e.g. Masters to DPhil, 4<sup>th</sup> year UG to DPhil, Masters -> take a break -> DPhil) and exploitation since it relies on self-reporting. Proposed altering the bands to be based on numbers of years through a degree you are since it's much easier to administrate.

- RS: There are a lot of measures in place to protect UG finalists, we could do the same by prioritizing finalists in the ballot
- RM: What happens about DPhils that think they will end and then it doesn't?
- KK: The current system gives you a "card to play" that you can use to simplify things for you to guarantee accommodation is provided when needed (e.g. final year of DPhil)
- KR: There is no guarantee that they will get a room, this is a ballot
- HH: If this [operating the ballot with bands organized by number of years having lived in College accommodation] wasn't an administrative problem, would we be having this problem? Is the current banding system inherently unfair?
- KR: The initial reason of banding students based on numbers of years in College accommodation rather than how far through their degree students are was because it felt more fair to do the former.
- JH: Can we run the ballot earlier? The private accommodation housing lists are released at the end of Michaelmas term.
- KR: We cannot run the ballot any earlier really. The MCR only knows the rooms available in the ballot once College has gone through the admissions process for the following year.
- AB: Next year is a good time to phase in any change because of the housing constraints that will develop because of the Mitre renovations in future years
- KK: If accommodation options are becoming limited and the MCR continues to grow, the College and the MCR should help people get into private accommodation (e.g. speed meeting, seminars to have people understand housing more, direct people to reputable estate agents, etc.)
- KR: The feeling seems to be that the MCR should keep the banding system as it is, and make efforts to develop an administrative system, which will make validation of students' self-reported time in College easier. The MCR in future years will also compile information about private accommodation in Oxford and advertise this to students, as well as developing formal definitions for placing students into bands.
- The MCR recognises Adam's fantastic job

#### 4. Welfare Report

- Jochen sends apologies
- Arrangements for By-Election of Welfare Officers in Trinity Term
  - A by-election for electing Welfare Officers will be held in 1<sup>st</sup> week Trinity
  - Several keen female officers, but no male officers yet
  - Email Rose or Jochen if you are interested.
- Interviews for a new College Nurse are happening next week
- The MCR recognises Rose and Jochen's fantastic job

#### 5. Social Report

- MCR end of term dinner next week
- Last week after MCR dinner, Greek writing was found on a table in the Mary Lasker room.
  - The Dean has followed this up with the MCR.
  - If it was you, please do the right thing and own up.
  - Also, please don't do that.
- MCR recognises the great job that Social team has done

#### 6. Charities Rep Update

- Charities rep sends her apologies
- We've raised a lot of money this year this year
- MCR Committee recognizes the generosity of this year's MCR members
- MCR recognises the Charities job well done

#### 7. Equality and Diversity

- Equalities Committee debrief
  - JCR brought up points at meeting, including regarding the Prevent policy and the Harassment policy
    - Clarification from College regarding the Harassment policy forthcoming, making Harassment advisers more visible
  - MCR talked about plans for coming year
    - First issue focused meal: family focused brunch, 25 from Lincoln/15 Guests, resounding success
- Statement on Lincoln College Prevent Strategy (see appendix for full statement)
  - MCR would like clarification about how aware a student/staff member who has been identified as vulnerable is that they have been identified as such, and are they actively involved in the 'management' of the situation.
  - At what point does College have an obligation to inform external authorities (University, Police) about individual students?
  - Kevin will raise these at the Prevent Committee meeting on 10 March
- The MCR recognises Mayaan and Matt's fantastic job

## 8. Academic Rep Update

- Shortage of Study Space during Trinity Update
  - Librarians are putting in tables in the Library for us where they can to mitigate the lost space to the JCR Lectern Ballot. This is a system that is potentially under review.
  - Silent study room in Turl Yard Lecture Room will be available Thursday and Friday each week next term as well.
    - Tea and coffee can be brought in
    - If this is successful, this will hopefully translate into guaranteed extra study space in Trinity term for 5 or 7 days a week in future years.
  - A survey on the Library and availability of study space will go around in first week so we have some data to work with. We're also monitoring fob usage at the Library to determine when the busiest periods in the Library are.
- Additions to the MCR Library
  - All the requested books have arrived
  - Paul recommends "A room of ones own" by Virginia Woolf
  - Many thanks to Paul for organizing the additions to the MCR Library
- Lord Florey talk is next Friday in the MCR
  - Sherry Chen: How does a language without tenses effect your sense of time
- Heather thanks everyone who worked and attended Lincoln Leads
- The MCR recognises Heather's fantastic job

## 9. Food Rep Update

- Great Hall Update
  - HH: The fact that it is popular is a good thing, but as it stands with three guests it means that only 20 Lincoln students have to sign in to fill Hall. What about making it weekly/adding some extra occasions throughout term? We can't bring guests from outside Oxford if it's always on Wednesday.
  - JM: Any changes for next term are unlikely, but maybe for MT17. Adding extra days is difficult because the calendar for formal dinners (not always in Hall) fills up very quickly.
  - HH: Also have experienced occasions where I've been prevented from sitting with my guests in Hall despite there being sufficient space just so there are no gaps on a table.
  - JM: We can pass this message on.
- The MCR recognises Jess' fantastic job

## 10. Green Rep Update

- MCR plants – there are floods in Spain and that's why we have no plants. But they're coming, promise.
- Refashion event – second hand clothes fashion show, expect details in an e-mail/Facebook post.

- Coffee pods have been recycled
- Additions to the gardens are coming, including herb gardens in St Johns and Bear Lane
- The MCR recognises Holly's fantastic job

### **11. LGBTQ/Sports/First Year Rep Updates**

- All send their apologies
- The MCR recognises the fantastic jobs done by Alex, Tom, Arutyun, and Gabriel.

### **12. Motions**

#### **MCR Donation to the 2018 Lincoln College Ball Fund**

##### **This MCR notes that:**

1. It has supported the Ball Committee in the past with a grant of £1,500. The MCR donates money to the ball fund every two years, so it has already been considered in our present budget.

##### **This MCR believes that:**

1. The Lincoln College Ball is an important event for the whole College and all its common rooms, and such a donation would be of great assistance to the committee who chiefly rely on ticket sales as well as a loan from the JCR to fund the event.
2. The money will be used for the payment of deposits for companies supplying food, drinks and entertainment.

##### **This MCR therefore resolves to:**

1. Donate £1,500 to the 2018 Lincoln College Ball Fund.

*Proposed: Shazeea Ishmael*

*Seconded: Andreas Haensele*

- Shazeea introduces herself as the MCR Representative on the Lincoln College Ball Committee
- General discussion centred around the use of the money – seed funding to secure drinks, food, entertainment, etc.
- Further discussion centred around the idea of *donating* the money rather than *loaning* the money, as the JCR does, and that £1,500 is ≈10% of the MCR's annual budget.
- If we loan the money, how much would we get back? We'd need to develop some kind of proportionality system of paying back the money if insufficient profit was made by the Ball to pay back both the JCR and MCR loans.
- Friendly amendments to the motion are proposed so that the motion reads:

##### **This MCR notes that:**

1. It has supported the Ball Committee in the past with a grant of £1,500. The MCR donates money to the ball fund every two years, so it has already been considered in our present budget.
2. *£1500 is roughly 10% of the annual MCR budget*

##### **This MCR believes that:**

1. The Lincoln College Ball is an important event for the whole College and all its common rooms, and such a donation would be of great assistance to the committee who chiefly rely on ticket sales as well as a loan from the JCR to fund the event.
2. The money will be used for the payment of deposits for companies supplying food, drinks and entertainment.

##### **This MCR therefore resolves to:**

1. *Offer a loan of £1,500 to the 2018 Lincoln College Ball Fund, subject to conditions to be discussed between the MCR and Lincoln College Ball Committee.*

*Proposed: Shazeea Ishmael*

*Seconded: Andreas Haensele*

Vote on the friendly amendment: 21 votes for, 0 against, 2 abstentions

Vote on the motion as amended: 20 votes for, 0 against, 3 abstentions

Motion as amended passes

**14. Any Other Business**

No business.

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## Appendix

### Statement to the Lincoln College MCR concerning the Prevent Duty

#### Background

The Prevent strategy, published in 2011, is part of the Government's overall counter-terrorism strategy. It places a duty on certain specified authorities – schools, universities, childcare providers, the NHS, and others – to have “due regard to the need to prevent people from being drawn into terrorism”. It is a legal requirement for these specified authorities to undertake this Duty, and as you might expect, Lincoln College is one of these specified authorities.

#### The Prevent Committee

The Prevent Committee has been formed to address any changes to College by-laws or procedures that may be needed, and reports to the Governing Body. The members of this Committee are the Rector, the Bursar, the Senior Tutor, the Senior Dean, the Welfare Dean, the Domestic Operations Manager, the Chaplain, the Lodge Manager, the IT Manager, the HR Manager, and the JCR and MCR Presidents. The Rector is the ‘Prevent Lead’ for the College.

There have been several meetings of the Prevent Committee since it was formed in Trinity Term 2016. The Prevent Committee has had to demonstrate to the Higher Education Funding Council for England (HEFCE) that the College is complying with the requirements of the Prevent duty. The way that this has been achieved is by:

1. Compiling a Prevent Duty risk assessment
2. Compiling an action plan in response to that risk assessment
3. Re-drafting (where appropriate) College policies and procedures for managing the risks around external speakers and events while protecting freedom of speech and academic freedom

In practice, several template documents have been prepared by the Conference of Colleges, making life slightly easier though the paperwork no less burdensome. Much of the Colleges' and University's response to the demands of the Duty has been drafted by the Warden of Wadham, Lord Macdonald, Director of Public Prosecutions (DPP) of England and Wales (2003–8) and head of the Crown Prosecution Service.

#### Development of the Prevent Strategy

The way the Committee has worked is to examine the requirements of the Prevent Duty and the relevant parts of College policy (e.g. by-laws, student/staff handbook passages, College IT policy etc.) side-by-side, and **only in instances where specific changes are required by the Prevent duty are any amendments to College policy made.**

#### Student-relevant implementations of the Prevent Strategy

Specific actions that have been taken in areas which affect student life are:

1. Student Welfare and Pastoral Care
  - a. Vulnerable students are to be identified by the permanent welfare team (Senior Tutor, Welfare Dean, Senior Dean, Junior Deans, and Chaplain).
  - b. The student handbook directs students to relevant policies and protocols published on the College website.
  - c. Importantly, concerns arising from a student being drawn into terrorism are addressed in the same way as any other welfare matter.
2. Events and Venue Hire

- a. The freedom of speech and room booking policies have been updated, such that outside speakers are approved in advance of room booking being accepted.
- b. Any external speaker bookings will be approved by the Rector, Senior Dean, Chaplain, etc. and mitigate any risks in the external speaker being invited (e.g. moving the event to an alternative venue, providing extra security, changing the event's format to Q&A).

3. Faith Facilities

- a. The Chaplain drafted a policy on the use of Chapel in consultation with the Rector:

*"In accordance with Prevent agenda, the College is asked to produce a written policy on the use of its Faith Facilities. The College has only one designated faith facility, a 17th-century Chapel. The Chapel is consecrated for Christian worship and is used for a pattern of regular services according to the rites of the Church of England. This schedule of worship is laid down by the Chaplain in agreement with the Rector.*

*The Chapel may be used by College members for private devotions except when in use for other purposes. Requests for all other uses of the Chapel are to be addressed to the Chaplain in the first instance, for approval by the Rector."*

4. IT safety

- a. The IT officer has updated the existing IT policy in line with PREVENT agenda.
- b. Add one extra line to the current IT policy:

*"All authorised users must conform to any and all requirements laid out by the following Acts/policies:*

- i. Computer Misuse Act (1990);*
- ii. Data Protection Act (1998);*
- iii. Chest Code of conduct;*
- iv. Regulation of Investigatory Powers Act (2000);*
- v. The Counter-Terrorism and Security Act 2015"*

**Closing Remarks**

It should be emphasised that the critical and guiding principle for Lincoln is that the Prevent Duty must not override existing rights and liberties without which the College cannot function as a place of higher learning. These include the rights to free expression, academic freedom, autonomy, confidentiality, privacy and equal treatment under the law.

The entire process of devising the Prevent strategy has been undertaken with the full collaboration and inclusion of the JCR and MCR, and each Prevent strategy is freely available to all members.

The next meeting of the Prevent Committee is scheduled for **Friday 10 March**, and I will happily raise any concerns from MCR members at this meeting.