

Notes of Faculty of Natural Sciences Master's Student Staff Committee Meeting

Date: 26 June 2019, 12.30-14.00

Venue: HXLY 341

MINUTES

Present

Emma Couves	Chair & GSU AWO
Alex Beddall	Management Trainee
Helena Dodd	MRes in Chemical Biology (one-year standalone course)
Liam Harnett	MRes Plastic Electronic Materials
Nazia Hirjee	Faculty Operations Officer
Laura Lane	Head of Strategy and Operations, Graduate School
Rebecca Middleton	Faculty Education Manager
Samia Said	MRes in Catalysis: Chemistry & Engineering
John Seddon	Faculty Senior Tutor
Bogosi Shashane	MSc Statistics
James Wilton-Ely	Chemistry MRes Director of Studies
Sai Yoganathan	Student Experience Co-ordinator
Kasia Kmiecowskiak	Committee Secretary

Apologies

Cassandra Flint	MSc Conservation Science (Life Sciences)
Niki Gounaris	DPS Life Sciences
Sarah Milligan	MSc Conservation Science (Life Sciences)
James Raymond	MSc Conservation Science (Life Sciences)
Milo Smith	MRes in Advanced Molecular Synthesis (Chemistry)
Mike Tennant	Director- MSc in Environmental Technology, CEP

1. Welcome and Apologies

The Chair welcomed members and apologies, as above, were noted.

2. Minutes of the meeting held on 13 February 2019

The minutes of the meeting of 13 February were approved as an accurate record.

3. Matters arising from the minutes and Review of Action Tracker

All Actions were noted as complete and the action tracker was updated.

4. Reports from Department Student Representatives:

4.1 CEP

There were no CEP students present.

4.2 Chemistry

The Chemistry Student Rep reported that the shuttle bus service had been working well.

4.3 Life Sciences

There were no matters to discuss.

4.4 Mathematics

Bogosi Shashane from the Department of Mathematics reported that he received the ICU Academic Representation Network Rep of the year 2019 award.

4.5 Physics

The Physics Student Rep noted that a recent funding issue had been clarified. There had been a confusion on what funding is available for equipment for Masters students, how to claim the money back and who is responsible for various aspects of this.

5. Chair's business

There were no matters to discuss.

6. Any other business

The committee discussed various initiatives that are aiming to improve the pastoral care in the Faculty. These included:

- A questionnaire to PG Directors and HoDs had been sent to identify what pastoral support is provided by each department. This will be followed up by a questionnaire to students which is currently in development by JS and AB.
- The [Roles and Responsibilities document for the Senior Tutor PGR](#) has been updated to reflect leadership of departmental PGR Pastoral Care Networks.
- New webpages outlining what wellbeing support is available for students and resources for the staff who support them are being set up by RM and AB.
- Students in crisis – JS noted that he would be discussing with the other Faculty Senior Tutors the possibility of developing a College-wide policy where students opt into sharing the details of a key contact who could be contacted by College in the event of concerns regarding a student's mental health and/or safety. Following the FST discussion, JS will raise with the Director of Student Services.

JS noted that a Faculty Mitigation Oversight Panel (FMOP) was being established, in line with the new mitigating circumstances policy. The FMOP will focus on identifying areas of best practice and monitor mitigation decisions across FoNS and will feedback their comments to the individual DMCBs. This will show whether FMOP's and MCB's decisions vary considerably. The first meeting will take place in September.

EC queried whether the new Complaint Policy would be applicable from September 2019. RM will check that with Registry.

ACTION: RM to check with Registry whether the new Complaint Policy would be applicable from September 2019.

Finally, JS noted that Prof Tom Welton, Dean of the Faculty, had been elected as the next President of the Royal Society of Chemistry.

7. Dates of Future Meetings: TBC