

KING'S COLLEGE, CAMBRIDGE

At a meeting of the Council held

on Tuesday 18 March 2025 at 14:00 in the Audit Room and Online

Present:	Provost Dr Good Ms Headen Dr Knox (until 16:05) Professor Gross Ruse- Khan (until 15:45) Dr Russell Professor Bullock Professor Hall (until 16:00) Professor Foley Mr Ajanaku*	In Attendance:	Vice Provost Senior Tutor First Bursar Domus Bursar Mr Warner* Ms Robinson* Miss Kelly* Ms Mueller-Koegler (Item 153 only) Ms Lemmy (Item 153 only) Dean of Chapel (Item 155 only) Director of Music (Item 155 and 183) Dr Dolan (Item 186 only) Registrar
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*Open Business

143. Apologies for Absence

Professor Giannitsarou and Dr Sarkovic apologised for their absence.

OPEN BUSINESS

144. Declarations of Interest

The Senior Tutor, who is due to marry in Chapel in 2026, declared her interest in item 155.

145. Minutes of Open Business 4 March 2025

Approved.

146. Matters arising

None.

147. Oral Reports

None.

148. Council Timetable – Open Matters

Various timetabled items in agenda:

- Development Report
- Report on Student Societies (with addition of KCSU 2023-2024 audit records)

- Accounts for Vac Bar (with addition of KCGS 2023-2024 audit records)
- Proposal for Fun Day
- Education Policies (including Safeguarding Policy and Student Disciplinary Policy)

Report on College Security to be received in Easter Term.

149. Council Action List – Open Matters

List of all current student exchange schemes (Senior Tutor) in agenda.

Updated Hackathon proposals (E-Lab Directors) not received. The Registrar's understanding is that the E-Lab no longer plan to host the event in College. The Registrar will follow up and ask the E-Lab Directors to provide an update to Council in Easter Term.

Strategic

150. Financial Information Systems

The First Bursar asked Council to approve measures to enhance existing financial systems, and to commence a longer project to improve the provision of financial information including adoption of a new financial system. The proposal was informed by the 2024 Report of the Audit & Scrutiny Committee and had been considered by the Finance Committee. The proposal noted a desire for clearer reporting to Governing Body and committees, more timely information to support better decision-making, a need for stronger capabilities in long-term planning, and the potential for efficiency improvements within the Finance team and across the College as a whole.

Council queried whether the College's IT infrastructure was ready to support a new system. The Domus Bursar reassured Council that the Head of IT is integrating this work into his plan for the coming year.

Council was asked to note that one potential provider of an external review had a connection to a member of College staff. The First Bursar highlighted comments in the paper that, in accordance with the College's financial regulations, a tender process is planned but that the provider referenced was one of very few able to tender for the service required.

Council agreed to approve:

- a) a review of the College's financial information systems; and
- b) preparatory work to prepare for implementation of a new financial system, provisionally in July 2026

The First Bursar will report options to Council following the tender process.

151. Report of the Working Group on College Choirs

The Dean of Chapel and Director of Music joined the meeting for this discussion.

The Vice Provost spoke to the report. The Group had reviewed the recent history of the College's choirs and factors (some of which, like maintained-sector music teaching, are outside of the College's control) that may have limited their ability to operate to best effect. The Group were of the view that action could be taken to improve the situation within the College's current structures and had made recommendations accordingly.

The Junior Members of Council, presenting a joint view of KCSU and KCGU, raised concerns about some of the language used, and assumptions made, in the report. They criticised the lack of Junior Member representation in the Working Group (Council noted

that this was a result of individuals' contracts being considered by the Group, which would be Reserved Business) and that Junior Members were represented on the Council that established the Working Group and its Membership).

Council considered the interaction between the recommendations in the paper and the 2025 Planning Round. College Officers clarified that approval of proposals with financial implications and new roles would remain subject to that process. The Senior Tutor asked Council to indicate its view on the Group's recommendations so that the Dean and Director of Music could progress their Planning Round submissions.

Council took indicative votes and were inclined to support the recommendations made. The Junior Member of Council for KCSU indicated support for proposals 1a, 1b and 2 (as set out in the paper) but abstained on all other matters.. Council will consider again at the start of Easter term once comments from the Junior Members on the report have been reviewed by the Working Group.

The Director of Music and Dean of Chapel left the meeting.

Routine

152. Cambridge Arts Theatre – Spalding Hostel

The Domus Bursar asked Council to consider works in Phase 2 of the Cambridge Arts Theatre's re-development project that would impact a small number of windows in Spalding Hostel. As the Theatre's plans were contingent upon these works Council were asked for their view in advance, before they receive the full Phase 2 proposal.

She and the Head of Capital Projects had reviewed the spaces and were of the view that there would be minimal material impact to the use of Spalding Hostel and therefore recommended that Council approve the works.

Council considered which sorts of building works come to Council for review, which do not, and where this might create scope for error. The First and Domus Bursars shared the view that the scale of the Theatre's project justified Council's attention.

Council agreed to approve the works in phase 2 of the Cambridge Arts Theatre project that impact Spalding Hostel.

153. Kings Affair Proposals (Final Approval)

Ms Mueller-Koegler (Chair of the King's Affair Committee) and Ms Lemmy (Vice Chair) joined the meeting. She invited Council to note progress made towards King's Affair 2025 and to approve, as a result of slower than expected ticket sales, changes to the event. She and May Ball chairs at other colleges had noticed a general trend of poor ticket sales. She proposed a revised event plan to accommodate a smaller event with fewer tickets available for sale.

The Senior Tutor and Domus Bursar gave their full support to the proposal, and praised the Committee's response to the these challenges.

Council considered whether the King's Affair model might, in future, need to be adapted in order to keep the event viable. Council asked Ms Mueller-Koegler and the Committee to provide a note of their reflections and recommendations in this regard to Council after the event.

Council noted progress made towards King's Affair 2025, and approved the changes made to the event (subject to final approval of the Domus Bursar and Lay Dean).

Ms Mueller-Koegler and Ms Lemmy left the meeting.

154. King's Voices Choir Tour

Council received a paper from a member of King's Voices, proposing the College fund a choir tour later this year.

Procedural issues had come to light after the agenda was circulated. The Provost, therefore, informed Council that the matter must be considered at a later date.

Points highlighted as in need of resolution and explanation included whether the proposal was in accordance with agreed funding policies, and the paper's authorship. Council and College Officers expressed the view that the Director of King's Voices should have produced and submitted the paper.

Council asked the Director of King's Voices to submit a revised paper to Council after further consultation.

155. Chapel Wedding Scheduling

The Senior Tutor absented herself for this item.

The Dean of Chapel submitted a proposal to limit Chapel weddings to one per day, performed at pre-agreed, pre-advertised times (available times varying month-by-month in accordance with the College's event and visitor needs). The proposal had been produced by a working group established by the Chapel Committee. The Domus Bursar, who was a member of the group, spoke to the paper.

The Domus Bursar noted the recommendation in the paper that the College should consider how it charges members who have their wedding reception in College. Her preference is to not consider this independently, but as part of a holistic review of internal charges.

The First Bursar raised concerns about greater than anticipated impact on visitor income in the event the approach reduced the College's ability to control how many weddings are held in College. The Domus Bursar and Vice Provost reassured the First Bursar and Council that the number of weddings held each year is generally very low, and that the Head of Visitor Services was comfortable that the proposed schedule would have minimal impact on visitor income.

Council were inclined to approve on the basis that the approach should be reviewed at a later date. Council invited the First Bursar to ask Council to review earlier than scheduled if he feels it necessary.

Council agreed weddings may only take place in Chapel at times specified in advance (as set out in the paper) and advertised to resident and non-resident members, subject to a review of the approach in two years' time.

The Senior Tutor re-entered the meeting.

156. Event in Chapel June 2025

The Dean of Chapel asked Council to agree the use of Chapel for a presentation, arranged by Cambridge Literary Festival, to mark the centenary of the publication of Mrs Dalloway by Virginia Woolf.

Council agreed:

- a) to the use of Chapel for a presentation arranged by Cambridge Literary Festival to mark the centenary of the publication of Mrs Dalloway by Virginia Woolf on Tuesday 24 June 2025; and
- b) That the College should be an active partner with the Cambridge Literary Festival and the Arts Theatre in copromoting the event.

157. Proposal for Funday 2025

Council received proposals for the 2025 King's Funday from the KCSU Entertainments Officers.

Council agreed to support KCSU's organization of the King's Funday on Sunday 22 of June 2025 (including approval of the use of Back Lawn for Funday activities), subject to the details being approved by the Lay Dean; Head Porter; Health, Safety and Compliance Officer; Catering; Designated Premises Supervisor; the Head Gardener; and the Domus Bursar

158. Summary of Exchange Programmes

Council received a list of the College's current student exchange programme from the Senior Tutor.

Council had requested the list Michaelmas Term 2025 in response to a proposal (approved) to enter into a student exchange program with the Scuola Normale Superiore di Pisa.

Compliance

159. Terms of Reference – Audit & Scrutiny Committee

At its meeting on 4 March 2025 Council had agreed to discuss the Audit & Scrutiny Committee's terms of reference at this meeting. As a result of time pressures, Council will instead discuss this in Easter Term.

160. KCGU Constitution

At its meeting on 4 March 2025 Council gave in-principle support to changes to the KCGS/KCGU constitution and standing orders. Following consultation with the First Bursar and Registrar, Ms Robinson, KCGU President, presented an updated version to Council. The updated version addressed various minor points, primarily compliance related.

Council agreed to ratify the new Constitution and Standing Orders of the King's College Graduate Union, thereby also changing its name from King's College Graduate Society.

161. Student Disciplinary Policy Review

The Senior Tutor presented an updated Student Disciplinary Policy to Council. She also asked Council to support her proposal that training be arranged for a panel of Senior Members of College on the conduct of student disciplinary processes (and who will thereafter be available to sit on student Disciplinary and Appeal Committees).

Council agreed:

- a) To approve the updated Student Disciplinary Policy annexed to the paper on the basis that it should be reviewed every other year hereafter; and
- b) To ask the Senior Tutor to make arrangements (now, and in future as and when required) for there to be a panel of appropriately trained Senior

Members of the College who will thereafter be available to sit on student Disciplinary and Appeal Committees.

162. Safeguarding Policy

The Senior Tutor presented the College's Safeguarding Policy to Council for its annual review. The College Safeguarding Officer and Assistant Safeguarding Officer recommended that Council approve a limited but strategic widening of the roles the College requires DBS checks for, and that Council should continue to undertake online safeguarding training but to use a course relevant to higher education settings.

Council agreed:

- a) To approve the recommended changes to the Safeguarding Policy
- b) That Council members should undertake online safeguarding training provided by Educare.

163. Terms of Reference (Buildings & Safety Committee)

The Buildings & Safety Committee proposed updates to its terms of reference. The Committee will now send papers to the Adornment Committee in advance of its meetings.

Council agreed to approve updated terms of reference for the Buildings & Safety Committee.

164. Terms of Reference (Catering Committee)

The Catering Committee proposed updates to its terms of reference. Updates clarify that the Committee oversees guidelines for the use of Hall and public rooms, rather than residential accommodation queries. The Committee will review this change again next year, should the scope of the Committee's activities expand.

Council agreed to approve updated terms of reference for the Catering Committee.

165. Report on Student Societies

Council received a routine (annual) report from KCSU regarding current student societies and their funding arrangements.

The KCSU representatives asked Council to note that in future FemSoc will not be included in this report, as KCGU (not KCSU) is its primary source of funding.

166. KCSU Accounts and Audit 2023-2024

Council received a summary of KCSU's accounts for the period from 1 July 2023 to 30 June 2024 and a note of the audit meeting attended by the Senior Treasurer of the Unions, the outgoing KCSU Treasurer, and incoming KCSU Treasurer.

167. KCSU Returning Officer Appointment

In accordance with paragraph 4.7 of the KCSU Constitution, the KCSU Chair asked Council to appoint an alternative KCGS Returning Officer to perform the role in the place of the Chaplain (KCGS Returning Officer 'by default') until a permanent new Chaplain is recruited next year.

Council agreed to appoint Patricia Mcguire, College Archivist, KCSU Returning Officer.

168. Accounts for Vac Bar

Council received a routine (annual) report from KCGU regarding the Vacation Bar.

169. KCGU (KCGS) Accounts and Audit 2023-2024

Council received a summary of KCGS's accounts for the period from July 2023 to June 2024 and a note of the audit meeting attended by the Senior Treasurer of the Union, the outgoing KCGS treasurer, and incoming KCGS (now KCGU) President.

170. KCGU Returning Officer Appointment

In accordance with section 4.1.1.2 of the new KCGU Constitution, the KCGU Chair asked Council to agree the appointment of KCGU's Returning Officer (necessary, like item 167, as a result of the departure of the present Chaplain).

Council agreed to appoint Patricia Mcguire, College Archivist, KCGU Returning Officer.

171. Quiet Period 2025

The Lay Dean presented the annually reviewed Room Booking Policy for the Quiet Period to Council, along with a proposal for when the Quiet Period should take place.

Council agreed:

- a) to approve the Quiet Period Room Booking Policy; and
- b) that the 2025 Quiet Period will take place from Monday 28th April 2025 and Friday 20th June 2025.

172. Development Report – Head of Development Termly Report

The Head of Development provided her termly report on Development Office fundraising, events, and activities since her last report (during Michaelmas 2024).

Council thanked the Head of Development, and accepted the report.

173. Development Report – Gifts of £10,000 or more

Council were asked to accept gifts of over £10,000 received by the College between 14 November 2024 and 18 February 2025. Council were provided with information about the gift types, sum, and purpose. The Development Office provided assurances that it had carried out appropriate due diligence for the gifts included in the paper.

Council agreed to accept the gifts set out in the paper

Minutes

174. Minutes of the Development Committee Meeting on 22 November 2024

Noted.

175. Minutes of the Finance Committee Meeting on 24 January 2025

Noted.

176. Minutes of the Buildings & Safety Committee Meeting on 3 February 2025

Noted.

177. Minutes of the Catering Committee Meeting on 15 February 2025

Noted.

178. **Minutes of the Church Patronage Committee Meeting on 24 February 2025**

Noted.

179. **Any Other Business**

None.