

CONFIDENTIAL
KING'S COLLEGE, CAMBRIDGE

At a meeting of the Council held
on Tuesday 29 April 2025 at 14:00 in the Audit Room

Present:	Provost	In Attendance:	Vice Provost
	Dr Good		Senior Tutor
	Ms Headen		First Bursar
	Dr Knox		Domus Bursar
	Professor Gross Ruse-Khan		
	Dr Russell	Mr Warner (KCSU	
	Professor Bullock (from 14	President)*	
	:15)	Ms Robinson (KCGU	
	Professor Hall	President)*	
	Professor Foley		
	Professor Giannitsarou (until	Professor Srinivasan (Item	
	15:55)	228 only)	
	Mr Erwig (KCSU Interim Vice	Registrar	
	President)		

*Open Business

198. **Apologies for Absence**

Dr Sarkovic apologised for her absence. Miss Kelly was absent.

OPEN BUSINESS

199. **Declarations of Interest**

None.

200. **Minutes of Open Business 18 March 2025**

Approved, subject to amendments to Item 151 (Report of the Working Group on College Choirs).

201. **Matters arising**

None.

202. **Oral reports**

University High Court Injunction

In response to Council's queries, the Senior Tutor commented on the potential that an injunction recently obtained by the University might have to impact the King's community. Council acknowledged the potentially severe consequences for an individual who breaches the injunction, and that such acts would (if the individual was a student) breach disciplinary policies notwithstanding the injunction. Council noted that the detail of the injunction was available on the University website.

Office for Students Condition E6

The Senior Tutor commented on a new Office for Students' condition of registration relating to safeguards against harassment (E6). She explained that the College was already broadly compliant with the requirements and summarised further work in progress. A College-wide staff-student relationships policy, modelled on the University's, will be considered by the HR Committee.

Council noted the status of the OfS in relation to the College versus in relation to the University.

Council acknowledged concerns about some aspects of the condition and associated policy but noted arguments in favour of consistency across the collegiate University. In particular, the KCGU President raised whether a student-staff relationship policy might have a particularly negative impact upon post-graduate students who may occupy the position of both staff member and student.

Grazing

The Domus Bursar informed Council that the College's grazier had indicated that they will end their relationship with the College. The Domus Bursar will explore alternatives for grazing on Grantchester Meadows, and for Scholars' Piece. They noted this would be a valuable moment for the College to consider grazing on Scholar's Piece and a more long-term approach will come to Council for consideration.

Heads of Department and Council Minutes

The Registrar asked Council's permission to share draft minutes of Open Business at Council with all Heads of Department, to facilitate more effective communication of decisions. Council supported the proposal, subject to the draft being sent to members of Council and Governing Body in advance of this.

Professor Bullock joined the meeting.

203. **Council Timetable – Open Matters**

College Security Review (Lent Term timetabled item) delayed to the end of Easter Term. Report on Prizes to be delivered alongside Exam Results as a part of a more holistic overview of student outcomes.

204. **Council Action List – Open Matters**

Updated King's Voices tour paper, and revised paper from Working Group on College choirs, in agenda.

Hackathon update to Council (E-Lab Directors) overdue. Dr Mohaddes will attend Council on 13 May to provide an oral update.

Remaining actions due to be completed in Easter Term:

- Report options to Council following tender for external review of College financial systems (First Bursar)
- Review Council Microsoft Teams trial (First Bursar and Registrar)
- Provide review of Henry Louis Gates Fellowship Scheme (with proposal to amend College processes accordingly if required) (Vice Provost)
- Provide report on effectiveness of EDI Committee (Chair of EDI Committee – Vice Provost)
- Report on outcomes of events and room bookings working groups process (Domus Bursar)

- Report on outcomes of working group on accommodation management (Domus Bursar)
- Review report with Junior Members and return it to Council (Working Group on college Choirs)
- Return updated proposal for King's Voices 2025 tour (Director of King's Voices)
- Report on progress of plans to install memorial tablet in Chapel for Sir Stephen Cleobury (Dean of Chapel, Memorial Consideration Group)

Note of reflections and recommendations on future models for King's Affair expected from King's Affair Committee during the Vacation meetings.

Strategic

205. Report of the Working Group on College Choirs

Council received an updated paper from the Working Group on College Choirs, accompanied by a cover note from the Vice Provost explaining the discussions and revisions that had taken place since Council first received the report. The substance of the proposals had not changed, but the language used had been made more reflective of the progress intended.

The KCSU and KCGU Presidents thanked the Vice Provost for having taken their feedback on board and accordingly made alterations to the report.

Council asked about costs associated with full time Assistant Director of Music. The Vice Provost provided a salary estimate and explained that the post would be scrutinised by the HR Committee as part of the Planning Round, with a view to it being filled in time for Michaelmas Term.

Council agreed:

1a) to ask the Chapel Committee, which has as part of its remit 'To consider questions of recruitment and financing of the College Choirs', to work with the Director of Music and Assistant Director of Music (see below) to investigate the possibilities of engaging with existing programmes designed to give opportunities for those still at school to develop choral singing skills and to bring back a proposal to Council in Michaelmas Term.

1b) to ask the Director of Music and Choir Manager to investigate further the feasibility of an organ competition or other ways of identifying and supporting young organists and ask them to bring back a proposal to Council in Michaelmas Term.

2) to create a position of Assisting Organist for an early career musician and that such a position should also carry some responsibility for developing recruitment initiatives for both Choral and Organ Scholars.

3a) to appoint an Assistant Director of Music, and redefine this role to be under the Director of Music, and to include responsibilities for a) directing King's Voices; b) developing a women's voices chamber group from the women singing in King's Voices (see recommendation 4 below); c) engaging with and assisting music-making initiatives across the College; and d) developing such outreach activities as the Chapel Committee, working with the Director of Music, shall endorse, aimed at enriching recruitment to all the College choirs. The Assistant Director of Music should be integrated into the College as a Bye-Fellow.

3b) to constitute an Appointment Committee for the Assistant Director of Music consisting of the Director of Music, Dean of Chapel, Mr Causton, Professor Marston, Dr. Pickford and Professor Zeeman, with power to involve appropriate junior members, and ask Professor Zeeman to chair the Committee.

4) to endorse the creation of a women's voices chamber group made up of women members of King's Voices, under the direction of the Assistant Director of Music.

5) to modify the new contract of the Director of Music appropriately to take account of the additional individuals and activities recommended here.

Routine

206. Audit & Scrutiny Committee Terms of Reference

Council, in response to comments made by members of the Audit & Scrutiny Committee at a Council meeting in Lent term, discussed the Committee's terms of reference.

The Provost presented the issues to Council. First, whether there should be greater separation of audit and scrutiny functions, and second, whether the Committee should have external members.

Council noted that the Fellowship does not, in general, have the same financial and audit capabilities as professionals in this field. However, Council also considered reasons why combining audit and scrutiny might be most effective in the context of King's.

Council considered the digestibility and timeliness of the College's current financial reporting outputs, and the role the Termly Update plays in enabling Council to have appropriate oversight.

The First Bursar responded to queries about the Finance Team's audit processes and work underway to improve them. His view was that stronger audit and scrutiny governance would provide more effective monitoring of these activities, highlighting the Governing Body and the trustees' responsibilities to make sure they are comfortable with the Finance Team's process.

The Vice Provost suggested that external audit members of the Audit & Scrutiny Committee might sit as a sub-group that reports into that Committee. Council considered whether this would be sufficient for the trustees to discharge their obligations. Council noted that the University's Audit Committee reports to the University's trustees, and the Board of Scrutiny to Regent House.

Council, separately, asked that the status of the current external member of the Committee was communicated to the Audit & Scrutiny Committee. The Registrar will follow up.

Council formed the view that a process should be set up to consider this matter in detail and develop proposals. A proposed process will return to Council in due course with a view to instituting any changes for the Committee elected for 2026.

207. Use of the Back Lawn

Council had, by correspondence, been asked to consider a proposal from the outgoing KCSU Gender Equalities Officer regarding social use of the Back Lawn by

members of College during Easter Term. Council formed the view that the item should be discussed, so a decision was deferred to this meeting.

Mr Warner spoke to the paper on behalf of the outgoing Officer. He commented on proposed measures to mitigate potential impact on exams, and on College operations, and confirmed that the Gardens Committee had been consulted. If Council were not inclined to agree with the vote as currently formulated, he proposed a two-week trial period as an alternative. Ms Robinson offered that KCGU was neutral on the proposal.

Council considered the range of outdoor space already available to students, including the Fellows' Garden and far riverbank.

The Senior Tutor asked Council to be mindful of the potential impact on students who sit exams in Gibbs, many of whom have complex exam access arrangements, and whose exams can extend into the evenings. Council were concerned about possible access issues, noting in addition that it would not be fair to expose only some students to these risks during a trial period.

Council voted against allowing King's Members to use the Back Lawn during Easter Term 2025.

Council took further votes on whether to trial the proposal for two weeks at the end of Easter Term, or whether to permit access during May Week, similarly voting against both proposals.

208. Proposal for a tour by King's Voices

In Lent Term Council had delayed consideration of a paper relating to King's Voices' proposals to tour in Ireland in 2025 until procedural issues could be resolved. Council received updated proposals from the Interim Assistant Director of Music.

The Senior Tutor confirmed that the Financial Tutor was now comfortable with proposed funding arrangements, but asked Council to note the difficult job performed by the Financial Tutor, who has to make trade-offs when applying College funds; the relevant fund would now be unable support further proposals until next academic year.

Council asked the Financial Tutor to work with the Interim Assistant Director of Music to update and clarify the relevant funding policy to ensure that in future years, in relation to King's Voices tours in particular, the funding available and the process to be followed is clear.

Council agreed:

That the King's Voices July 2025 tour of Ireland may proceed, with College funding as agreed by the Financial Tutor.

Compliance

209. Data Protection Policies

The College Data Protection Lead (the College Archivist) presented three data protection privacy policies to Council for routine review. Minor changes, and the approval of a new type of processing, were proposed.

Ms Robinson asked for clarification about the processing of personal data relating to criminal records described in the Development Office's privacy policy, in particular the scope of records that would be held. The First Bursar and Senior Tutor commented

on the types of circumstances in which the College would process this type of data (for example, due diligence procedures). The Registrar highlighted the wide range of activities which engage data protection considerations.

Council:

- a) Approved, with the minor changes proposed in the paper, the Development Office's privacy policy (including the proposed new type of data processing), the Student Applicants & Pre-Applicants privacy policy, and the Special Collections privacy policy; and
- b) Asked College Data Protection Lead to publish the approved policies on the College's privacy policy webpages.

210. KCGU Complaints Procedure

Section 8 of the newly approved KCGU Constitution Requires KCGU to maintain a complaints policy. Ms Robinson presented a proposed policy, drafted with the College's obligations under the Education Act 1994 in mind to Council.

Council agreed to approve the new KCGU Complaints Procedure.

211. Affiliation Referendum Results

In accordance with section 6.3 of the KCGU Constitution, KCGU ran a routine referendum on maintaining its existing affiliations with external organisations. KCGU voted to retain its affiliation with Cambridge Student Union (the only external organisation to which it is affiliated).

Council noted the result.

212. Terms of Reference (Adornment Committee)

The Adornment Committee met on 12 March 2025 and agreed that reference to decoration should be made in its terms of reference. Council discussed the scope of the Adornment Committee's responsibilities in this regard, for example, whether this would give it the ability to regulate the decoration of student rooms and the flying of flags from student accommodation. The Senior Tutor commented that this would not be the case, such matters being regulated by students' Licence Agreements. The Domus Bursar further noted the positive role the Adornment Committee plays in advising upon decorative aspects of maintaining the College's public spaces.

Council agreed to approve revised Terms of Reference for the Adornment Committee.

213. Terms of Reference (EDI Committee)

The EDI Committee met on 12 March 2025 and agreed to propose several changes to its terms of reference. The Committee agreed to consider EDI issues that arise in College and, where appropriate, make recommendations to Council. In addition, the Committee will agree who will constitute its membership per its terms of reference at its first meeting each calendar year, and will increase its meeting frequency.

Council agreed to approve revised Terms of Reference for the EDI Committee.

214. Terms of Reference (Visitors' Committee)

The Visitors' Committee met on 25 February 2025. Its terms of reference were reviewed. The Committee agreed to propose that it should be responsible for overseeing the College's role in local tourism generally, currently conducted through Visit Cambridge.

Council agreed to approve revised Terms of Reference for the Visitors' Committee.

Minutes

- 215. **Minutes of the E-Lab Committee meeting on 31 January 2025**
Noted.
- 216. **Minutes of the Chapel Committee meeting on 19 February 2025**
Noted.
- 217. **Minutes of the Education Committee meeting on 20 February 2025**
Noted.
- 218. **Minutes of the Visitors' Committee meeting on 26 February 2025**
Noted.
- 219. **Minutes of the EDI Committee meeting on 12 March 2025**
Noted.
- 220. **Minutes of the Adornment Committee meeting on 12 March 2025**
Noted.

Any Other Business

- 221. Ms Robinson, whilst emphasising the benefits of the E-Lab to graduate students, drew to Council's attention to concerns raised about recent E-Lab use of College space (recent E-Lab events in the Bar were of particular concern). The Vice Provost, in his capacity of Chair of the E-Lab Committee, encouraged KCSU and KCGU to contact him about these matters. The Senior Tutor advised that the Lay Dean could also be contacted for support with termtime student room bookings. The Domus Bursar noted the complexity of the College's current approach to the use of space. She will report the recommendations of the Events Working Group later in Easter Term.