

KING'S COLLEGE, CAMBRIDGE

At a meeting of the Council held
on Tuesday 3 December 2024 at 14:00 in the Audit Room

Present:	Provost	In Attendance:	Vice Provost
	Ms Headen		First Bursar
	Professor Dunn		Senior Tutor
	Professor Giannitsarou		Domus Bursar
	Dr Good		Mx Graham*
	Dr Russell		Mr Warner (incoming KCSU President)*
	Dr Sarkovic		Mr Ajanaku (incoming KCSU Vice-President)*
	Mr Limoncelli*		

Registrar

Ms Mueller-Koegler (King's
Affair Co-Chair) – Item 574
only.

Prevent Committee (Head
Porter, Head of IT, Head of
Catering) – Item 578 only.

*Open Business

560. **Apologies for Absence**

Professor Candea, Dr Taylor and Mr Lee Boya apologised for their absence.
Professor Sharman was on leave. Dr Adhikari and Ms Bulteel were absent.

OPEN BUSINESS

561. **Declarations of Interest**

None.

562. **Minutes of Open Business 19 November 2024**

Approved, subject to amendments to the minutes of items 532 and 539 as proposed
by the KCGS representatives:

- 532: To record KCSU's view that it would be beneficial to have a neutral party supporting E-Lab engagement with student representatives.
- 539: To record that Council asked Dr Mohaddes to communicate with student representatives about the issues they had raised about the Hackathon.

563. **Matters arising**

None.

564. **Oral reports**

The First Bursar provided an update on the loan of a College manuscript to the
University Library's Curious Cures exhibition (approved by Council on 22 October

2022). The College had received a request to extend the loan from five months to just over eight months. The College Librarian will liaise with the College's conservators to make sure the manuscript is suitably managed for the longer period.

Council supported extending the loan.

565. Council Timetable – Open Matters

Visitor Department Report, Health & Safety Report, Events and Room Booking Policies, Development Report (including gifts of £10,000 and above) and King's Affair Proposal in agenda.

The Senior Tutor suggested Council receives the Prevent Review earlier in Michaelmas in future. This would align better with the reporting period (which ends in August). Council agreed to this.

Michaelmas Term Charities Committee Report, and Report on Restricted Funds to follow.

566. Council Action List – Open Matters

No reports overdue. Report from HASS Research Manager (Dr Good) on prospects for developing a summer seminar series in agenda.

Strategic

567. Accommodation Review and in-year Kx Student Proposal

The Domus Bursar asked Council to approve recommendations of the Accommodation Review including an in-year spend of £104,896 (already reviewed and supported by the Finance Committee) on implementation of Kx Student.

The Domus Bursar described the system's features, which encompass both accommodation and student management, and how they would facilitate the management of all accommodation within a single software system. She noted its potential to benefit all teams currently involved in accommodation and room booking arrangements, and how it would provide benefits beyond managing space (it would, for example, support student welfare concern monitoring in a sensitive and GDPR-compliant manner). Kx will provide technical support, facilitated by the College's IT Team.

On that basis, she asked Council to endorse the system now and agree to set up a working group that will subsequently examine operational solutions to accommodation management.

College Officers noted that many other Colleges and higher education bodies outside Cambridge already use Kx Student for these purposes. The additional expenditure to implement the system could be accommodated with the current year budget, due to better-than-expected income over the summer.

Council warmly welcomed the proposal.

The KCSU representatives raised concerns about how the system might support unnecessarily intrusive monitoring of student bedrooms. The Domus Bursar undertook to work with KCGS and KCSU during implementation to ensure their concerns are taken into account.

Council agreed:

- a) To recommend that the Governing Body approves an in-year spend of £104,896 to support the College-wide implementation of Kinetics (Kx) 'Student'; and
- b) to support the establishment of a working group to understand the issues and potential solutions in relation to the management of accommodation.

568. Events Management Working Group

The Domus Bursar asked Council to delegate to her authority to arrange a process whereby a series of small working groups or workshops are convened to explore the challenges and opportunities around events management and room bookings. She plans to run this process alongside the Accommodation Working Group (Item 567), given their mutual connection to use of space.

As the College's Events and Meetings Policies are also due to receive a routine review, the Domus Bursar also asked Council to re-approve the current versions on the basis that they will require review once the working group reports.

Council agreed:

- a) to support the establishment of process and series of working groups to understand the issues and potential solutions in relation to the management of Events and Room Bookings across the College led by the Domus Bursar; and
- b) to re-approve the College Events and Meetings Policy and Commercial Events and Meetings Policy, subject to a further annual review in Michaelmas Term 2025 (or earlier review based on the outcomes of the Events and Room Bookings working groups).

569. Pilot Summer School Incubator – "Spark"

E-Lab Senior Advisory Board members asked Council for approval to run a 4-week Summer School Incubator programme (to help students understand how they might successfully secure funding to turn their ideas into practical ventures) collaboratively between the King's E-Lab and Founders Cambridge in September 2025.

The Vice Provost, as Chair of the E-Lab Committee, spoke to the proposal. He emphasised that the programme would primarily take place outside College, be organised externally (by Founders Cambridge, who are well-regarded) and would be donor funded. However, he drew Council's attention to the programme's request to use the College's name.

Council acknowledged the opportunities the programme would provide to students looking to implement enterprising ideas, and which it may be difficult for them to find elsewhere. Council noted that the programme also had the potential to build a network of advisors and participants who may contribute to the College in the longer term.

Council agreed that the E-Lab should collaborate with Cambridge Founders on a pilot Summer School Incubator programme for 4 weeks in Aug/Sept 2025, as outlined in the paper, and produce a report evaluating the results for the E-Lab SAB, E-Lab Committee and Council in Michaelmas Term.

Council discussed the range of future ambitions held by King's students and acknowledged that not all were entrepreneurial. The Senior Tutor drew Council's attention to her education strategy and her aim to empower students to pursue a range of post-University options.

570. **Salzburg Seminars**

Dr Good (HASS Research Manager) provided a report on his proposal that the College should consider establishing a summer seminar series that is similar to the Salzburg Seminars. He recommended against proceeding with the idea now, but to retain the concept and reconsider once such a program could be properly resourced.

The Senior Tutor drew parallels between this idea and other opportunities to host high-profile lectures, the possibility of which is also limited by the College's events infrastructure.

Council agreed with Dr Good's recommendation to not proceed with an initiative of this type in 2025, but to explore with the Development Office how such an activity might be incorporated into fund-raising for various community engagement activities which could share resources, and to factor ambitions to host such an initiative into the Domus Bursars' Events Working Group process.

Routine

571. **Termly Update**

The First Bursar presented Council with the Termly Update on College activities. The Update had been prepared with input from College Officers. He reported positive progress against the College's priorities and projects, a good start to the financial year, and limited change in the College's risk profile.

Council noted E-Lab overspend and noted that this needed explanation. .

Council discussed Officers' assessments of whether their aims were "on track", "off track" or given "monitor" status. The First Bursar explained that, as this was still a maturing process, these were currently based on Officers' subjective assessments. The Senior Tutor referred to her Education strategy, and explained she assesses her aims against a timeline included in it.

Council discussed the College's risk register. Council welcomed improved information about risk. Council suggested that the Audit & Scrutiny Committee should also be asked to review the risk register in detail in future.

Council discussed the importance of the Update as a means understanding the various activities underway to strengthen the College. Council noted the range of work underway, both to realise improvements in the short term and areas where further thinking is underway with committees across the College. To understand this and the prioritisation of these activities, Council agreed to a longer discussion of the priorities and projects underway.

Council noted the Termly Update for Michaelmas 2024.

Council agreed that a special meeting of Council should be convened at the start of Lent term to discuss the College's priorities and risk register.

572. **Domus Reporting (Visitors and Health & Safety)**

The Domus Bursar invited Council to receive the Annual Reports on Health and Safety and Visitors in the College, to recommend that the Health and Safety Report is approved by Governing Body, and to give their views on future reporting by the Domus Bursar.

The Senior Tutor noted that it was important for Council, as the College's trustees, to receive a Health & Safety report, but that the scope of the Domus Bursar's role was

much greater than the current schedule of reports suggests. Council noted that a more holistic report might accompany this and be received by Governing Body in future.

Council agreed:

- a) To note the Visitor Department Annual Report July 2023 to June 2024;
- b) To endorse the Annual Health and Safety Report (2024) and agree objectives for 2025; and
- c) To support the Domus Bursar's proposal that information on Visitor Services activity and Health & Safety matters should be reported to Governing Body as part of a comprehensive update on Domus activity at future Annual Congregations.

573. King's Affair Proposal

Ms Mueller-Koegler, Co-Chair of Kings Affair 2025, attended to speak to their initial proposal for King's Affair 2025.

The Senior Tutor asked Ms Mueller-Koegler to respond to queries she had raised via email. She welcomed the ideas that the King's Affair Committee had formulated, but asked for clarification on points of detail such as overall budget, ticket pricing, and attendee numbers. She also requested more information about the Committee's composition and how it had been appointed.

Council raised concerns about some aspects of the proposed theme, and whether they might leave the event concept open to criticism.

The Domus Bursar suggested that the King's Affair Committee should engage further with College Officers and Heads of Department and return an updated initial proposal at the start of Lent term. KCSU also suggested that the King's Affair Committee approach them for feedback.

Council asked Ms Mueller-Koegler and the King's Affair Committee to return to Council at the first meeting of Lent Term 2025 with an updated proposal, informed by more extensive consultation with Heads of Department, and which addresses the queries raised at Council.

574. Termly Development Report

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

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

575. Hills Road 50th Anniversary Concert

Council agreed that Hills Road Sixth form College should be able to use the Chapel for a concert to celebrate their 50th anniversary on Tuesday 1 April 2025, and hold a rehearsal the evening before, for a fee of £1700.

576. Open Iftar Ramadan 2025

Following successful events in 2023 and 2024, the Dean of Chapel and Professor Grosse Ruse-Khan asked Council to grant permission for an Open Iftar to be held in Hall on Friday 7 March 2024.

The Vice Provost drew Council's attention to the fact the proposed event was externally organised and would take place in Hall on a weekday during term. Whilst in support of the proposal, he reminded Council that permission is generally only granted for events of this type in exceptional circumstances.

Council had regard to the College community's involvement in the event, and positive feedback received from students on past events.

Council agreed:

- a) that an Open Iftar should be held on Friday 7 March during Ramadan 2025 and that the Dean should act as the host of the event on behalf of the College working closely with Ramadan Tent Project on the details of speakers etc.; and
- b) that the Head of Catering and the Head Porter should ensure suitable arrangements are in place for use of site and security plans for the day, to be given final approval by the Domus Bursar.

Council asked the Chapel department to take responsibility for allocating tickets to members of the King's community for the 2025 event.

577. KCMS Lent Term Concerts

Council agreed to permit KCMS to use Hall for concerts at 8.30 p.m. on February 16th and March 9th, all detailed arrangement to be agreed with Catering.

Compliance

578. Prevent Review and Risk Assessment

Members of the College's Prevent Committee who do not sit on Council (Head Porter, Head of IT, Head of Catering) joined for this item. The Lay Dean, also a member of the Prevent Committee, sent her apologies.

The KCSU representatives absented themselves for this item as KCSU have agreed to boycott Prevent reviews.

The Senior Tutor presented the College's Prevent Return for 2023–2024 to the Prevent Committee (along with the College's Prevent Risk assessment) and asked Council to Authorise the Provost to sign the Prevent declaration on behalf of the College.

She also presented a list of named 'key persons' for the 2024–2025 academic year, and asked Council to ask the Fellowship Administrator and Head of HR to facilitate Prevent training through iHASCO for all the named 'key persons'.

The Senior Tutor highlighted compliance risks posed by 'key persons' not completing the required training. She asked members of Council who have completed the University's training to send her their completion certificates.

The vote might be;

- a) To request the Senior Tutor to submit the Prevent Return on behalf of the College, and authorise the Provost to sign the Prevent declaration on behalf of the College
- b) To note the Risk assessment (with any recommended changes)
- c) To confirm the named key persons list for academic year 24/25
- d) To ask the Fellowship Administrator, Registrar and Head of HR to facilitate Prevent training through iHASCO for all the named 'key persons'.

579. Gift Acceptance Policy

The Head of Development presented the Development Office's Gift Acceptance Policy and asked Council to note its annual review by the Development Committee. She drew

Council's attention to minor amendments which reflect the legal separation of the College and King's College School.

Council considered whether the policy took account of feedback from the College's external auditors. The Head of Development clarified that the policy had been reviewed by the Development Committee prior to those discussions, which would be taken into account at a future review.

Council noted the policy and invited the Head of Development to submit an updated version following further review by the Development Committee.

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

Council were asked to accept gifts of over £10,000 received by the College between 8 May 2024 and 14 November 2024. 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

582. Minutes of the Development Committee meeting on 2 October 2024

Noted.

583. Minutes of the IT Committee meeting on 31 October 2024

Noted.

584. Minutes of the Chapel Committee meeting on 6 November 2024

Noted.

585. Minutes of the Investment Committee meeting on 8 November 2024

Noted.

586. Minutes of the Visitors' Committee meeting on 11 November 2024

Noted.

587. Minutes of the Catering Committee meeting on 12 November 2024

Noted.

588. Minutes of the Finance Committee meeting on 15 November 2024

Noted.

589. Any Other Business

None.