

# KING'S COLLEGE, CAMBRIDGE

At a meeting of the Council held in the Wine Room  
On Tuesday, 10<sup>th</sup> June 2014 at 4.30 pm

<i>Present:</i>	Provost	<i>In</i>	Vice-Provost <i>to item 193</i>
	Dr Adkins	<i>Attendance:</i>	First Bursar
	Dr Braybrook		Senior Tutor
	Dr Browne		Domus Bursar
	Dr Flack		Mr Allen*
	Dr Marston		Mr Tchernev*
	Revd Dr Morris <i>to item 187</i>		Mr Robinson <i>for item 180</i>
	Dr Omitowoju		Mrs Bressor <i>for items 191 and 195</i>
	Mr Abrams*		Dr Ryan <i>for item 181</i>
	Mr Alexander-Dann*		Mrs Wilson <i>to take Minutes</i>
			<i>* Open business only</i>

## OPEN MATTERS

### Apologies for Absence

Apologies were received from Professor Keverne and Dr Candea. Dr Fischer was on leave.

### Declarations of Interest

There were no Declarations of Interest.

### 178. Minutes of Open Matters of 27<sup>th</sup> May 2014

The minutes of the Open Matters of the meeting held on 27<sup>th</sup> May 2014 were approved and signed with one amendment.

### 179. Action List and Matters Arising

There were no matters arising

### 180. King's School Headmaster's Report

*The Headmaster of the King's School presented his annual report to the meeting. Mr Robinson commented on the examination results, which reflected very well on the standard of teaching given that pupils started at age 4 and were not assessed at entrance. Bursaries were not restricted to those with musical backgrounds, and it was noted that Choristers might be means tested in future. Mr Robinson reported that it was increasingly difficult to find effective Governors for the School, as with all schools, given the time and legal responsibilities that this position entailed. He proposed that outstanding Governors might be permitted to continue in office beyond the present restriction of 12 years for another three or four years. The Provost said that Council would consider the proposal as lengthening the maximum term of service of Governors would mean a change in the Regulations.*

Council noted the report and asked the Provost to write to the Headmaster recording their pleasure at the success of the School.

## **181. Budget**

*On behalf of the Finance Committee the Vice Provost presented reports to Council recommending a budget for 2014-15 and listing the key financial issues for the College.*

*The Vice Provost, as Chair of the Finance Committee, thanked the First Bursar and the Assistant Bursar for their hard work in producing the information and figures for the budget and throughout the whole year. He also thanked the members of the Finance Committee. The Provost was asked to write to the Accounts Department to thank them for their hard work.*

*The Vice Provost spoke to the main budget paper and the various sections were discussed. Regarding sources of income: this was mainly Development, and both Tourism and Catering were flexible, though Catering expected to bring in less income than last year due to less business.*

*The meeting discussed the proposal that the Development budget become separate from the main Budget, although the income and expenditure would continue to be monitored by the Finance Committee. In Development it was important to view the routine work separately from the large Chapel 500<sup>th</sup> fundraising project.*

*It was noted that income for the Chapel was down: this was due to the College starting to produce CDs on its own label, with expenses being higher and income far lower than anticipated. Mr Cleobury had suggested a meeting with people who might be able to help in this area.*

*It was felt that outside concerts needed to have a margin to protect the College from meeting large bills in case of failure.*

*The Dean asked to register his disagreement over the control of the Choir's expenditure which he felt was in hand. The First Bursar said that the number of choristers had varied from that agreed, which should be a decision for Council. The Vice Provost said he would discuss this with the First Bursar and the Dean.*

*It was agreed that there should be a paper on the suggestions that the Advent Dinner be replaced by a drinks reception in the Provost's Lodge.*

*There should be a paper regarding the paintings from the College collection kept in the vaults of the Fitzwilliam.*

*A paper would go to the Governing Body on extra staff needed to run the Chapel 500<sup>th</sup> appeal.*

*The Senior Tutor explained the NSP scheme for bursaries to Students. The Government had recently reduced the funding available for the Scheme. This change meant a considerable increase in subsidies by the College for the students presently in the Scheme. As students on the Scheme left, the College's liabilities would decrease. At present the SEF was being severely depleted to meet the cost of the Scheme.*

*It was agreed that a separate Action List arising from the Budget paper be added to and circulated with the Council's Action list in future meetings so that various issues that had come to light could be discussed further. This list is appended to the Minutes.*

**Agreed:** to approve the proposed budget and to recommend it to the Governing Body.

**182. Access Budget**

*The Admissions Tutor submitted a paper requested by the Finance Committee outlining the increase in Access activities justifying an increase in the Access budget of £3000.*

**183. Minutes of meetings:**

- a. Council accepted the Computing & Website Committee Minutes of 30<sup>th</sup> April 2014.

**184. Ban on smoking in College**

*Council had requested the Vice-Provost and the President of KCSU to consult the Fellows and undergraduates respectively on the issue of whether or not to allow smoking in all College rooms, including accommodation. This followed discussion of a paper on this topic by Council at its meeting on 13<sup>th</sup> May 2014. The Vice Provost presented a paper including the thirty responses received from Fellows, twenty of whom supported a ban in all College rooms with ten against. He also tabled a supplementary paper.*

Agreed:

- a. to ask the Vice-Provost and President of KCSU to conduct separate anonymised polls for undergraduates and Fellows and also seek the views of staff so that Council has additional information when it returns to the topic of whether or not to allow smoking in residential accommodation.
- b. that following the poll Council make a recommendation to the Governing Body, to be decided by a straight majority of the Governing Body's votes.

**185. CCTV**

*The Domus Bursar submitted a paper informing Council of the emergence of additional CCTV monitoring platforms, and a request for retention of cameras, and seeking an early revision of the current policy. The meeting discussed the use of the cameras, in particular the use of the videos in the Library by Library staff to monitor where there were infringements of Library rules, there being some feeling that this was inappropriate. It was reported that should the cameras in the Library be removed, either invigilators would be needed outside office hours, or the Library would need to be closed.*

Agreed:

- a. to continue the present five cameras in the Chapel; *passed with one abstention*
- b. to continue the present monitoring capability in the Chapel Kiosk and the Kitchen Office;
- c. to continue the present monitoring facility in the Library office; *three votes against*
- d. to restrict playback of recorded activity to the Porters' Lodge for all cameras; *one vote against.*
- e. to invite the Head Porter to make amendments to the CCTV policy, in light of the above votes, and provide an updated CCTV policy, that meets the CCTV Code of Practice (Revised Edition 2008), to Council for consideration and approval;
- f. to bring the question of CCTV in the Library to a future Council.

**186. Boat House Progress**

*The Domus Bursar presented a paper to Council progress of this project, which was currently at the Planning Application stage.*

Council noted the progress of the Boathouse Replacement Project.

**187. Bodley's Restoration**

*The Domus Bursar submitted a paper giving an update on the Bodley's Court Refurbishment Project, seeking Council and Governing Body approval to continue the work of the Working Group to the next stage of achieving planning and Listed Buildings Consent. The Domus Bursar pointed out that the longer the work was delayed, the more the repair work would cost.*

Agreed: to approve the document and recommend that it be submitted to the Governing Body.

**188. Health and Safety Policy**

*The Domus Bursar presented a paper requesting Council to approve an amended H&S and Compliance Statement and Policy, and for the policy to be reviewed on regular occasions.*

Agreed: to approve the King's College, Cambridge Health, Safety and Compliance Statement and Policy dated 10<sup>th</sup> June 2014, and to review internally on an annual basis, on change of Provost and externally triennially with the College's Health and Safety Legal Advisors.

**189. Graduate Fees**

*The First Bursar presented a paper asking Council to agree that the University and colleges should charge a consolidated fee for graduate students.*

Agreed: that the Bursar should report that King's College agreed to the proposed arrangements for the University and colleges to charge a consolidated graduate fee.

The First Bursar agreed to prepare a brief for the students on this.

**190. Meeting Card for Michaelmas Term 2014**

Council accepted and approved the Meetings Card for the Michaelmas Term 2014.

It was noted for the future that the June Congregation in 2015 should be moved forward to the Monday, due to General Admissions now beginning a day earlier on Wednesday.

**191. Development Termly Report and Gifts**

- a. *The Development Director presented a paper giving a general description of Development events, activities and fundraising since her last termly report on 25 February 2014 and a list of gifts and donations to the College in the past months.*

*She reported on some further gifts received since the paper was written and on the strategy for future fundraising.*

Council congratulated the Development Director on her success.

Agreed: to approve the gifts shown in the circulated papers.

- b A further paper was presented requesting £720,000 in support of fundraising for Financial Years 14/15, 15/16 and 17/18. In addition, £360,000 was requested in support of the Chapel 500<sup>th</sup> celebration. The Finance Committee had recommended that a campaign be funded outside the regular College budget, with funding provided by the recent Minchin bequest.*

Agreed:

- a. to approve the budget for the proposed fundraising campaign for a three-year period (Financial Years 2014/15, 15/16 and 16/17), and funding the budget with a portion of the Minchin bequest.
- b. to approve the budget for the Chapel 500<sup>th</sup> celebrations, funding the budget with a portion of the Minchin bequest.
- c. to recommend this paper to the Governing Body for approval at the 24 June 2014 meeting.

## **192. Any Other Business**

- a. *The KCSU President tabled a paper on behalf of the KCSU Green and Charities Officer requesting permission to hold a Charity Bake Sale on King's Fun Day.*

Agreed: to permit the KCSU to hold a Charity Bake Sale on King's Fun Day subject to Health & Safety rules being observed.