

KING'S COLLEGE, CAMBRIDGE

At a meeting of the Council held in the Wine Room
On Tuesday, 24th January 2017 at 4pm

<i>Present:</i>	Provost Dr Barber The Revd Dr Cherry Dr Davies Professor Dunn Mrs Headen Professor Mouhot Dr Sagar Dr Taylor *Ms Clark *Ms Whittier	<i>In Attendance:</i>	Vice-Provost First Bursar Senior Tutor Domus Bursar *Ms Iossifidou *Ms Hickman * <i>Open business only</i>
		<i>By Invitation:</i>	<i>Ms James to take Minutes</i>

OPEN BUSINESS

The Junior Members of Council, Ms Iossifidou and Ms Whittier took the oath as required by the Statutes.

Apologies for Absence

Apologies were received from Professor Efstathiou and Professor Humphrey.

Declarations of Interest

There were no declarations of interest.

1. Minutes of Open Matters of 22nd November 2016

The minutes of the Open Business of the meeting held on 22nd November 2016 were approved and signed.

2. Matters Arising

There were no matters arising.

3. Action List

Council noted the Action List and some amendments were made. It was agreed that a Review of College Security would be tabled for Easter 2017 under Open Matters carried forward.

The Provost proposed, and it was agreed, to add Guidelines on confidentiality of Council business to Regular Reports.

The Senior Tutor proposed, and it was agreed, to add a report on PREVENT to Regular Reports.

4. Time of meetings this Term

Council discussed briefly the timings of meetings for this Term; a list of agreed times would be sent to members following the meeting:

- 7 February at 2pm in the Wine Room
- 21 February at 4.30 pm in the Wine Room
- 7 March at 2pm in Provost's Dining Room

A decision about timings next term will be made at the next Council.

5. Minutes of Council Committees:

- a. Council accepted the Minutes of the Concerts at King's Committee of 25th November 2016. Professor Dunn enquired about the Report from Concerts at King's sub-committee. It was stated that the Report was imminent and the Provost agreed to expedite its delivery.
- b. Council accepted the Adornment Committee Minutes of 16th November 2016.
- c. Council accepted the Choir Strategy Minutes of 22nd November 2016.

6. Oral Reports from College Officers

The Senior Tutor reported that the University has made a decision to implement the Teaching Excellence Framework Stage 2 (TEF2). The University will participate initially and review the process before continuing participation.

The Senior Tutor reported that the History Faculty is conducting an investigation into the impact of gender on supervision experience and academic outcomes, and she is happy to provide assistance for this project. The raw data will be anonymised.

The Tutorial Office will soon be sending out the Academic and Pastoral questionnaire to undergraduates. In the past students have responded candidly and in great detail, which has proved very useful. The Senior Tutor will report to council on the outcome of the findings.

The Senior Tutor reported on the use of CBT therapy on a trial basis. The results will be assessed with a view to finding someone on a part time on-going basis.

The Provost reported at the Annual Congregation that the Statutes need revision. He requested Council suggest two or three Fellows, who have a careful eye for detail, who would help him undertake the revision.

7. Request to illuminate the Chapel

Council is asked for permission to have the Chapel illuminated during the e-Luminate Cambridge Festival in February 2017.

Agreed: to allow the eastern elevation of the Chapel to be illuminated from 10th to 15th February 2017 subject to detailed agreement with the Domus Bursar, Dean's Verger, Head Porter and Senior Groundsman.

8. Scattering of ashes in the College

The Garden Committee presented a paper proposing a way of dealing with requests to scatter ashes within the College. Permission would only be given where the deceased has a direct connection with the College through being a Fellow, staff member or a student of King's. The Garden Committee will determine where, and when, the ashes can be scattered.

Agreed:

To approve the policy on the scattering of Ashes within the College as set out in the paper.

9. Race for Life

A request was received to stage part of the 2017 Race for Life Charity Event through King's College. The race will take place on 16th July 2017, and will follow the same format as in recent years.

Agreed:

That the organisers of the annual Race for Life Charity Event be allowed to make arrangements to proceed through King's College on Sunday, 16th July 2017, subject to detailed agreement with the Domus Bursar, Head of Visitor Services, Head Porter and the Senior Groundsman.

10. Loan of Jane Austen materials

Council is asked to consider loan requests for Jane Austen material held in the College Library and Archives for exhibitions during 2017

- a. Received, a paper from the College Librarian and the Archivist.
- b. Agreed: to loan the third fascicle of the *Sanditon* autograph manuscript to the Bodleian library for their exhibition 'Jane Austen: A Writer in the World' to run from 23 June to 29 October 2017; to loan the letter from Jane Austen to her publisher (NM/AustenJ/1) to the University Library for their exhibition 'Jane Austen in Cambridge: her letters and collectors' to run from 27 March to 8 April 2017; and to loan certain Gilson books to Dr Toner of the English Faculty for their exhibition 'Jane Austen's *Sanditon*: the history of an unfinished work' to run from 20 February to 3 April 2017. All details to be approved by the College Librarian and Archivist.

11. Reception in Hall following Memorial for John Stewart

The Vice-Provost requests that permission be given for Hall to be used for a reception following a memorial concert for John Stewart in the Chapel on Saturday, 25 February 2017 from 3.30pm to 5.00pm.

Agreed:

To allow Hall to be used following the Memorial concert for John Stewart in the Chapel on Saturday 25 February from 3.30pm to 5.00pm.

12. Oversight of Conferences and Events in College

A paper from the Vice Provost reported on new conferences and events organised by the Catering Department.

13. Chapel Events

The Dean presented a paper giving notice of future events taking place in the Chapel.

Agreed:

Council notes and approves the use of Chapel for the events listed above.

14. Budget memorandum

The First Bursar noted that he was planning to write to Heads of Department to seek their help in preparing the draft budget for 2017-18, for consideration by Council.

His plan is to change the process for preparing the budget for the forthcoming year, in order to address the transparency and effectiveness of the process for assessing and deciding salaries.

15. Chetwynd Court, update on the appointment of Architect

Council was informed of progress towards recommending an architect to take forward the Chetwynd Court project.

The Domus Bursar reported that Competition Day led to some rather imaginative alternatives to the 2013 proposals. The Domus Bursar suggested narrowing down the number of architects to a maximum of 3 and asking them to provide more detailed plans and a proposed budget, by the end of February / beginning of March. It was noted that this will require the consent of the Governing Body. It was agreed to discuss the best way in which to consult the Governing Body at a later meeting.

16. Report on Croft Gardens

Following a meeting between the Bursars and the City Planning Officers, Council is asked to approve a joint statement encouraging further discussions about Croft Gardens.

The First Bursar reported that the proposal for Croft gardens is a high quality but modern design, which has led to opposition from some City Planning members and local residents. However the Planning Department, like College, want to reach an agreement. Both sides agreed to have a pause in the process to permit further discussion.

Agreed:

- (i) To approve the following statement to be made jointly by the City Planning Officers and the College.

King's College and officers at Cambridge City Council have agreed to further talks about the redevelopment of the Croft Gardens site. Both parties wish to see a high quality development that takes account of the site's context. We are aware that there is much local interest in this site and that opinions differ on the merits and costs of retaining the existing buildings. Consideration of the planning application 16/0687/FUL has therefore been held in abeyance while alternatives are considered which may result in withdrawal of the current application and resubmission in due course. In view of the local interest in the site and its redevelopment, the College intends to engage with local residents as part of a public consultation exercise prior to the formal submission of any revised plans to the Council.

- (ii) To authorise the Bursars to continue to discussions with the City Planning Officers.

17. Report on Graduate numbers

The Colleges collectively are gathering data about current graduate numbers and plans for the next five years. This data will inform the University's plans for graduate recruitment.

There was a discussion of the response of the College to a decline in application numbers. This led to a rewording of proposal (c).

Agreed:

- (a) That the number of undergraduate students should be maintained at 400 and the number of graduate students at 250. In both cases, this number excludes visitors.
- (b) That the College does not wish to increase these numbers.
- (c) If there were a significant decline in application numbers that threatened the survival of other Colleges, then we would take this into consideration in our deliberations.

18. KCSU Charity Collection Paper

Using Vacation Powers, it was agreed KCSU could undertake another Christmas collection for local charities. This paper outlines the practice and

procedure undertaken by KCSU Officers to arrange the collection, and recommends that this collection is extended to become an annual student-run event.

Agreed:

The KCSU may organise a Christmas Charity Collection annually with boxes placed in accommodation buildings, and the KCSU President will present a report to Council at the first Council of Lent term.

19. Proposal to fly the LGBT+ flag

It was proposed that King's fly the LGBT (Rainbow) Flag on the 1st February 2017 to mark the beginning of LGBT History Month.

When permission was given for the flag to be flown in 2016 there was concern that it would set a precedent with requests to fly other flags, but there have been no such requests. If there were a number of applications to fly flags, then Council would have to reconsider this situation for future years. It was noted that it is not just the Colleges, but the University and the city which fly the LGBT flag.

Agreed:

To fly the LGBT Flag from King's Flagpole on the 1st February 2017.

20. Easter Festival budget 2017

Council is asked to approve the budgeted plans for the Easter Festival 2017.

Agreed:

The budget proposals for the 2017 Easter Festival were approved.

21. Installation of iron screen in the Gate Hall

A refurbishment of the Gatehouse will commence in July 2017, with a proposal to install an openable iron screen across the Gate Hall. Council is now invited to consider this aspect of the overall scheme in more detail.

Council was concerned about the aesthetics, and were not persuaded of the functional need for an iron screen. The First Bursar pointed out the college is very open and that security has been a problem in the past. The installation of an iron screen gives the opportunity to improve security when it is needed, and that it would rarely be closed. It was agreed to return to the matter at the next Council meeting.

Agreed:

- a. That the KCSU will take a poll of the student body to get a clear idea of the students' opinion, for report at the next Council meeting.
- b. That the Head Porter would be asked to give a written report of why he is in favour of the installation of an iron screen.

22. Any Other Business

Guidelines on confidentiality of Council business

The Provost presented a paper giving the guidelines on confidentiality for all business transacted at Council meetings. Council noted the guidelines.