

KING'S COLLEGE, CAMBRIDGE

At a meeting of the Council held in the Wine Room
On Tuesday, 20th November 2018 at 2 pm

<i>Present:</i>	Provost	<i>In</i>	Vice-Provost
	Dr John Barber	<i>Attendance:</i>	First Bursar
	The Revd Dr Cherry		Senior Tutor
	Dr Donaldson		Domus Bursar
	Professor Efstathiou		*Mr Bacon
	Ms Headen		*Ms Joynt
	Professor Humphrey		* <i>Open business only</i>
	Dr Taylor		
	*Ms Payne to item 410	<i>By invitation:</i>	<i>Mr Randall</i>
	*Ms Georgescu to item 402		<i>Mr Maciejewski</i>
			<i>Ms James</i>
			<i>to take minutes</i>

OPEN BUSINESS

Apologies for Absence

Apologies were received from Dr Ainslie and Professor Fahmy. Dr Davies is on sabbatical leave.

Declarations of Interest

There were no declarations of interest.

398. Minutes of Open Matters of 6th November 2018

The minutes of the Open Business of the meeting held on 6th November 2018 were approved.

399. Matters Arising

There were no matters arising.

400. Action List

Council noted the Action List.

401. Minutes of Council Committees:

- a. Council accepted the Minutes of the Catering Committee of 30th October 2018

- b. Council accepted the Minutes of the Finance Committee of 12th October 2018
- c. Council accepted the Minutes of the Visitors Committee of 31st October 2018

402. Oral Reports from College Officers

The Webmaster presented the new College website which is updated by a number of designated Web Champions. There was some confusion about areas of responsibility so it was agreed that the IT Director would email the Web Champions and clarify which pages they are responsible for updating.

It was felt that the website was not yet ready for launch and that further training for Web Champions was required, who would then agree a date by which they would sign off their pages. The IT Director would circulate a timeline leading to the final date for amendment and the launch of the new website.

The Webmaster also presented the College calendar which can only be seen by College Members with a Raven account and will be updated by the Web Champions.

The Dean was concerned that there was no overall champion who would be responsible for ensuring the values of the College would be appropriately projected through the website. The Vice-Provost agreed to act as an editor and arbitrator and would consider the website as a whole from the point of view of style, balance and the College ethos.

It was agreed to share the link of the new website with the Fellowship for their comments, and to put a feedback link on each page so College members could communicate any concerns directly with the responsible Web Champion.

Council thanked the Webmaster and IT Director for their excellent work.

The Domus Bursar reported that in a meeting with the Senior Tutor and Assistant Tutor it was agreed to give the students a quiet space for working or relaxing for those affected by the building works on Bodley's and the development on Grange Road. The Audit Room had been identified as being suitable, and would be made available as and when it is not being used for other purposes.

The KCGS President reported that students would prefer a room to be available on a full time basis. The Senior Tutor agreed to look at blocking off the Chetwynd Room which seems to be free during the day.

The First Bursar reported that at the Senior Tutors' Committee it was agreed that strengthening the link between College Teaching Officers and Faculties would be a positive thing, and that College Teaching Officers could spend ten hours per year doing Faculty work, paid at supervision rates.

403. Development Gift Policy

The Development Director presented a paper on the Gift Acceptance Policy which was last reviewed and accepted by Council in June 2017. This policy was reviewed by Development Committee on 11 June 2018 and no changes had been made.

Agreed:

To approve the Development Gift Acceptance Policy.

404. Business Gifts and Hospitality Policy

The First Bursar presented a paper inviting Council to review and approve the Business Gifts and Hospitality policy.

Agreed:

To approve the Business Gifts and Hospitality Policy, as recommended by the Personnel Committee.

405. Archaeology in College January 2019

The Domus Bursar presented a paper on behalf of the Cambridge Archaeological Unit requesting permission to conduct archaeology surveys in the main grounds of the College, commencing January 2019.

The request from Cambridge Archaeological Unit was for the Department of Archaeology's Field Club to undertake a programme of geophysical survey within the City including King's College, starting on the Front Court and likely progressing to selected portions of the Back Lawn.

The work would be conducted by a couple of individuals over a few days who would conduct ground surveys using beams to create a map-image of below-ground features, so there would be no damage or penetration of the surface.

Agreed:

To allow a ground survey of the Front and Back Lawns by the Cambridge Archaeology Unit.

406. Annual Health & Safety Report 2018

The Domus Bursar presented a paper inviting Council to endorse the Annual College Report on Health and Safety.

Agreed:

To endorse the Annual Health and Safety Report 2018, agree objectives for 2019, and recommend approval by the Governing Body.

407. Annual Report on the King's Pembroke Programme

The First Bursar presented the annual report on the Pembroke King's programme on behalf of Professor Bullock, its Co-ordinator.

In the summer of 2018 the Programme welcomed 349 students from 65 institutions based in 11 countries with the largest contingents from the USA and mainland China, and offered 45 courses of study.

The net profit for the College was lower than in previous years due in part to the limited number of rooms that the College was able to offer (90 rooms as compared with 112 in 2017-18) and to the reduction in the length of the programme from 6 to 8 weeks.

The six week programme that is being planned for next year is essentially unchanged and the anticipated numbers remain 350. However, the income from the programme for next year will depend on the number of rooms that the College can offer, which will be constrained by buildings works.

Agreed:

To approve the continued operation of the Pembroke King's Programme and to authorise the Co-ordinator to agree with College Officers and Heads of Department on the rooms and facilities required for PKP in the coming year.

408. Michaelmas Mingle 2018

The Domus Bursar presented a paper on behalf of the Mingle Committee asking for Council's approval of the arrangements for the upcoming Mingle on the 29th November 2018.

The event will take place across four rooms in College: the Bunker, Chetwynd Room, Keynes Hall and the College Bar. Rooms will be decorated by the arts team and will be cleaned to ensure they are left as they are found. Student workers are registered prior to the event and are put onto the College payroll.

Agreed:

To approve the proposal for the Michaelmas Mingle 2018, subject to the usual permissions being obtained from the Lay Dean and the appropriate Heads of Department.

409. Christmas Eve leaflet: Apple and King's

The Dean presented a paper asking Council to endorse the promotion of the new relationship between the King's Record Label and Apple Music by authorising the distribution of a specially designed card.

The King's Record Label has been working hard to improve our sales of digital music by collaborating with Apple Music. The Label and Media Manager, Benjamin Sheen, has designed a leaflet to promote this link which he would like to have handed out to those who queue for tickets for the Festival of Nine Lessons and Carols.

There were concerns that this leaflet was too commercial, and that it gave Apple a large amount of free publicity. The possibility of a donation from Apple was discussed.

Council authorised the Dean and First Bursar to revise the design of the leaflet.

Agreed:

To congratulate the Label and Media Manager on negotiating this promising relationship and endorse the distribution of a leaflet to promote the digital sale of music recorded on the College Label, subject to approval from the Dean and First Bursar.

410. Croft Gardens

The Domus Bursar presented a paper seeking Council endorsement to take this project to Planning Application.

The current proposal would provide 60 graduate rooms and 24 family apartments. There were concerns that the buildings are good buildings and the fact that they are in disrepair is not a good reason to demolish them. The First Bursar replied that the buildings were built with an expected life expectancy of 50 years and had many structural problems including inadequate foundations. Refurbishment would mean replacing the foundations, the roof, windows, staircases and cladding would be required, producing an adequate building with no original parts, rather than creating a modern building of a high standard by starting afresh.

There were also concerns about the costs which had increased, and that the whole amount would not be covered by the donation. The Domus and First Bursars explained that costs had increased due to changes made as a result of feedback, e.g. pitched roofs, more windows etc., and that using Passivhaus would reduce future utility costs. A definitive final cost at this stage was not deemed possible.

Agreed:

Council endorsed the paper to go to the Annual Congregation on 29 November 2018.

411. College Statement for Recruitment of Fellows

The Senior Tutor presented a paper inviting Council to approve a College statement for publication on the University Appointments Moodle site in order to advertise King's College as a potential Cambridge college for new University Teaching Officers appointments.

Colleges can express an interest in a forthcoming appointment, and up to 5 colleges will then be short-listed according to a priority order determined by need of the colleges in the particular subject area. If short-listed, the only commitment to the College is to interview the new UTO appointment.

It was agreed to add to the listed benefits the statement that this is a family friendly College and there is financial support for childcare.

Council congratulated the Senior Tutor on producing this statement.

Agreed:

To approve the attached statement for publication.

412. Any Other Business

412a. Approval of the Annual Prevent Return

The Senior Tutor presented a paper inviting Council to approve the annual Prevent return for the reporting period 1st August 2017 to 31st July 2018.

The Prevent Duty requires all Cambridge Colleges to make an annual Prevent return. This year, as well as asking for the number of Prevent referrals, Colleges are also asked for data on welfare referrals. As King's only retains data on welfare referrals by the College nurse, this is the welfare data which has been included in the return. Colleges have also been asked to have their Prevent return authorised by the Governing Body.

Agreed:

To approve the proposed Prevent return.

To leave it up to the Senior Tutor to decide when to submit the return, and to endorse the Senior Tutor and Provost to make any changes required.

The Provost thanked Dr Donaldson and Dr Taylor who will not be standing again, and the Dean who has finished his 4 year term, for their excellent work and support.

The meeting closed at 4.15 pm.

The next meeting of Council will be a Strategic meeting held on Tuesday, 15th January 2019 at 2 pm in the Wine Room.