

KING'S COLLEGE, CAMBRIDGE

At a meeting of the Council held in the Provost's Lodge
On Tuesday, 30th April 2019 at 2 pm

<i>Present:</i>	Provost	<i>In</i>	Vice-Provost
	Dr Adams	<i>Attendance:</i>	Senior Tutor
	Dr Adhikari		First Bursar
	Dr Ainslie		Domus Bursar
	Dr Barber		
	Dr Candea		<i>* Open business only</i>
	Professor Efstathiou		
	Ms Headen	<i>By invitation:</i>	<i>Dr Burgwinkle (for item 142)</i>
	Professor Humphrey		<i>Ms Zeitlyn (for item 144)</i>
	*Ms Rude		<i>Mrs Malpass</i>
			<i>to take minutes</i>

Apologies for Absence

Apologies were received from Dr Ken Moody, Ms Bevilacqua, Ms Joynt and Ms Georgescu. Dr Davies is on sabbatical.

OPEN BUSINESS

137. Declarations of Interest

There were no declarations of interest.

138. Minutes of Open Matters of 23rd April 2019

The minutes of the Open Business of Council on 23rd April 2019 were approved.

139. Matters Arising

There were no matters arising.

140. Council Timetable and Action List

Council noted the Timetable and Action List.

141. Oral reports

There were no oral reports.

Principal Items of Business

142. Access Report 2019

Professor Burgwinkle presented a paper on King's Access and Outreach initiatives.

In the past year access and outreach activities have been expanded by implementing a range of new initiatives outlined below:

Offer-Holder Mentoring Scheme: King's joined 7 other Colleges in submitting to Project Access a list of Offer-Holders who would benefit from mentoring in the lead-up to A level examinations.

Offer-Holder Tutoring Scheme: In an effort to retain more Offer-Holders from disadvantaged backgrounds, Kings have begun a tutoring exercise with students whose interviewers predicted potential difficulties with the A-levels to come.

Continuing Residential Programs such as:

Target Oxbridge – a programme aimed to help black African and Caribbean students increase their chances of getting into Oxford or Cambridge.

Teach First – a collaboration between King's and Christ's Colleges targeting students from ethnic minorities.

Planned new initiatives such as:

Bridging program – a collaboration with Christ's, King's and Corpus Christi Colleges to offer a short program offering support to Offer-Holders who need extra time to accommodate themselves to the teaching methods, pressures and social climate of a Cambridge College.

Council thanked Professor Burgwinkle, Drs Hall and Hernandez and the Admissions staff for all their hard work to date.

The Provost informed Council that discussions were on-going with the University on a draft 'Access and Participation Plan' from the Office for Students which might impact not only on our Access initiatives but on the entire admission process. Council agreed that the Provost should seek authorisation from the University to circulate the draft agreement to Council members and it should be discussed further at the next Council Meeting on 14th May. Professor Burgwinkle was asked to join this discussion and provide more precise figures on the effect of the suggested 'Polar measures'.

Other Items for Discussion

143. College Business Continuity Plan

The Domus Bursar presented a paper inviting Council to note the development of the College Business Continuity Plan (BCP) and feedback following a recent major incident exercise.

In 2017 Council approved a Business Continuity Plan and further directed exercises to prove the value of the plan against a scenario exercise. An initial

workshop was conducted in March 2018 and then in March 2019, the College's ability to respond to a major incident was tested by an exercise, facilitated by Inverroy Crisis Management Ltd.

Agreed:

To note the development and annual review of the College Business Continuity Plan, and to approve in principle the expenditure of up to £15,000 to cover recommended training through to completion of Stage Three, once further details on the costs involved have been provided.

The Domus Bursar to provide a further report to Council next year to review the team training which should include other Colleges as well as a more in depth exercise.

The Domus Bursar was asked to check that the personal contact data provided was correct and that further thought be given to the materials available in the event of an emergency.

144. General Admission

The Senior Tutor presented a paper inviting Council to consider standardising the arrangements surrounding General Admission in order to avoid the need to revisit it every year.

Last year this event went extremely well and the feedback from our graduating students and their parents was excellent; catering were happy with the arrangements and there was very little to criticise. The proposal is to use last year's arrangements as a blue-print for future years.

The Vice-Provost suggested that staff be allowed to meet the new graduates outside the Senate House door, as some Fellows do already, and the Director of Development asked that graduates be asked beforehand if they objected to photographs being taken and used by the College.

Agreed:

To adopt the programme presented in the paper for the coming General Admission in 2019 and subject to a successful review by the Senior Tutor, Praelector, Praelector's PA and Catering, to continue this programme in future years.

145. Rupert Brooke – Production of 'The Soldier'

The Domus Bursar invited Council to approve the staging of the play 'The Soldier' in Hall during November 2019 and underwriting the costs of staging the Performance.

The First Bursar confirmed that it was very likely that the Gertrude Kingston Fund, amongst others, could be used and would cover the staging costs.

Agreed:

To approve the staging of 'The Soldier' during the Michaelmas Term 2019 and to underwrite the costs to a maximum of £1,000.

Business for Report

146. James Essay Prize 2019

A paper was presented on the prizes awarded for the James Essay Prize 2019.

The James Essay Prize was instituted in 1786 with a bequest from the Rev. Thomas James, Fellow and Tutor. This year there were 11 entries and the following awards were made:

Joint 1st Prize went to Beth Bhargava and Padraig Cuffe. Rose Aitchison was named as 'proxime accessit'.

147. John Rose Prize 2019

A paper was presented on the prizes awarded for the John Rose Prize 2019.

The John Rose Prize is in memory of Dr Charles John Rose (1963) and for the 'best explanation of a scientific principle of general interest'.

This year there were 14 entries and the following awards were made:

Joint 1st Prize went to Mie Monti and Holly Pacey.

148. Rylands Art Prize 2019

A paper was presented on the prizes awarded for the Rylands Art Prize 2019.

The Rylands Art prize is open to students. This year there were 13 entries and the following awards were made:

First Prize was awarded to Lindsay Branham.

Joint 2nd Prize went to Solange Manche and Cathleen Murray.

149. Stephen Glanville Fund

The Senior Tutor presented a paper on the Stephen Glanville Fund.

The Stephen Glanville Fund is a fund in memory of a former Professor of Egyptology and Provost of the College used for any 'education or charitable purpose within the College, University or City of Cambridge. The Following awards were made this year:

The Kite Trust	£950
Cambridge Rape Crisis Centre	£950
The Whitworth Trust	£950
Cambridge Refugee Resettlement Campaign	£950

150. King's Affair 2019

The Domus Bursar presented a paper on behalf of the King's Affair Committee.

Dr Adams was concerned that the deposits required from each student who worked at the event were too high and, if challenged, would be unenforceable.

The Bursar also asked that more precise details be provided on the free tickets and 'swaps' available to the King's Affair Committee.

Agreed:

That the Domus Bursar should raise Council's concerns with the King's Affair Committee who run the event and ask that specific information on free tickets and 'swaps' be provided. Once completed, to approve the proposals for the King's Affair 2019, subject to the final permissions from the Domus Bursar, the Lay Dean, and the Designated Premises Supervisor.

151. CCTV Policy Annual Review

The Domus Bursar presented a paper asking Council to approve the annual CCTV policy statement, revised from June 2018.

Agreed:

To approve the CCTV Policy Statement dated May 2019, with any further recommendations for changes to the positioning of the cameras being made to Council for their consideration during the intervening period,

152. Report on Student Societies Funding

The First Bursar presented to Council the annual report on behalf of the Senior Treasurer of the Student Unions.

The purposes of the report are to meet the regulations that govern the administration and organisation of societies and to continue to provide clarity and transparency in the administration and organisation of student societies.

Agreed:

1. The three major office holders (President/Captain, Vice-President/Vice-Captain, Treasurer) of any College societies should be held by different individuals.
2. All College societies, whether or not they receive funds from the SFC, need to comply with the conditions of the 15-10-16 paper, 'Student Unions and Accounting' by the First Bursar. That means that they must have Officers; provide accounts and a report on operations; and have a Senior Treasurer; otherwise they will not receive funding and/or be given written notice to cease operations from the College.

153 The Health, Safety and Compliance Statement and Policy Annual Review

The Domus Bursar presented a paper asking Council to approve the annual review of the H & S and Compliance Statement and Policy.

Agreed:

To approve the College Health, Safety and Compliance Statement and Policy dated May 2019, and to review internally on an annual basis, and on change of Provost.

154. Millington Road Parking

The First Bursar presented a paper reporting on the Millington Road Residents' Association intention to introduce a parking scheme.

Council questioned why, since King's owns the road, it should not run the scheme and benefit from any money raised. The First Bursar confirmed that the parking scheme would not be profitable but owning the road meant that Covenants on various houses in the road, did provide revenue for the College should alterations or extensions be requested.

Agreed:

That the parking scheme be introduced in Millington Road and reviewed in a year.

155. Qualification as a Charity Trustee

The First Bursar presented a paper asking Council to approve the continued use of our current Trustee Eligibility Declaration form.

Agreed:

Council agreed to the continued use of the unaltered Trustee Eligibility Declaration, to be completed on appointment as a Fellow and at subsequent renewals.

156. Minutes of the Adornment Committee of 7 March 2019

The minutes of the Adornment Committee of 7th March 2019 were received.

157. Any Other Business

The Vice-Provost asked whether consideration might be given to publishing the prize winning essays on the website, or other suitable publications and displaying the winning artwork. Council agreed that this should be taken forward and the Senior Tutor would arrange for the winners to be contacted for permission.

The meeting closed at 3.44pm.

The next meeting of Council will be held on Tuesday, 14th May 2019 at **3pm** in the Provost's Lodge. Council members are asked to note the later starting time.