

## KING'S COLLEGE, CAMBRIDGE

At a meeting of the Council held  
On Tuesday, 14<sup>th</sup> July 2020 at 4 pm via Zoom

<i>Present:</i>	Provost	<i>In</i>	Vice-Provost
	Dr Adams (from 282)	<i>Attendance:</i>	Senior Tutor
	Dr Adhikari		First Bursar
	Dr Ainslie		
	Dr Davies		
	Dr Dolan		
	Professor Efstathiou		* <i>Open business only</i>
	Ms Headen		
	Professor Humphrey		*Mr E Everett
	Dr Moody		*Ms E Adeoyo
		<i>By invitation</i>	Jenny Malpass - Minutes
	*Mr S Crayton		The Dean for item 263

### **Apologies for Absence**

Apologies for absence were received from the Domus Bursar, Dr Bozic and Ms E Nouri

## **OPEN BUSINESS**

### **257. Declarations of Interest**

There were no declarations of interest.

### **258. Minutes of Open Matters of 23rd June 2020**

The minutes of the Open Business of Council on 23rd June 2020 were approved.

### **259. Matters Arising**

There were no matters arising.

### **260. Council timetable & action list**

Council noted the timetable and updated the action list.

## 261. Oral reports

There were no oral reports.

## Principal Items of Business

### Other Items for Discussion

## 262 Update on Review of Policies

The Provost presented a list of all the current policies highlighting those that had been reviewed.

Council agreed the following policies and review periods and that all policies should be placed on the College intranet.

Council agreed that there should be fewer individual policies and, where possible, existing policies should be incorporated to create 'collective' policies, such as: a General Equality Policy, an Education Policy and a Prevent Policy. Council asked the Senior Tutor to set a time table to amalgamate these policies by the end of Lent Term 2021 with a view to bringing them back to Council in Easter Term 2021.

Council also asked that the First Bursar be responsible for ensuring that the review of policies was added to the Council timetable ensuring that reviews were spread over a number of Council meetings.

<b>Policy Title</b>	<b>Officer to review</b>	<b>Comment</b>	<b>When to be Reviewed</b>
<b>GOVERNANCE:</b>			
Scattering Ashes	Domus Bursar	Brought to Council on 9 <sup>th</sup> June 2020 and agreed.	Once every two years
CCTV	Domus Bursar	Reviewed at Council on 9 <sup>th</sup> June 2020 and agreed.	Annually
Health & Safety	Domus Bursar	Reviewed at Council on 26 <sup>th</sup> May 2020.	Annually.
Fellows' Retirement	First Bursar	Approved by Council in June 2020 To go to the Governing Body meeting in Michaelmas 2020	To be reviewed if and when University Guidelines change.
Risk	First Bursar	Last went to Council on 15 <sup>th</sup> October 2019	To be discussed at the first meeting of Council in Michaelmas

			2020
Conflict of Interest	First Bursar	Last went to Council on 15 <sup>th</sup> October 2019 where it was approved	Annually
Financial Controls	First Bursar	Last went to Council on 15 <sup>th</sup> October 2019 where it was approved	Annually
Credit Card Policy	First Bursar	Last went to Council on 15 <sup>th</sup> October 2019 where it was approved	Annually
Business Gift & Hospitality Policy	First Bursar	Last went to Council on 26 <sup>th</sup> November 2019 where it was approved	Annually
College Continuity Plan	Domus Bursar	Reviewed in 2019. Normally reviewed annually but postponed for 2020 because of Covid 19.	To be reviewed again when College resumes some sort of normalcy. Thereafter annually
Gift	Director of Development	Reviewed on 8 <sup>th</sup> June 2020 by the Development Committee.	Annually
Parking	Domus Bursar	A Working Party (Chaired by Matt Candea) has been formed. Not able to meet because of lock-down.	Review delayed until Lent 2021
Archives & Closed Records Policy	College Fellow Librarian	Substantially re-written for records already in the College Archives.	To be reviewed every 3 or 5 years. To be agreed with the Archivist & Fellow Librarian.
College Archive Centre Collection Policy	College Fellow Librarian	For records already in the College Archives	To be reviewed every 3 or 5 years. To be agreed with the Archivist & Fellow Librarian.
Child Protection / Safeguarding	Dean	Formation of a Safeguarding Officer and Assistant	Draft Policy to come to 1st Council of Michaelmas Term 2020.
Smoking	Vice-Provost	Reviewed in June 2020	To be incorporated into staff / Student

			Handbooks.
<b>PREVENT</b>			
External Events & Speakers	Senior Tutor	Reviewed and updated in June 2020	Annually
Admission to student events	Lay Dean	To be looked at in the academic year 2020/2021	
Booking Rooms for Charitable Events	Lay Dean	To be looked at in the academic year 2020/2021	-
Use & Booking of Public Rooms	Vice-Provost	Reviewed in June 2020	Once every 2 years
<b>EDUCATION</b>			
Sexual Harassment & Bullying	Senior Tutor	Reviewed and updated in June 2020	Annually
Harassment & Bullying: Junior Members	Senior Tutor	Reviewed and updated in June 2020	Once every 2 years
Fitness to Study	Senior Tutor	To be reviewed by the Senior Tutor with a view to amalgamating this into the Education Policy	
June Event	Lay Dean	To be looked at in the academic year 2020/2021	-
Education	Senior Tutor	Education Committee to agree scope of this policy and agree a working Party who will report to the Education committee and then to Council in Michaelmas Term 2020.	-
Teaching Fellowships	Senior Tutor	To be incorporated into the Education Policy (see above) to come to Council in Michaelmas Term.	-
Social Media	Senior Tutor	Reviewed and updated in June 2020	Annually
<b>STAFF HANDBOOK</b>		<b>Version 4 of the Staff handbook is on the College's intranet with only minor changes made from the earlier version, suggested by</b>	

		<b>our lawyers.</b>	
Your Employment	First Bursar	See above	As necessary
Managing Sickness Absences	First Bursar	See above	As necessary
Performance Review Policy & Procedure	First Bursar	See above	As necessary
Performance Policy & Procedure	First Bursar	See above	As necessary
Equal Opportunities Policy	First Bursar	See above	As necessary
Disciplinary Policy & Procedure	First Bursar	See above	As necessary
Grievance Policy & Procedure	First Bursar	See above	As necessary
Harassment & Bulling Policy	First Bursar	See above	As necessary
Maternity Policy	First Bursar	See above	As necessary
Shared Parental Leave Policy	First Bursar	See above	As necessary
Paternity Policy	First Bursar	See above	As necessary
Adoption Policy	First Bursar	See above	As necessary
Parental Leave	First Bursar	See above	As necessary
Dependants Leave Policy	First Bursar	See above	As necessary
Flexible Working Policy & Procedure	First Bursar	See above	As necessary
Internet & email Policy	First Bursar	See above	As necessary
Social Media Policy	First Bursar	See above	As necessary
Whistleblowing Procedure	First Bursar	See above	As necessary
Health & Safety Policy	First Bursar	See above	As necessary
Smoke Free Policy	First Bursar	See above	As necessary
Alcohol & Drugs Policy	First Bursar	See above	As necessary
Data Protection Policy	First Bursar	See above	As necessary
Severe Weather	First Bursar	See above	As necessary

Policy			
Business Gifts & Hospitality Policy	First Bursar	See above	As necessary
Miscellaneous Information	First Bursar	See above	As necessary

### **263 Safeguarding Children and Adults at Risk**

The Dean joined the meeting and presented a paper, together with the Senior Tutor, highlighting the issues faced with formulating a Safeguarding Children and Adults at Risk Policy for the College. Further discussion was moved to Reserved Business.

### **264 Review of the Fitness to Study Policy**

The Senior Tutor invited Council to consider suggestions that came out of a review of the College's Fitness to Study Policy. Following the review, it was decided that the existing policy was necessary and the procedure clear, however it was not clear how the policy would work in cases where the student's home environment was unsafe, or the cause of their problems in the first place.

Council agreed that the Senior Tutor should build this element into the Fitness to Study Policy with the aim of amalgamating this and other policies into an Education Policy.

### **265 Review of King's College Visitor Centre Shop**

The First Bursar asked Council to consider opportunities for developing the Visitor Centre on King's Parade or other retail units as a visitor centre for the City.

Council asked that a business plan be developed, in conjunction with the University, for the use of a suitably sized unit on or around the Market Square as a visitor centre for the City. The plan will be presented to Council, and the Investment Committee.

### **266 Examination Results**

The Senior Tutor appraised Council of the ways exams had been allowed to take place this year with the Covid-19 restrictions and highlighted the many challenges faced in the next academic year

The Senior Tutor reported that it was not possible to provide the usual statistics and analysis on the examination results but instead would defer the full analysis to the Education Report at the 2020 Annual Congregation.

The Senior Tutor was able to report that as of 6<sup>th</sup> July 2020, King's had 46 Firsts, 44 2.1s, no 2.2s, thirds or fails and 22 students had passed the subjects that offered only pass/fail outcomes.

Finally, the Senior Tutor thanked the students, Fellows and the Tutorial staff for their incredible efforts and understanding during these most difficult times.

## **Other Items for Discussion**

### **267 Covid-19 Planning**

The First Bursar updated Council on the action being taken for Covid-19 planning both within College and in the wider University.

## **Business for Report**

### **269. Appointment of Tutors & Directors of Studies.**

The Senior Tutor informed Council of the appointments of Tutors and Directors of Studies for 2020-21 as follows:

Dr Tim Flack -	Senior Tutor
Dr John Filling	Assistant Tutor Side Tutor for: Engineering Chemical Engineering via Engineering Manufacturing Engineering, Medicine & 3 <sup>rd</sup> yr Medics studying other subjects.
Dr Chryssi Giannitsarou]	Financial Tutor MT 2020
Dr AYTEK ERDIL ]	Financial Tutor. LT & ET 2021
Revd. Dr Stephen Cherry	Learning Support Tutor
Dr Mark Ainslie	Learning Support Tutor for STEM subjects
Prof Bill Burgwinkle	Admissions Tutor Side Tutor for Mathematics
Dr Zoe Adams	Assistant Admissions Tutor
Dr Rosanna Omitowoju	Welfare Tutor Side Tutor for: Anglo Saxon, Norse & Celtic, Archaeology, Architecture, English, Geography, Human, Social & Political Sciences, Law, Psychological & Behavioural Sciences
Prof Ashley Moffett	Side Tutor for:

Computer Science, History, History & Modern Languages, History & Politics, Modern & Medieval Languages, Theology

Prof Tim Griffin

Side Tutor for:  
Asian & Middle Eastern Studies, Classics, Economics, Linguistics, Management Studies, Music

Dr Rory O'Bryen

Side Tutor for:  
Chemical Engineering via Natural Sciences, History of Art, Natural Sciences (exc. 3<sup>rd</sup> yr medics), philosophy

Dr H Grosse Ruse-Khan

Lay Dean

Dr Laura Davies

Graduate Tutor  
Tutor for:  
Graduate students with surnames beginning with A-Le

Dr Francesco Colucci

Graduate Tutor  
Tutor for:  
Graduate students with surnames beginning with Lii-Z

<b>SUBJECT</b>	<b>DIRECTOR OF STUDIES</b>
<b>Anglo-Saxon, Norse &amp; Celtic:</b>	Dr Judy Quinn* (Dept of ASNC) – MT, ET Dr Debby Banham - LT
<b>Archaeology:</b>	Prof Rob Foley
<b>Architecture:</b>	Dr Felipe Hernandez (Part IA& IB) Prof Nick Bullock (Part II)
<b>Asian &amp; Middle Eastern Studies:</b>	Dr Mezna Qato
<b>Chemical Engineering:</b>	Prof Geoff Moggridge – MT TBC – LT & ET
<b>Classics:</b>	Dr. Ingo Gildenhard (Prelim, Parts IA & IB) Dr Rosanna Omitowaju (Part II)
<b>Computer Science:</b>	Prof Tim Griffin
<b>Economics:</b>	Dr Chryssi Giannitsarou (PartI & IIA)- MT Dr Aytek Erdil (PartI & IIA)- LT & ET Dr Kamiar Mohaddes (Part IIB) – MT & LT Dr Elisa Faraglia (Part IIB) - ET
<b>Education:</b>	Dr Joel Chalfen* (Dept of Education)
<b>Engineering:</b>	Dr Mark Ainslie (Part IA) Dr Nick Atkins (Part IB) Dr James Taylor (Part IIA) & Manufacturing Eng. IIA Dr James Taylor (Part IIB) & Manufacturing Eng.



	IIB- MT, Dr Cesare Hall – LT & ET
<b>English:</b>	Dr. Laura Davies (Prelim and Part I) Dr. David Hillman (Part II)
<b>Geography:</b>	Prof Matthew Gandy – LT & ET Dr Karenjit Clare – MT
<b>History:</b>	Prof. Gareth Austin (Prelim to Part I) Dr Caroline Goodson (Part I) Dr Mark Smith (Part II)
<b>History &amp; Politics:</b>	Dr John Filling (Part IA) Prof Richard Bourke (Part IB & Part II)
<b>History &amp; Modern Languages:</b>	Prof. Gareth Austin (Prelim to Part I) Dr Caroline Goodson (Part I) Dr Mark Smith (Part II)
<b>History &amp; Philosophy of Science:</b>	Dr Anna Alexandrova Part II & Part III
<b>History of Art:</b>	Prof Caroline van Eck
<b>Human Social &amp; Political Sciences:</b>	Dr Sharath Srinivisan (Part I) Prof. Jason Sharman (Part IIA/B: Politics/Int.Rel) Prof Jude Browne (Part IIA/B: Sociology; Soc-Pol joint track) Dr Perveez Mody (Part IIA/B: Social Anthropology; SocAnth-Pol joint track) Revd. Dr Stephen Cherry (Social Anthropology-Religious Studies joint track) (Admissions - Dr Matt Candea)
<b>Law:</b>	Dr Henning Grosse Ruse-Khan (Part IA) Dr Zoe Adams (Part IB) Ms Stevie Martin (Bye-Fellow) - (II & Graduates)
<b>Linguistics:</b>	Dr Bert Vaux
<b>Management Studies:</b>	Dr Matthew Jones* (Judge Business School)
<b>Mathematics:</b>	Prof. Richard Josza (Part IA) Dr Ronojoy Adhikari (Part IB) Prof. Mark Gross (Part II) Dr Maurice Chiodo (Part III)
<b>Medical Sciences:</b>	Dr John Perry (Part IA) Dr Francesco Colucci (Part IB) Dr Ben Ravenhill (Bye-Fellow) (Part II) Dr Fraz Mir (Bye-Fellow) - Clinical Yr 4 Dr Fiona Godlee (Bye-Fellow) – Clinical Yr 5 Dr Sarah Crisp - Clinical Yr 6
<b>Modern Languages:</b>	Prof Bill Burgwinkle (Part IA) Dr Godela Weiss Sussex (Part IB) Dr Rory O'Bryen (Part II & year abroad)
<b>Music:</b>	Prof Nick Marston

<b>Natural Sciences:</b>	Dr Sebastian Eves-van den Akker (Part IA Bio) Prof. Gillian Griffiths (Part IB Bio) Prof. Sarah Lummis (Parts II & III Bio) Dr Sebastian Ahnert (Part IA Phy) Dr David Al-Attar (Part I B Phy) Dr Ben Gripaios (Parts II & III Phy) Dr Andreas Bender (Parts II & III Chemistry)
<b>Philosophy:</b>	Dr. John Filling (Part IA) Dr Angela Breitenbach (Part IB & II) – LT & ET Dr Anna Alexandrova – MT
<b>Psychology &amp; Behavioural Sciences:</b>	Dr. Mirjana Bozic
<b>Theology:</b>	Revd. Dr Stephen Cherry

## 269 Provost's Prizes

The Provost's Prizes are awarded each year to 4 students who have made a significant contribution to the College Community, based on recommendations from the Senior Tutor and Directors of Studies.

The Prize winning students are as follows:

### **Rachel Bourne (third year undergraduate)**

Rachel was the KCSU Women's Officer and a chaplaincy assistant. In the latter role she made a significant difference during the 4 terms for which she served being a leading part of a very successful team. She also remained involved this term helping to shape up our online chaplaincy activities and to support the new chaplaincy assistants.

Andrew Hammond commented:

"She combines real friendliness, self-giving kindness, moral seriousness and a deep engagement in college life. Many students recognise this. 'We love Rachel' is a common reaction. Concretely she has taken an important part in KCSU as well as her work as a chaplaincy assistant. We spent a lot of time working on improving college systems regarding sexual harassment and assault. She lights up any gathering. She was one of those students who could hold me to account, but also come to me for advice and help, and that felt entirely natural".

In her time as an undergraduate Rachel has shown genuine maturity, exhibited a relentless desire to learn, been able to criticise constructively and been constant in giving of her time and energy to the community and to individuals. In short she is a person of real and on-going generosity of spirit and I would love to see that recognised.

### **Vicky Clarkson (fourth year undergraduate)**

Vicky has made a real difference to the college with contributions to many aspects of student life and morale with an infectious sense of energy, enthusiasm and optimism. She has contributed in many ways over her 4 years at King's. In her first year she contributed to RAG week and took up a role on the RAG committee in her second year, organising Jailbreak and Lost events and in the second year took on a two-year stint as KCSU Ents officer organising formals, pub quizzes, music events and the summer Fun Day. Most notably she somehow managed to organise an impromptu gig by Rick Astley in King's bar which featured in the Cambridge news. Her role involved a focus on welcoming freshers, and I am sure that her open and friendly personality would have ensured success in making everyone feel at home. She has also taken part in the college "family" mentoring, where again I am sure that her approachable manner made a difference.

She also played a part in the boat club, taking up rowing, coxing and training novice rowers. She coxed the boat that gained blades in the Lent bumps last year and coxed also in an international regatta in China last summer. She has used her rowing to raise money for charity, taking part in KCBCs ergathons as well as the Cambridge half marathon this year. Her willingness to contribute to the college community has been tireless and never waning in enthusiasm.

One of Vicky's attributes that make her particularly worthy for this prize is that the first year of study was not easy for her, but she was always willing to listen to advice and follow suggestions. She benefitted enormously from study skills sessions and the fact that it wasn't all easy has given her a sense of humility while not denting her enthusiasm for life and contributing to the community.

It has been a delight to act as Vicky's DoS over the course of her studies at King's and I would be very pleased if all of her contributions could be recognised with a prize.

### **Joe Zubier (third year under-graduate)**

Joe has been senior choral scholar this last year and has done a great deal to help support his fellow choral scholars during a time of transition and distress. I am thinking here of Stephen Cleobury's illness and death. With the organ scholar Joe both visited Stephen in the hospice and attended the funeral. He has worked well with the Director of Music and the Dean to achieve a significant change in culture and expectations – all in a very positive direction. Joe has also worked hard as choir librarian behind the scenes and has taken on a major role in preparing our termly chapel booklets – helping to make the process far more efficient than it has been for some time, and achieving a very high standard of presentation. Joe has invariably been a friendly, courteous and positive presence; a genuine influence for good in the choir, the chapel and the college more generally.

### **Sergio Russo (first year graduate)**

Sergio has, over the recent difficult months, played an integral role in keeping the graduate community entertained and connected, at a time when sustaining that connection has never been more important. Both individually

and as part of the quartet of KCGS Social Secretaries, he has helped maintain the morale of both our resident students and the wider graduate body spread throughout the world. Whether organising regular competitions or hosting his chaotic live cookery show from the kitchen of Cranmer Villa, Sergio has proven himself to be an adept communicator and has made a vital contribution to helping our students stay happy and healthy, and to beat the lockdown blues.

**270 Restricted Funds**

Council accepted a summary from the First Bursar of the restricted funds held by the College, showing the amounts spent from these funds over the past two years and the anticipated spend in the current financial year 2020-21.

**271 Jeffrey Wilkinson Fund**

The Financial Tutor reported to Council on the beneficiaries of The Jeffrey Wilkinson Fund for this academic year. The Fund was set up to assist needy students who would get significant benefit by spending time studying in France.

**272 Minutes of the Church Patronage Committee held on 25<sup>th</sup> June 2020 together with revised Terms of Reference.**

Council accepted the Minutes of the Church Patronage Committee Meeting of 25<sup>th</sup> June 2020 and approved the revised Terms of Reference.

**273 Legacies & Slavery & Racism**

A paper was presented by Dr Foks, Professor Arnold, Professor Austin, Revd Dr Cherry, Dr Goodson and Professor Osborne updating Council on how King's may wish to co-ordinate the College's action on addressing the last legacies of slavery and racism

Council agreed to establish a Committee to co-ordinate the work being done in the College to combat and mitigate the lasting legacies of slavery and racism, and asked the Provost, in consultation with the Senior Tutor and Chairs of KCSU and KCGS, to bring to the next meeting of Council a proposed membership for such a Committee.

**274 Report & Budget for Concerts**

Council noted the report by the Director of Music on the concerts held over the last academic year, despite the on-going Covid-19 pandemic and the year-end financial projection, plus an outline of the provision plans for 2020-21.

**275. Any Other Business**

Professor Humphrey asked Council for an update on the way College might review the rent being charged to the occupants of the shops on King's Parade.

The First Bursar responded that both rent holidays and deferral of payments were being discussed with each tenant individually.

The virtual meeting closed at 18.30 pm

The next meeting of Council will be held on Tuesday 6<sup>th</sup> October at 2pm.