

KING'S COLLEGE, CAMBRIDGE

At a meeting of the Council held in the Wine Room
On Tuesday, 6th February 2018 at 2 pm

<i>Present:</i>	Provost	<i>In</i>	Vice-Provost
	Dr Ainslie	<i>Attendance:</i>	First Bursar
	Dr Barber		Senior Tutor to item 65
	The Revd Dr Cherry		Domus Bursar to item 64
	Dr Davies to item 65		*Ms Hawkins
	Dr Donaldson		*Mr Bacon
	Professor Fahmy		
	Ms Headen	<i>By invitation:</i>	* <i>Open business only</i>
	Professor Humphrey		
	Dr Taylor to item 56		<i>Ms James</i>
	*Ms Joynt		<i>to take Minutes</i>
	*Ms Payne		

OPEN BUSINESS

The Provost welcomed the new Junior member of Council, Ms Joynt. She was given the document "Guidelines on Confidentiality of Council Business" and took the oath as required by the College Statutes.

Apologies for Absence

Apologies were received from Professor Efstathiou.

Declarations of Interest

The President and Vice-President of the KCSU declared an interest in item 52.

41. Minutes of Open Matters of the Strategic Meeting of Council on 16th January 2018

The minutes of the Open Business of the meeting held on 16th January 2018 were approved and signed.

42. Minutes of Open Matters of 23rd January 2018

The minutes of the Open Business of the meeting held on 23rd January 2018 were approved.

43. Matters Arising

There were no matters arising.

44. Action List

Council noted the Action List.

45. Minutes of Council Committees:

- a. Council accepted the Minutes of the Choir Strategy Committee of 12th October 2017
- b. Council accepted the Minutes of the Choir Strategy Committee of 25th January 2018
- c. Council accepted the Minutes of the Church Patronage Committee of 15th November 2017
- d. Council accepted the Minutes of the Open Business of the Development Committee of 14th November 2017
- e. Council accepted the Minutes of the Finance Committee of 28th November 2017
- f. Council accepted the Minutes of the Investment Committee of 24th November 2017
- g. Council accepted the Minutes of the Library Committee of 22nd January 2018

46. Oral Reports from College Officers

There were no Oral Reports from College Officers.

47. Chapel Event: Dark Burning Waves

The Dean presented a paper inviting Council to note, comment on and endorse plans for a significant artistic installation in Chapel that will draw attention to the plight of refugees.

Agreed:

Council noted and endorsed the plans for the exhibition Dark Burning Waves and the associated events, particularly those on Monday 12th March 2018.

48. Privately funded College fees

The First Bursar presented a paper inviting Council to agree the level of fees for privately funded undergraduate students from October 2019.

Agreed:

To set the College privately funded undergraduate fees the academic year 2019-20 at:

- (i) £7,617 for students whose course begins in 2016-17;
- (ii) £7,998 for students whose course begins in 2017-18;
- (iii) £8,718 for students whose course begins in 2018-19; and
- (iv) £9,153 for students whose course begins in 2019-20.

The fee for students, whose course begins in 2016-17, or thereafter, will be the same in subsequent years of the course up to the fourth year.

49. Budget Memorandum

The First Bursar presented a copy of the Budget Memorandum which is sent to Heads of Departments.

This reflects Council's decisions that:

Budgets should not increase in real terms unless there are exceptional circumstances.

Any salary increases recommended by the Personnel Committee, in addition to the general cost of living increase, should not cost more than 1% of the total salary budget.

50. BBC Documentary: A Festival of Nine Lessons and Carols 2018

The Dean presented a proposal from Diana Hare of BBC East to make a documentary for BBC One or Two on the centenary of the Festival of Nine Lessons and Carols.

Agreed:

To support the proposal for a documentary for the BBC presented by Diana Hare, and to instruct the Dean to take the project forward in the best interests of the College, consulting as appropriate with other College officers and the University's media advisers and briefing Council on progress from time to time.

51. Advice for the Finance Committee

Council was asked to consider and endorse the advice it gave to the Finance Committee and Personnel Committee on 16th January, 2018.

Council agreed that:

- (i) It would consider the 5 year and 10 year average value of the endowment as well as the 3 year average when considering the amount to spend from the endowment.
- (ii) The First Bursar will discuss with spending heads how their departments might react to a need to reduce or redirect spending. This will be based on the "Resilience and Volatility" Council paper that considered how we would react to a demand to reduce expenditure by 10% over a 3 year period. The First Bursar will report to the Finance Committee and thence to Council.
- (iii) The Finance Committee is asked to prepare a budget that maintains the real level of expenditure.
- (iv) The Personnel Committee should consider proposals for exceptional increases in salaries, where necessary, in the light of relevant

comparisons, including that with other Colleges. It should not propose to Council exceptional increases that amount to more than 1% of the total wage bill.

- (v) The Provost will prepare a paper for Council on Fellows' benefits.
- (vi) The Finance Committee should include in its proposed budget an amount specifically intended to grow the endowment.

52. King's Junior Members Rents 2018 - 2019

The First Bursar presented a paper on behalf of the Senior Tutor and Assistant Tutor regarding the Junior Member rents for 2018 – 19, based on the model agreed by the Working Party on Fixed Charges a number of years ago and reviewed by a working group this academic year.

Agreed:

To set Junior Member rents and fixed charges for 2018–19 in accordance with the proposals set out in the paper.

53. Parking in College

The Domus Bursar presented a paper on College parking and the impact of future contractor activity.

Council were concerned that in the light of major infrastructure projects there will be greater pressure on available parking, with contractors also competing for the spaces available.

It was agreed that existing parking spaces should be marked more clearly and that the 9 spaces in Grasshopper would be utilised.

It was also agreed to consider a number of factors, including distance from home, type of College work and shift patterns, to identify eligibility of fellows and staff for permits in future.

It was pointed out that one space in Garden Hostel car park was permanently used by the Gardeners, and this issue will be brought up at the Gardens Committee by the Domus Bursar. The Domus Bursar also agreed to explore the possibility of using parking space at King's School, possibly in the vacation.

Agreed:

- (a) To provide additional parking spaces in the Grasshopper Lodge and Cranmer Road Hostel parking areas, and to delineate existing spaces in College clearly
- (b) To produce an updated Parking Policy
- (c) To review the policy annually during the Lent Term

54. Prevent

The Senior Tutor presented an updated paper on the Prevent Committee and implementation of the Prevent Duty.

Agreed:

(a) That Council should itself form the Prevent Committee, with certain Fellows/staff in attendance at the Council meeting when the Prevent Duty was to be considered, as follows: a Graduate Tutor; Assistant Tutor; Lay Dean; Head of Catering; Computer Officer; Head Porter.

(b) That the Council meeting occurring in Week 7 of the Easter term would consider the Prevent Duty on an annual basis.

55. Regulations and Policies

The First Bursar presented a proposal for reviewing all of our regulations, policies and codes of practice.

The full list of policies and practices needs to be reviewed. Some of them are no longer required or may be usefully combined with others. Some need to be updated and then endorsed by Council or the Governing Body.

It was also agreed that the First Bursar will produce a list of policies which will be disclosable to students.

Agreed:

To carry out the following tasks:

(a) Each member of Council will consider whether there are further policies that we require or are not on the current list.

(b) For each policy listed, the relevant College Officers will consider whether the policy is required, which Officers and Committees ought to be responsible, and how often it needs review.

56a. Establishment of an Education Committee

The Senior Tutor asked Council to consider a proposal to establish an Education Committee.

Council agreed that this was an excellent idea and would enable greater thought to be given to education strategy.

It was further agreed that four Directors of Studies, split between Humanities and Sciences, would form the elected members of the Committee and that these positions would be advertised by the Senior Tutor and appointed by Council until the next Annual Congregation.

Agreed:

To establish an Education Committee with the principal responsibility of ensuring that the College is able to deliver a world-class education to all of its students. The Education Committee will be a Council Committee, meeting

once per term, and reporting to Council by providing minutes of its meetings. Its constitution was agreed as: Provost (Chair); Senior Tutor (Secretary); Admissions Tutor; Study skills Tutor; Graduate Tutor; two elected Fellows with current or recent experience of directing studies in the Sciences; two elected Fellows with current or recent experience of directing studies in the Humanities; one graduate and one undergraduate representative. The elected Fellows will normally be elected at the Annual Congregation, but as an interim measure the Senior Tutor will contact current Directors of Studies to volunteer their services until the next Annual Congregation. The detailed terms of reference of the Education Committee will be agreed at its first meeting.

56b. Any Other Business

(a) The Development Director announced that King's would be holding its first alumni-driven Careers Event for both undergraduate and graduate students from 2pm to 4pm on Saturday 17th February 2018.

Nine King's alumni will be offering advice and internships and this event will be advertised through the Tutorial Office.

(b) The KCSU President and Vice-President asked Council for their views on the change in USS pensions and the proposed strike by members of UCU. The First Bursar recommended searching online for the Joint Negotiating Committee website which gives links to the two opposing points of view.

The meeting closed at 4.30 pm.

The next meeting of Council will be held on Tuesday, 20th February 2018 at 2 pm in the Wine Room.