

Sidney Sussex College

The Minutes of the Audit Meeting of the
GOVERNING BODY
held in William Mong Hall
on Wednesday 9 November 2022 at 2.30pm

In attendance:

Senior members:

The Master, Senior Tutor, Bursar, Ms Baskerville, Professor Biagini, Dr Carter, Dr Flynn, Dr Fulda, Professor Garcia-Mayoral, The Revd Dr Gray, Dr Groisman, Dr Groom, Dr Lambert, Professor Neely, Dr Öner, Dr Ranasinghe, Dr Stasch

Student representatives:

Ms Lawson-Todd (JCR Vice-President), Mr Lu (JCR President), Mr Robertson
(Student Representative)

Also present:

Ms Adams (College Registrar / Council Secretary)

UNRESERVED BUSINESS

1. INTRODUCTORY BUSINESS

1.1 Welcomes and apologies for absence

The Master welcomed Ms Lawson-Todd (JCR Vice-President) and Mr Robertson (Student Representative).

Apologies for absence were received from the Acting Vice-Master, Dr Cheke, Professor Eilstrup-Sangiovanni, Dr Schneider and Dr O Weller, and from Ms Horvat Menih (MCR President).

1.2 Approval of Agenda

The agenda was **approved**.

1.3 Declarations of Interests

There were no declarations of interest.

1.4 Confirmation of the minutes of the unreserved business of the annual meeting of the Governing Body on 29 June 2022 (GB.221109.1.4)

The minutes were **confirmed**.

a) Matters arising not elsewhere on the agenda

There were no matters arising.

2. **REPORTS FROM OFFICERS**

2.1 **Master's Business**

a) **Fellows' Experience Working Group**

Governing Body **approved** the appointment of Dr Lindsay Greer as chair. Proposed Terms of Reference and membership would be brought to a future meeting of Council for consideration.

2.2 **Senior Tutor's Business**

a) ***Tripos Annual Report 2022 (Final)** **(GB.20221109.2.2a)**

The annual report was **noted**.

b) **Report on teaching and pastoral arrangements**

The Senior Tutor reported that:

- no particular difficulties had arisen in connection with the return to in-person teaching as the default delivery mode, with individual students and supervisors assessing the risk of transmitting infection on a case-by-case basis, and switching into hybrid mode when necessary;
- an appointment to the vacant Head of Student Wellbeing post was imminent;
- progress was being made towards securing committee approval for additional Tutors; and
- initial response times for University-provided student support had improved following the restructuring and increased capacity of central student services.

Governing Body commended the commitment of individual tutors and the Pastoral Tutor for providing out of hours support.

The report was **noted**.

2.3 **Bursar's Business**

a) **Review of 2021-22 Accounts**

i. **Presentation** **(GB.221109.2.3a.i)**

The Bursar presented the detail of the 2021-22 accounts:

- income had not yet recovered to pre-pandemic levels largely due to a sustained loss of income from commercial property and external conferencing trade. Whilst the conferencing income is expected to recover, the reduction in commercial property income of approximately £400k is unlikely to improve in the medium term;
- operational expenditure exceeded income and inflationary pressures added to the overall cost base;

- it was essential to stabilise and rebuild the workforce to generate income from external conferencing, to improve efficiency and control costs College-wide, and to support the Development team with fundraising;
- a deficit budget was forecast for the next five years, similar to many other colleges which were facing the same pressures;
- it was imperative to rebuild the free reserves, currently £1 million against a target of £5 million.

The Governing Body thanked the Bursar and the College Office for their work.

- ii. **2021-22 Annual Report and Financial Statements** (GB.221109.2.3a.ii)
Governing Body **noted** the 2021-22 Annual Report and Financial Statements.
- iii. ***Report of Auditors – Audit Matters** (GB.221109.2.3a.iii)
Governing Body **noted** the auditors’ report.
- iv. ***Letter of Representation** (GB.221109.2.3a.iv)
Governing Body **noted** the Letter of Representation.

2.4 Steward’s Business
There was no business.

2.5 Student Business
There was no business.

3. REPORTS FROM COMMITTEES

3.1 College Council

- a) **Unreserved minutes of the annual meeting of 29 June 2022** (GB.221109.3.1a)
Governing Body **noted** the minutes.
- b) **Unreserved minutes of the meeting of 12 October 2022** (GB.221109.3.1b)
Governing Body **noted** the minutes.

3.2 Audit Committee

- a) ***Minutes of the meeting of 18 October 2022** (GB.221109.3.2b)
Governing Body **noted** the minutes.

3.3 Statutes and Ordinances Committee

- a) *Minutes of the meeting of 1 November 2022 (GB.221109.3.3a)**
Governing Body **noted** the minutes and **approved** the changes to:
- i. Ordinance C, I (Academic Staff (General)) (GB221109.3.3a.i);
and
 - ii. Ordinance C, II (Academic Staff (Discipline))
(GB221109.3.3a.ii).

4. OTHER BUSINESS

4.1 Any other business

There was no further business.

4.2 Date of next meeting

Wednesday 22 February 2023 at 2pm in the William Mong Hall.