

Sidney Sussex College

Unreserved business minutes of College Council on 13 March 2024

Present:

Ex officio members	Master, Acting Vice-Master, Senior Tutor, Bursar
Elected members	Professor Garcia-Mayoral, Dr Groom, Dr Ranasinghe, Dr Sumnall, Dr Wilson-Lee
Student members	Ms Hygate (Student Representative), Ms Mahmood (MCR President), Mr Nicholas (JCR President), Ms Woods (JCR Vice-President)
In attendance	College Registrar (Council Secretary)

Introductory business

601 Apologies for absence

Professor Biagini, Dr Bordin and Dr Lambert were on leave. Apologies were received from Dr Doran and Professor Eilstrup-Sangiovanni.

602 Approval of agenda

The agenda was approved.

603 Declarations of interests

None declared.

604 Unreserved business minutes of 21 February 2024 (CC.2324/604)

Confirmed by circulation.

605 Matters arising not elsewhere on the agenda (CC.2324/605)

The JCR and MCR social media policies would be discussed with the Head of Communications before approval by each body. The other updates were **noted**.

Decision items

606 Undergraduate Admissions 2024 interview format (Admissions Director)

(CC.2324.606)

On the recommendation of the Admissions Committee, Council **agreed** that admissions interviews remain online for the 2024/25 cycle, and that the Admissions Director lead discussions with all academic subjects on adapting to the interview mode.

Action: Admissions Director

607 Widening Access and Participation Strategy (Admissions Director) (CC.2324.607)

Council **noted** that additional paid-for data were available from UCAS to confirm where students within the College's widening participation areas applied if not to Sidney, but that qualitative details about why students opted to apply elsewhere would not be included. Feedback from participants was sought from all Open Days and other outreach events. On the recommendation of the Education and Pastoral Care Committee, Council **adopted** the Widening Access and Participation Strategy.

608 Safeguarding Officer's Report 2023 and updated Safeguarding Policy (Senior Tutor) (CC.2324.608)

On the recommendation of the Education and Pastoral Care Committee, Council **received** the 2023 Annual Report and **adopted** the updated policy, which included changes requested by the College's insurers.

609 Approval process for College print publications and videos (Registrar) (CC.2324.609)

This item was **deferred**.

610 Trial of new Council and Governing Body paperwork arrangements (Registrar) (CC.2324.610)

Council **agreed** to adopt the new arrangements and to extend them to other Committees and Working Groups with effect from the start of Easter Term 2024, the Registrar and Head of Communications to provide templates and guidance to committee secretaries. Council **noted** that the format of item numbering could alter if governance management software were introduced.

Action: Registrar, Head of Communications

611 UIS Mailing Lists (Bursar) (CC.2324.611)

Council **received** the minutes of IT Steering Committee on 15 February 2024 and, on the recommendation of that Committee, **agreed** that administrative rights for the student email lists reside with the Tutorial Office, with the JCR and MCR IT Officers continuing to hold moderation rights for their respective lists.

612 Lent Term Appeals and Charitable Donations (Master) (CC.2324.612)

On the recommendation of the Appeals Committee, Council **agreed** to donate £300 each to Centre 33 and Cambridge Student Community Action.

CC.2024.03.13 Unreserved Minutes (approved)

Council **requested** that improved procedures for managing charitable appeals be presented for consideration in Easter Term.

Action: Registrar

Information items

613 Inter-collegiate business and other relevant issues (Master / Senior Tutor / Bursar)

Bursars' Committee

- Constructive discussions continue between intercollegiate representatives and Justice 4 College Supervisors representatives;
- Preparations for the first year of undergraduate admissions tests with a new provider (Pearson) in Michaelmas term 2024 are currently progressing smoothly;
- Changes are being considered to the operation of the Colleges Fund, also including a move of governance from University Statutes to Ordinances;
- Cambridge City Council was considering a tourist levy and the impact on Colleges, should this be implemented, was being considered.

Senior Tutors' Committee

- The first draft of the new Access and Participation Plan would be discussed at the meeting on 15 March 2024.

Heads of Houses

- The process had commenced to elect the next Chancellor of the University.

614 Forecast Financial Outturn 2023-24 and revised 5-year forecast (Bursar)

(CC.2324.614)

The update was **noted** and the improved forecast outturn for both the current financial year and the five-year outlook was welcomed.

615 May Ball 2024 Update (JCR Vice-President)

(CC.2324.615)

The update was **noted**. The JCR President undertook to review whether the Class Act budget could be used for staff. The Student Representative agreed to confirm with the HR Manager that all Right To Work checks had been carried out.

Action: JCR President, Student Representative

616 IT and Communications System Policy (Bursar)

(CC.2324.616)

On the recommendation of the IT Steering Committee, the updated policy was **adopted**.

617 Remote and Mobile Working Policy (Bursar) (CC.2324.617)
On the recommendation of the IT Steering Committee, the updated policy was adopted.

618 Use of College Seal (Bursar)

Noted:

- 95 King Street – Lease and Rent Deposit Deed

Reports from Committees

619 Library Committee 13 February 2024 (unconfirmed)

Not received; deferred to the next meeting.

620 Development Committee 14 February 2024 (unconfirmed) (CC.2324/620)

The minutes were received.

621 EDI Committee 22 February 2024 (unconfirmed) (CC.2324/621)

The minutes were received.

622 Education & Pastoral Care Committee 26 February 2024 (unconfirmed)

(CC.2324/622)

The minutes were received.

623 HR Committee 27 February 2024 (unconfirmed) (CC.2324/623)

The minutes were received.

624 Student Wellbeing Initiative Governance Board 28 February 2024

(unconfirmed)

(CC.2324/624)

The minutes were received.

625 Finance and Needs Committee 3 March 2024 (unconfirmed) (CC.2324/625)

The minutes were received.

Other business

626 Any other business

There was no further business.

627 Date of next meeting

Wednesday 1 May 2024 at 2pm in the William Mong Hall.