

Unreserved business minutes of the Annual Meeting of College Council on 26 June 2024.

Present:

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

Introductory business

901 Apologies for absence

Apologies were received from Dr Bordin, Dr Doran, Professor Eilstrup-Sangiovanni, Ms Hygate (Student Representative), Dr Lambert and Ms Woods (JCR Vice-President).

902 Approval of agenda

The agenda was **approved**.

903 Declaration of interests

None.

904 Unreserved business minutes of 22 May 2024

(ACC.2324/904)

Confirmed by circulation.

905 Matters arising not elsewhere on the agenda

(ACC.2324/905)

Noted.

Decision items

906 College Budget 2024/25 (Bursar)

(ACC.2324/906)

The Bursar drew attention to the following updates since Council and Governing Body had considered the draft budget on 22 May 2024:

- a further £143K had been added to the expenditure part of the income and expenditure budget;
- following a review of the major works budget, £370K out of the total major works budget of £980K had been capitalised;
- Finance & Needs Committee had agreed to raise the donations budget to £1.1m from £750K;
- the coming year's deficit (before major works, donations and exceptional items) was forecast to be approximately £500K;

- the previous reporting format excluded major works, donations and exceptional expenditure as the underlying measure of surplus/deficit, but, as major works are a fundamental part of operating expenditure, the new format would include them within operating expenditure and therefore the underlying measure going forward would be surplus/deficit before donations and exceptional items only.

Council **approved** the operating income and expenditure, and capital expenditure, budgets for 2024/25, and **endorsed** the new format for future budget, forecast and management accounts presentations.

907 College Plan 2024/25 (Registrar) (ACC.2324/907)

Council **approved** the College Plan 2024/25, subject to any comments from Governing Body.

908 Recommendations from the Investment Committee (Bursar) (ACC.2324/908)

Council **received** the unconfirmed minutes of the Investment Committee on 30 May 2024 and **approved**:

- a) the process for appointment of a new investment manager, ideally by 1 April 2025; and
- b) continuation of the current total return spending rule of 3.2% for 2024/25.

909 Associate Membership of MCR and changes to MCR Constitution (MCR President) (ACC.2324/909)

Following its initial consideration on 1 May 2024, and further discussions between the MCR and JCR, and with Postgraduate Tutors, Council **approved** the establishment of a voluntary Associate Membership scheme for the MCR and the consequential changes to the MCR Constitution. Associate Members of the MCR would have their fees paid to the MCR and receive MCR voting rights but would remain with their undergraduate tutors for tutorial and pastoral support.

910 Research Fellowships Competition: Advertisement, Subject Fields and Schedule (Master) (ACC.2324/910)

Council **approved** the advertisement text, the proposed subject fields, and the schedule for the 2024/25 competitions.

911 Research Fellowships Competition: IT Platform (Bursar) (ACC.2324/911)

On the recommendation of the Fellow IT Officer and having particular regard to the software's cybersecurity features, Council **approved** a three-year subscription to use the Colleges' Administrative Software Consortium (CASC) Fellowship Application System (FAS) to manage the Research Fellowships Competition process, and then to review its utility. Council recorded its gratitude to the Fellow IT Officer for arranging a review of alternative applications.

- 912 Cascade: HR & Payroll Database (Bursar) (ACC.2324/912)**
On the recommendation of the HR and Finance & Needs Committees, Council **approved** the costs and implementation plan to allow contracts to be signed and installation to progress over the Long Vacation.
- 913 Refinements to the College's Visual Identity (Registrar) (ACC.2324/913)**
Council **approved** the replacement navy and yellow, and addition of gold, to the colour palette, retention of the 3D arrowhead and the shield shape, and the lockup (College and University logos).
- 914 Easter Term Appeals and Charitable Donations (Master) (ACC.2324/914)**
On the recommendation of the Appeals Committee, Council **approved** donations of £200 each to Cambridge University Islamic Society Access Programme, Touch of Sparkle, and Out of the Ordinary.
- 915 Annual Appointment of Auditors (Bursar)**
Council **approved** the appointment of Messrs Peters, Elsworthy and Moore (PEM) as auditors for the audit of the 2024/25 accounts.
- 916 Freedom of Speech Statement and Code of Practice, updates to Code of Practice on Events and Meetings on College Premises and Student Regulation G13 (Registrar) (ACC.2324/916)**
On the recommendations of the EDI Committee, Prevent Committee and Statutes & Ordinances Committee, Council **approved** the new Freedom of Speech Code of Practice and the proposed revisions to the Freedom of Speech Statement and associated events guidance. Council **noted** that the Office for Students' complaints scheme, which was required to be implemented from 1 August 2024, was not yet finalised; a decision by circulation was likely to be sought in July to adopt this scheme before the statutory deadline.
- 917 Free Reserves Policy (Bursar) (ACC.2324/917)**
Council **approved** consequential amendments to the Free Reserves Policy following the decision on 22 May 2024 to amend the target methodology.
- 918 External Filming Approval Process (Registrar) (ACC.2324/918)**
Council **approved** the external filming approval process.
- 919 Proposed amendments to the Derek Beales History Fund Regulations (Bursar / Registrar) (ACC.2324/919)**
There having been no adverse feedback received from the original donors, Council **approved** the amended regulations which established a new prize and an annual or biennial lecture, the

new purposes being considered to meet the original intention for the fund. Council recorded its gratitude to the Beales family for the additional donation to the fund.

920 Establishment of Catering & Accommodation Committee (Bursar / Registrar) (ACC.2324/920)

Council:

- a) **approved** the establishment of the Catering & Accommodation Committee with the terms of reference presented;
- b) **approved** consequential changes to the terms of reference of the Buildings & Environment Committee; and
- c) **delegated** authority to the Nominations Committee, in consultation with the Master, to make appointments to this body by circulation during the Long Vacation, and to report the appointments to Council in Michaelmas Term.

Action: Nominations Committee

921 Establishment of Chapel & Music Committee (Master / Registrar) (ACC.2324/921)

Council:

- a) **expressed** its gratitude to all members of the two former committees for their services to the College;
- b) **approved** the establishment of the Chapel & Music Committee with the terms of reference presented;
- c) **disbanded** the separate Chapel Committee and Music Committee; and
- d) **delegated** authority to the Nominations Committee, in consultation with the Master, to make appointments to this body by circulation during the Long Vacation, and to report the appointments to Council in Michaelmas Term.

Action: Nominations Committee

922 College Governance Changes (Registrar) (ACC.2324/922)

In accordance with Governing Body's endorsement of a simplified governance structure and to reduce administrative demands on Fellows' time, Council:

- a) **expressed** its gratitude to all the members of the Environmental Sustainability Working Group, Fellows' Research Fund Committee and Student Awards Committee for their service to the College;
- b) **disbanded** the former Environmental Sustainability Working Group, recognising that the Buildings & Environment Committee would determine future work in this area;
- c) **disbanded** the Fellows' Research Fund Committee and **confirmed** that future applications within the annual academic allowance limit would be determined by the Bursar, in consultation with relevant individuals as necessary;
- d) **disbanded** the Student Awards Committee and **confirmed** that future management of student support and awards would be undertaken by the Student Finance Manager, in consultation with the Senior Tutor, Bursar and Development Director;

- e) **removed** any strictly administrative arrangements from Fellows in a secretarial role from the terms of reference for Council standing committees;
- f) **directed** Principal Officers to ensure that administrative secretarial support is provided by appropriate non-academic staff;

Action: Principal Officers

- g) **directed** the Statutes & Ordinances Committee to propose consequential changes to Ordinances and Regulations arising from recent governance changes; and

Action: Statutes & Ordinances Committee

- h) **invited** the Academic and Development Committees to propose appropriate amendments to their respective terms of reference for Council consideration in Michaelmas Term.

Action: Academic Committee, Development Committee

923 Reporting arrangements for Fellow Keepers and Curators (Registrar) (ACC.2324/923)

On the recommendation of the Muniment Room Standing Committee, Council **agreed** that the Fellow Keepers and Curators would report to the Fellowship Committee, and **invited** the Fellowship Committee to propose appropriate amendments to its terms of reference for Council consideration in Michaelmas Term.

Action: Fellowship Committee

Council recorded its gratitude to the members of the Muniment Room Standing Committee for considering this matter at an extraordinary meeting to enable a decision to be taken at the Annual Meeting.

924 Committee Terms of Reference (Registrar) (ACC.2324/924)

Council **approved** the amended Terms of Reference proposed by the:

- Equality, Diversity and Inclusion Committee
- Finance & Needs Committee
- IT Committee
- Investment Committee
- Student Wellbeing Committee

925 College Calendar 2024/25 (Master) (ACC.2324/925)

Council **approved** the College Calendar 2024/25. The Academic Committee was invited to identify dates for subject reviews as soon as possible.

926 Annual permission to use College Seal

Council **confirmed** that any two of the Master, Vice-Master, Bursar and Senior Tutor may affix the College Seal.

Information items

927 Interim Tripos Report 2024 (Senior Tutor) (ACC.2324/927)

The Senior Tutor, noting that only 2/3 of results were currently available, explained that the final report's data would underpin consideration of measures of academic excellence in the College Vision & Strategy. The percentage of Firsts was higher than the corresponding figure in previous years, as was the percentage of "good honours" (First and Upper Seconds), currently standing at 90%; once University-wide classing data became available via the University's Tableau data portal, the report would be updated with measures of normalised performance to reduce grade (class) inflation. Attention was drawn to data on examination access arrangements, non-completions, withdrawals and intermissions pre- and post-pandemic, and Council considered whether conclusions could be drawn from increased provision of wellbeing and pastoral support. The comparatively high number of cases of academic misconduct across the collegiate university, as well as in Sidney, was unusual; further work was required to understand the cause, and the Senior Tutor had initiated discussion within Education & Pastoral Care Committee, and with colleagues involved in academic skills provision, on how to promote good scholarly practice among our students. Council **received** the report and **noted** that the final version would be presented in Michaelmas Term.

928 Bursary Strategic Priorities 2024/25 (Bursar) (ACC.2324/928)

The Bursar presented the Team's strategic priorities and key actions for 2024/25. Council **received** the report and **noted** that the Bursary Team would work to implement the plans to support these actions, and would report back to Council during the course of 2024/25.

929 Use of College Seal

Noted:

- Release of Estate Trustees form relating to the late James Franklin Walker
- Blundell boiler contracts
- Lease relating to 29 Sidney Street

Reports from committees

930 Joint meeting of Chapel & Music Committees 3 May 2024 (unconfirmed) (ACC.2324/930)

The minutes were received.

931 Chapel Committee 13 May 2024 (unconfirmed) (ACC.2324/931)

The minutes were received.

932 Student Wellbeing Initiative Governance Board 16 May 2024 (unconfirmed) (ACC.2324/932)

The minutes were received.

- 933 Buildings & Environment Committee 20 May2024 (unconfirmed)** (ACC.2324/933)
The minutes were received.
- 934 Library Committee 21 May2024 (unconfirmed)** (ACC.2324/934)
The minutes were received.
- 935 IT Steering Committee 23 May2024 (unconfirmed)** (ACC.2324/935)
The minutes were received.
- 936 Education & Pastoral Care Committee 28 May2024 (unconfirmed)** (ACC.2324/936)
The minutes were received.
- 937 Equality, Diversity & Inclusion Committee 30 May2024 (unconfirmed)** (ACC.2324/937)
The minutes were received.
- 938 Finance & Needs Committee 10 June 2024 (unconfirmed)** (ACC.2324/938)
The minutes were received.
- 939 Student Awards Committee Easter Term 2024** (ACC.2324/939)
The summary of decisions taken by circulation was received.

Other business

940 Any other business

There was no further business.

941 Dates of next year's meetings

Wednesday 16 October 2024, 2-4pm

Wednesday 6 November 2024, 2-4pm followed by Governing Body at 4pm (Audit Meeting)

Wednesday 4 December 2024, 2-4pm

Wednesday 29 January 2025, 2-4pm

Wednesday 26 February 2025, 2-4pm followed by Governing Body at 4pm

Wednesday 19 March 2025, 2-4pm

Wednesday 7 May 2025, 2-4pm

Wednesday 28 May 2025, 2-4pm followed by Governing Body at 4pm

Wednesday 25 June 2025, **10am-12pm** (Annual Meeting) followed by Governing Body at **2pm**