

## Sidney Sussex College

The **Unreserved Business** Minutes of **College Council** held on Wednesday 29 November 2023 at 2pm

### Present:

<b>Ex officio members</b>	Master, Vice-Master, Senior Tutor, Bursar
<b>Elected members</b>	Professor Biagini, Dr Doran, Professor Eilstrup-Sangiovanni, Professor Garcia-Mayoral, Dr Groom, Dr Lambert, Dr Ranasinghe, Dr Strelchuk, Dr Sumnall, Dr Wilson-Lee
<b>Student members</b>	Ms Hygate (Student Representative), Mr Nicholas (JCR President), Ms Woods (JCR Vice-President)
<b>In attendance</b>	College Registrar (Council Secretary)

### 1. Introductory Business

#### 1.1 Apologies for absence

Apologies were received from Dr Bordin and Ms Mahmood (MCR President).

#### 1.2 Approval of Agenda

The agenda was **approved**.

#### 1.3 Declarations of Interests

Item 2.1(c) (Bursar Recruitment: Draft Job Description): Council confirmed that the Interim Bursar did not have a conflict of interest.

#### 1.4 Unreserved business minutes of 8 November 2023 (CC.2023.11.29.1.4)

The minutes were **confirmed**.

##### a) Matters arising not elsewhere on the agenda

Council **noted** that students were not restricted from accessing College catering outside of term-time (minute 2.3a of 8 November 2023 refers).

### 2. Reports from Officers

#### 2.1 Master's Business

##### a) Inter-collegiate business and other relevant issues

###### ***Bursars' Committee:***

- the Colleges Fund redistribution process was being reviewed with an aim to increase transparency and fairness between those Colleges which contributed and those which were recipients;
- the Mental Health Review financial update had indicated higher spend and a faster rate of appointments to wellbeing posts than had been forecast.

###### ***University***

- the University Teaching Review was reviewing the supervision system, including payments, student and teacher workload, and overall sustainability.

**b) Charity Code of Governance Review: Trustees' Code of Conduct (CC.2023.11.29.2.1b)**

Council **approved** the Trustees' Code of Conduct, a recommendation from the Charity Code of Governance Review, subject to a minor amendment to clause 3.7: "when **publicly** speaking or writing as a Trustee...". Copies would be circulated to Council members for signature. **Action: Registrar**

**c) Bursar Recruitment: draft job description (CC.2023.11.29.2.2c)**

Council **noted** the draft job description for the Bursar, comments on which should be sent to the Master.

**2.2 Vice-Master's Business**

**a) Equality, Diversity and Inclusion (EDI) Committee: Draft Annual Report 2023 (CC.2023.11.29.2.2a)**

The Vice-Master presented the report, which would inform the EDI Committee's work in 2024. Council recommended that the committee give further consideration to collection of data from other existing sources. The Senior Tutor undertook to see whether further attainment gap information was available for students who had been in receipt of Free School Meals. **Action: Senior Tutor**

The Draft Annual Report was **noted**. The EDI Committee welcomed further comments to the Chair, and would confirm the final version for publication in Lent Term.

**(i) The Sidney Sussex Inclusion Survey (CC.2023.11.29.2.2a.i)**

Council **noted** the Inclusion Survey, which would be run as a pilot in Lent Term. The Vice-Master confirmed that appropriate safeguards would be in place to prevent identifying respondents.

**b) Regulation P13: Membership of the College (CC.2023.11.29.2.2b)**

Council **referred** the draft Regulation P13 to the Statutes and Ordinances Committee with the following recommendations:

- amend clause 4 to allow Governing Body to review its determination at any time in relation to a former Master or an Honorary Fellow; and
- increase the thresholds in clauses 12 and 16 from one Fellow to two Fellows to raise issues relating to former Fellows or students.

**c) Safeguarding measures in the absence of a formal complaint (CC.2023.11.29.2.2c)**

**(i) A note from Dr Lambert on other colleges' approach to precautionary measures (CC.2023.11.29.2.2c.i)**

The Statutes & Ordinances Committee sought a policy steer from Council whether to alter the current provisions allowing for safeguarding measures to be taken in advance of a formal complaint (Regulation P6).

Council **recommended** that further advice on the current approach be sought from OSCCA and the OIS; and that, if any amendments to the current approach were indicated by such advice, that the Statutes and Ordinances Committee schedule its review to reflect the outcome of the University's current review of its equivalent procedures.

**Action: Registrar**

### 2.3 Senior Tutor's Business

a) **Undergraduate Admissions Plan 2023-24 (CC.2023.11.29.2.3a)**

The Admissions Director drew attention to the intention to use the Winter Pool to meet widening participation targets. Council **noted** that an update report would be presented to the Education and Pastoral Care Committee in Lent Term.

b) **University Consultation on Future Undergraduate Admissions Governance (CC.2023.11.29.2.3b)**

Council considered the University Consultation and, after expressing concern that the proposals, if approved, could fundamentally affect the colleges' responsibility for undergraduate admissions, **agreed** that the College could not support the current proposal (Model D).

**Action: Admissions Director**

### 2.4 Bursar's Business

a) **Q1 2023-24 Management Accounts (CC.2023.11.29.2.4a)**

Council **noted** the current position, and that a detailed re-forecast would take place in February 2024.

b) **Capital Expenditure, Major Works and the Hartley Legacy (CC.2023.11.29.2.4b)**

Council **approved** the use of £380k from the Hartley legacy in the current and next financial year to improve the internal and external fabric of the College's estate, with the remainder of the legacy going to the Permanent Fund.

c) **Risk Register 2024 and Horizon Scan (CC.2023.11.29.2.4c)**

Council **noted** the paper and **recommended** the inclusion of two additional risks:

- use of Artificial Intelligence in applications decisions and in cases of academic misconduct;
- future insurance costs if the current provider were to withdraw from the higher education market.

d) **Closure of Hanadi Jabado Fund and Harry Whittington Student Support Fund (CC.2023.11.29.2.4d)**

Council **approved** the closure of the Hanadi Jabado Fund, which had no remaining balance, and of the Harry Whittington Student Support Fund, the remaining balance of which would be transferred to the Student Support Fund.

e) **\*\*Appeals and Charitable Donations Michaelmas Term 2023**  
(CC.2023.11.29.2.4e)

Council **approved** donations of:

- £300 to the Cambridge University Islamic Society (ISOC) for their Charity Week efforts and to support events they will hold in Ramadan;
- £150 to Cambridge Hub for volunteering opportunities for Cambridge students; and
- £150 to Cambridge University Science and Policy Exchange for students and early career researchers to engage critically with current events in science policy,

all being organisations whose purposes align with the College's charitable objectives.

f) **Cyber Incident Response Plan** (CC.2023.11.29.2.4f)  
The plan was **approved**.

**2.5 Development Director's Business**

Nothing to report.

**2.6 Steward's Business**

Nothing to report.

**2.7 Safeguarding Officer's Business**

Nothing to report.

**2.8 Student Business**

Nothing to report.

**3. Reports from Committees**

**3.1 Muniment Room Standing Committee**

a) **\*Unreserved minutes of 9 October 2023 (unconfirmed)**  
(CC.2023.11.29.3.1a)

The minutes and the Archivist's Report (CC.2023.11.29.3.1a.i) were **received**.

**3.2 Communications Working Group**

a) **\*Unreserved minutes of 12 October 2023 (unconfirmed)**  
(CC.2023.11.29.3.2a)

The minutes were **received** and the Communications Framework (CC.2023.11.29.3.2a.1) was **approved**.

**3.3 Education & Pastoral Care Committee**

a) **\*Unreserved minutes of 30 October 2023 (unconfirmed)**  
(CC.2023.11.29.3.3a)

The minutes were **received**.

CC-2023-11-29 Unreserved Minutes (unapproved)

**3.4 Investment Committee**

- a) **\*Unreserved minutes of 1 November 2023 (unconfirmed)**  
(CC.2023.11.29.3.4a)

The minutes were **received**.

**3.5 Student Wellbeing Initiative Governance Board**

- a) **\*Unreserved minutes of 2 November 2023 (unconfirmed)**  
(CC.2023.11.29.3.5a)

The minutes were **received**.

**3.6 IT Steering Committee**

- a) **\*Unreserved minutes of 9 November 2023 (unconfirmed)**  
(CC.2023.11.29.3.6a)

The minutes were **received** and the Terms of Reference  
(CC.2023.11.29.3.6a.i) **approved**.

**3.7 Chapel Committee**

- a) **\*Unreserved minutes of 10 November 2023 (unconfirmed)**  
(CC.2023.11.29.3.7a)

The minutes were **received**.

**3.8 Buildings & Environment Committee**

- a) **\*Unreserved minutes of 13 November 2023 (unconfirmed)**  
(CC.2023.11.29.3.8a)

The minutes were **received** and the Terms of Reference  
(CC.2023.11.29.3.8a.i) **approved**.

**3.9 Staff Liaison Committee**

- a) **\*Unreserved minutes of 16 November 2023 (unconfirmed)**  
(CC.2023.11.29.3.9a)

The minutes were **received**.

**3.10 Finance & Needs Committee**

- a) **\*Unreserved minutes of 20 November 2023 (unconfirmed)**  
(CC.2023.11.29.3.10a)

The minutes were **received**.

**3.11 Student Awards Committee**

- a) **\*Unreserved minutes of 21 November 2023 (unconfirmed)**  
(CC.2023.11.29.3.11a)

The minutes were **received**.

**4. Other Business**

**4.1 Any other business**

There was no further business.

**4.2 Date of next meeting**

Wednesday 24 January 2024 at 2pm in the William Mong Hall.