



MINUTES
of a meeting of the College Council in the New SCR
at 1:10 pm on Tuesday 27 November 2018

There were present: The Master, the Bursar, the Senior Tutor, Dr Beauregard, Professor Cant, Professor Ellis, Ms MacDonald, Mr Matheson, Mr Nicholson and the Revd Canon Shilson-Thomas. The MCR President and the JCR President were present for the Unreserved Business. The JCR Treasurer was present for items cc2018.290 to cc2018.294. Mr Foye was in attendance for the Unreserved Business as JCR President-elect. Dr Smith was in attendance as Secretary.

UNRESERVED BUSINESS

cc2018.273 Starred Items

It was agreed that starred items should not be discussed.

*cc2018.274 * Statement of Conflicts of Interest*

There were no conflicts of interest arising from the Unreserved Agenda concerning any of those persons present.

cc2018.275 Apologies for Absence

Apologies were received from the Vice-Master, Dr Rana and the MCR Treasurer. The Master welcomed Joe Foye, the JCR President-elect, to his first Council meeting.

cc2018.276 Minutes of the Unreserved Council Meeting held on 30 October 2018

The Minutes were agreed and signed.

cc2018.277 Matters arising

i. cc2018.253 Allocations to the MCR and JCR

The MCR and JCR Presidents reported that the position of fourth-year undergraduates who joined the MCR would be considered by the incoming MCR and JCR Committees, and that a proposal would then be brought to Council.

ii. cc2018.256 Access Committee

The Senior Tutor reported that he had contacted the Director of Admissions for the Colleges regarding Selwyn's ceasing to have

Scotland as one of its target areas, and that discussion would now take place with the other Colleges involved.

- cc2018.278 Phase III and Old Library*
The Bursar reported that the Auditorium Committee would be expanded and would be looking in detail at the furnishings of the new Library. The Development Director reported that a potential donor was considering giving a major donation towards the conversion of the Old Library, but was as yet undecided between supporting that project and supporting bursaries.
- cc2018.279 City Access strategy*
The Bursar introduced a document about City Access and Public Transport service improvements that had been produced by the Mayor of Cambridge's office (**CP2018/136**). Council noted that air quality was becoming an issue; that there was growing momentum behind the construction of a Cambridge metro; and that it was likely that congestion charging and a workplace parking levy would be introduced, modelled on those already in place at Nottingham. Council also noted the likely creation of new bus routes in the vicinity of Selwyn.
- cc2018.280 Buildings and Estates Committee*
Council received and noted the minutes of a meeting of the Buildings and Estates Committee held on 26 October 2018 (**CP2018/137**). Council noted that a supplementary meeting of this Committee had been scheduled for mid-December. Council agreed that the glass panes in the bay window of the New SCR should be replaced. Council also supported in principle the glazing in of the arcade outside the College Bar, subject to satisfactory plans and assessment of the architectural impact of this proposal.
- cc2018.281 Health and Safety Working Group*
Council received and noted the minutes of a meeting of the Health and Safety Working Group held on 29 October 2018 (**CP2018/138**). Council noted that a consultant had recently conducted a Staircase Assessment, and their report was awaited.
- cc2018.282 Library and Archives Committee*
Council received and noted the minutes of a meeting of the Library and Archives Committee held on 7 November 2018 (**CP2018/139**).
- cc2018.283 IT Committee*
Council approved the terms of reference of the IT Committee, and received and noted the minutes of a meeting of the Committee held on 9 November 2018 (**CP2018/140**).
- cc2018.284 Gardens Committee*
Council received and noted the minutes of a meeting of the Gardens Committee held on 16 November 2018 (**CP2018/141**).



- cc2018.285 *Equality and Diversity Committee*
Council received and noted the minutes of a meeting of the Equality and Diversity Committee held on 6 November 2018 (**CP2018/142**). Council agreed that equality of staff pay should be part of the remit of the HR Manager who would shortly be appointed. Council also agreed that the title of the Stipends Committee would be amended to the Stipends and Remuneration Committee, and that its remit would be expanded to include oversight of the remuneration of non-academic staff. These changes would be brought to the next meeting of the Committee, with a view to implementing them in 2019.
- cc2018.286 * *Education Committee*
Council received and noted the unreserved minutes of a meeting of the Education Committee held on 29 October 2018 (**CP2018/143**).
- cc2018.287 *Prevent Committee*
Council received and noted the terms of reference of the Prevent Committee (**CP2018/144a**), and the minutes of a meeting of the Committee held on 31 October 2018 (**CP2018/144b**). The Senior Tutor reported that there had been no further update from the Office for Students, and that guidance was awaited by 3 December regarding the monitoring of welfare referrals.
- cc2018.288 *Students Complaints Procedure*
The Senior Tutor introduced **CP2018/145**. This revised procedure for handling those student complaints not covered by other policies was based on a template produced by the Student Complaints Office and the Senior Tutors' Committee, and adapted for local use. Council noted that the Regulator required such a procedure to be in place. Council approved the procedure subject to the amendment that in paragraph 2.4 'a current member of College' should read 'a current senior member of College'. Council noted that the Bursar and the Senior Tutor would liaise about the Appendix (on the use of personal information under the procedure) before the document was published, and that this Appendix might also be applicable to staff complaints.
- cc2018.289 *Curator of Paintings*
The Bursar reported that the part-time Curator of Paintings at Newnham College had recently been appointed to a similar role at Selwyn. This was for one day a week, on an experimental basis, for a period of twelve months.
- cc2018.290 *Flag policy*
The Master introduced **CP2018/146**. Council agreed that the College flag should be flown at half-mast on the day of, or the day after, the death of a Fellow or a student or a current staff member of the College. Council also agreed that the College flag should be flown at half-mast again at the time of the funeral service or memorial service of a Fellow or a student or



a current staff member of the College when it takes place in the College, or when the reception after such a service is held in College. Council also noted that the Head of House can instruct that a flag be flown on any other day he or she deemed it appropriate.

cc2018.291

JCR Overseas Storage Policy

The JCR President introduced **CP2018/147**. Council noted that this revised storage policy was intended to clarify which JCR members could store what items where, and when these should be collected. Council noted the importance of tutorial intervention in the management of particular cases, and agreed that the Senior Tutor and the JCR President would finalise the definition of eligibility in section 3. Council also agreed that trunks would be added to the items listed in section 4.

cc2018.292

JCR Dinner

The JCR President introduced **CP2018/148**. Council agreed that the decorations for the JCR Dinner to be held on Friday 18 January 2019, with the theme of Alice in Wonderland, could include tablecloths, freestanding oversized playing cards, a projector and screen, a banner, fairy lights on windowsills, and drink me/eat me labels on glasses and plates. Council also agreed that Selwyn Jazz could play in the New SCR before the Dinner, and noted that the Dean had given permission for this in principle, provided that noise levels were kept at a reasonable level.

cc2018.293

Alumni Dinners – music

The Development Director introduced **CP2018/149**. Council agreed that music could be played in the Bar, if alumni so requested, after the alumni dinners on 5 July, and on 14 and 28 September 2019. Council noted that the refurbishment of the Bar meant that it would be unavailable for the reunion on 6 April 2019.

cc2018.294

Wayfinding and Signs Audit project

Council received and noted a paper from the Operations Manager (**CP2018/150**). The Bursar reported that the aim was to ensure a consistent approach to signage throughout the College site. Council noted the importance of a discreet and unobtrusive style, and also that the new signage would probably not be implemented until the new Auditorium and Library were imminent. Council agreed that several Fellows' representatives should be involved, including some of the live-in Fellows, and that the MCR and JCR should also be represented in the planning of this project.

cc2018.295

Any Other Unreserved Business

i. MCR and JCR officers

Council thanked the outgoing MCR and JCR officers for their hard work over the course of their term of office.

