



Selwyn College Cambridge

MINUTES OF A MEETING OF THE SELWYN STAFF COMMITTEE HELD VIA VIDEO CONFERENCE ON WEDNESDAY 10 FEBRUARY 2021.

Present: Bursar
Finance Manager
Operations Manager
HR Manager
Catering Manager
Domus Manager
Michael Wilson, representative for staff in the Library and Archives
Shona Winnard, representative for the administrative staff
Helen Arnold, representative for the Porters

1. Statement of Conflict of Interest

No conflicts of interest were declared.

2. Apologies for Absence

None.

3. Minutes of the meeting held on 28 October 2020

The minutes of the meeting held on 28 October 2020 were approved as an accurate record.

4. Matters Arising

No matters arising.

5. COVID-19 Update

Cases in College: The Bursar reported that there has been a good start to the term in terms of COVID cases in the College. Tests are now being carried out for students in private accommodation, in addition to the asymptomatic tests for those in college accommodation, and symptomatic tests available to all students. All of these have produced no positive results. The Bursar stated that this is having a knock on effect on the need for isolation within the College, which is very low. He stated isolation is now mostly for students required to quarantine upon arrival from other countries.

Staff Testing: The Bursar reported that the University has set a pilot scheme to set up a lateral flow testing. Porters have taken on the scheme and each Porter will receive a

box of 25 tests. Tests will be carried out on Mondays and Thursdays. The Bursar stated that where a test is positive, the staff member would be required to book a COVID test through the usual symptomatic test procedure to confirm the results of the lateral flow test.

University testing: The Bursar reported that the university has expanded staff testing to include family members of staff. There is now a longer list of symptoms that can prompt a COVID test. The Bursar reported that this can be found in the university [guidelines](#).

Government decision: The Bursar reported that there is an expectation that the Government would make a decision around 22nd February on the next steps, to include if schools would be re-opened and students allowed to go back to university. The Bursar reported that the College would need to take a view on its next steps, bearing in mind that the anticipated effective date of the Government's decision is likely to be 8th March, which is close to the end of term.

6. Recruitment of new Head of Buildings and Maintenance

The Bursar reported that the College is currently recruiting for a Head of Buildings and Maintenance. Seven Candidates were interviewed last week and three have been shortlisted for the next round. The Operations Manager stated that the next round of interviews are due to take place around 26th February. It is anticipated that this will be in College (albeit socially distanced and COVID secure) to enable the candidates have a feel of the site. The Operations Manager stated that the Fellows' interview with the candidates will be done virtually and he is liaising with the Operations Heads of Department for a suitable time to be a part of the process.

7. Health and Safety and Accessibility Update

The Bursar reported that the Health and Safety working group reported only two accidents and five near misses in 2020. This has been the lowest ever in the College and he is impressed with how seriously health and safety is being taken. The Bursar reports that it is understandable that the low number may be partly the result of less people on site since the start of the pandemic, especially as the two incidents occurred in January 2020. However, the reduced number of incidents is an achievement that the College should be proud of.

8. Update on Phase 3 of Ann's Court

The Bursar reported that as a result of the 5-week break in the project due to the national lockdown in March 2020, and the extra COVID precautions put in place when work resumed, the project deadline was extended by three months, with a new deadline of 22nd March 2021. The project is currently on track to be completed by the deadline and pictures of the progress can be seen on the College's social media page.

The paving of Ann's Court is the only part of the project that is not on track to be completed by the agreed deadline. This is due to delivery delays from the quarry as a result of the pandemic. The Bursar stated that the priority will be to complete the

paving outside O, P, Q and R staircases and other aspects of the court will follow in due course.

It is expected that the new library will not be in use until the Michaelmas Term, following transfer of books over the long vacation. The Bursar reported that the College hopes that the Ramsay Murray lecture scheduled in June 2021, will take place in the new auditorium. Subject to social distancing regulations at the time, it is hopeful that whether or not in-person participation can take place, the event can also be streamed from the auditorium.

The Bursar reported that the College Council has put in an offer for a property just off Grange Road; 1 Selwyn Gardens and the College hopes to use this as a postgraduate student hostel. This property is located next to 29 and 31 Grange Road and these hostels have coincidentally been top of the list for refurbishment, so it makes sense to include 1 Selwyn Gardens in the refurbishment plan. The Bursar stated that it was still quite early for detailed decisions and they will be finalised in due course.

9. Any Other Business

Shona Winnard reported that the Development office is putting together the College Annual Report and so they will be happy to receive pictures that show how the College has been coping in the last year. Preferably photographs that highlight everyday life with students and pictures of staff in masks going about their duties.

Helen Arnold reported that the new Porter; Gary Reynolds starts on 1st March. The Bursar stated that he is the replacement for John Boyle who left in December 2020.

10. Date of future meeting

Wednesday 19 May 2021.