



Selwyn College Cambridge

MINUTES OF A MEETING OF THE SELWYN STAFF COMMITTEE HELD VIA VIDEO CONFERENCE ON WEDNESDAY 19 MAY 2021.

Present: Bursar
Operations Manager
HR Manager
Catering Manager
Michael Wilson, representative for staff in the Library and Archives
Shona Winnard, representative for the administrative staff
Martyn Saunders, representative for the Porters

1. Statement of Conflict of Interest

No conflicts of interest were declared.

2. Apologies for Absence

Finance Manager.

3. Minutes of the meeting held on 10 February 2021

The minutes of the meeting held on 10 February 2021 were approved as an accurate record.

4. Matters Arising

No matters arising.

5. COVID-19 Update

The Bursar reported that everyone should be aware of the changes made in the College this week, in line with the Government's road mapping to ease COVID-19 restrictions. These changes were highlighted in the Bursar's newsletter. The College remains in a very good condition as there are still no positive tests and our participation in the weekly pool test remains one of the highest. The Bursar stated that we are keeping an eye out for this week's screening results to see if the easing of restrictions in College has an impact.

The Bursar reported that Heads of Department should begin to consider how they can bring their departments back to normal working from the summer. Heads of Department should encourage their teams to take their annual leave preferably

during the summer months (where possible) as there would be no room to carry over holiday into next year (bar the usual 5 days to be used by March the following year).

6. College Finances

The Bursar reported that it has been a painful year financially but we will survive. In a normal year, the College expects a small deficit between £0-1 million, after depreciation of about £2 million. This means that in a normal year the College runs a cash surplus. The difference is that we now run a cash deficit. As a result of the COVID-19 pandemic and the impact on conferences and less rent from students, the net effect is over £700,000 down from rent, £1 million down for conferences and approximately £300,000 down for investment income. This is a total deficit of about £2.5 million – or a cash deficit of c.£0.5m after £2m depreciation.

The Bursar reported that an alumnus has left the College £600,000. It is looking like we would still have no conference income this summer and we also do not have 100% of students back in College (currently have about 85% of students). This means we will most likely be in a similar financial position next year.

The Bursar stated that although the College bought a new property, this is merely a change in the type of assets held by the College, rather than an operational expenditure. The College Council will consider the 2021-22 budget at the Council meeting in mid June.

7. Library & Auditorium Update

The Bursar reported that the new library is currently open as a study space until July. Books will be moved from the old library to the new library in July. The Operations Manager reported that training is currently being provided for the use of the Auditorium. It is hoped to arrange tours for staff during the summer months. The Ramsay Murray lecture will be taking place in the auditorium on 4th June, which will be the first major event there.

The Operations Manager stated that there is some snagging which is currently being looked into and the newly planted grass is starting to grow which is great to see. The energy efficiency of the building cannot currently be fully tested as windows need to be open due to COVID regulations.

Martyn Saunders asked if there would be a test fire evacuation before the Ramsay Murray lecture and it was noted that there will be. Shona Winnard stated that Chris Dobson will be coming to open the Christopher Dobson Building (Ann's Court administration building) next week (24th May).

8. Building Plans 2021-22

The Bursar reported that the newly purchased property at 1 Selwyn Gardens (just off Grange Road) is located next to the hostels at 29 and 31 Grange Road which are coincidentally those most in need of refurbishment. The Bursar stated that the

College is looking to refurbish all three properties together and this would be a 15 month project to September 2022. The other major project for the next year is the refurbishment of the old library, with a scheduled start date for September 2021 and a completion date of April 2022. The Bursar stated that upon completion, it is anticipated that the old library will be home for archives and rare books, seminar rooms, seminar space for medical equipment and home to the Development Office.

The Operations Manager reported that we will be losing all of the Library car park and half of the bike racks during the building work. However, some of the car parking space around the new auditorium will be reopened for the duration of the works only.

9. Bursar's Garden Party

The Bursar reported that the Bursar's Garden Party is being planned for 7th July. The current government regulations allow up to 30 people to meet outside, but the government roadmap envisages larger gatherings being acceptable by early July. The event will be configured to ensure that it is compliant with whatever the regulations are at the time.

10. Any Other Business

Martyn Saunders asked if College staff could register for the University CamBens cycle to work scheme. The Bursar stated that he would look into this and get back to Martyn. [Note – this has been done but unfortunately CamBens benefits are only for employees of the university, not the colleges]. Martyn also reported that Kevin Sargent (Deputy Head Porter) is arranging a staff versus student football match at some point and details would follow in due course.

The Head of Catering reported that new recycle-able take away boxes have been donated to the College. Students are to be charged £1 per box but it is not yet clear how we will deal with this for staff. The Bursar reported that staff should be encouraged to bring their own containers or dine in. Shona Winnard stated that she could find out if the donations were made for sustainability in general, or strictly for students, as this could help with the decision.

Shona Winnard suggested that the Committee membership be reflective of all staff across all departments, and possibly with fewer Heads of Department. The Bursar stated that there would be an opportunity to request new volunteers to be involved in the committee, which he would include in a future newsletter.

11. Dates of future meetings

TBC.