MINUTES OF A MEETING OF THE SELWYN STAFF COMMITTEE
HELD ON WEDNESDAY 25 NOVEMBER 2015.

Present: Bursar (Chair)
HR & H&S Officer
Sue Jeffries (HoDs’ representative)
Diane Flack, Shona Winnard, Darran Kerry, Michael Wilson, and Ian O’Connor (staff representatives).

1. Statement of Conflict of Interest.
No conflicts of interest arising from the agenda were declared.

2. Apologies for Absence.
Apologies were received from the Finance Manager and Hugo Felipe.

3. Minutes of the meeting held on 10 June 2015.
The Minutes of the meeting held on 10 June 2015 were approved as an accurate record of the meeting.

4. Matters Arising:
   a) Staff Committee Minutes: The HR & H&S Officer apologised for forgetting to distribute the minutes of the last meeting to Heads of Departments for notice boards.
   b) University Car Share Scheme: Michael Wilson reported that the Scheme was available to staff with an @cam.ac.uk email address, but the HR & H&S Officer noted that she had been advised the Scheme was only open to University Staff. This will be checked. If the Scheme is not open to College staff, the Bursar will raise the matter with the Bursars’ Environment and Planning sub-committee. **Action: HR & H&S Officer / Michael Wilson / Bursar.**

      [Post-meeting note: It has been confirmed that the colleges cannot access this Scheme and the Bursar has referred this to the Bursars’ Environment and Planning sub-committee.]

   c) Pay Dates: The HR & H&S Officer confirmed that pay dates had been re-circulated as requested.

5. College Accounts.
The Bursar gave a presentation about the College’s Accounts for the last financial year. Although there remains an underlying deficit of £60,000, this is the closest that the College has come to breaking even. The £60,000 excludes donations. Generally College costs outweigh its income and the College has to rely on its Endowment. The College loses money on Education, but the revenue received for Rent more or less breaks even. Spending has increased since 2003 when the Bursar joined the College, but income has more than
doubled and the College has worked hard to keep costs under control. The Bursar warned that the College is still vulnerable to external elements, and needs to continue to grow its Endowment to supplement the high costs of Education. The College’s Endowment stands at £45m.

6. Any Other Business.
   a) College Insurance: The Bursar noted that the College’s Insurance Certificate in the kitchen on the 2nd floor was out of date. Copies of the current certificate had been circulated and the HR & H&S Officer will re-circulate to Heads of Departments and ask them to update their notice boards. **Action: HR & H&S Officer**

7. Dates of future meetings:

   17 February 2016
   11 May 2016