MINUTES OF A MEETING OF THE SELWYN STAFF COMMITTEE
HELD ON WEDNESDAY 12 FEBRUARY 2020.

Present: Bursar
Finance Manager
Operations Manager
HR Manager
Catering Manager
Domus Manager, representative for Heads of Departments
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
   No apologies.

3. Minutes of the meeting held on 20 November 2019
   The minutes of the meeting held on 20 November 2019 were approved as an accurate record.

4. Matters Arising
   a) Car Park – The Operations Manager reported that the white lines in the library car park will be repainted same time as the resurfacing of the front of college/Fellow’s parking area. Time to be confirmed. The Catering Manager requested if the white lines in the Kitchen yard car park could be repainted as well at the same time. He also requested if the pot-holes in the kitchen yard could be refilled. Operations Manager to look into this.

      Martyn asked if the parking spaces in Cripps Court were too big. The Operations Manager stated that he believes the spaces are the correct size.

      The Finance Manager requested if the aggregates on 17 West Road could be moved further back against the wall as it affects parking. Operations Manager to look into this.
5. **College Accounts**

The Bursar reported that the £600,000 deficit projected in the budget for 2019-20 is now a £300,000 forecast deficit, which is considerably less. This is due to factors such as the conference department doing very well, donations and being ahead on tuition fee payments. The bar is doing well but it will be difficult to break even so it is now forecast not to achieve budget.

The Finance Manager stated that although the college is still in deficit, this is nothing to be worried about as such deficits are normal within Colleges. It is very helpful that we have very generous donors.

The Bursar reported that in the long term, we would want to ensure that all expenditure, including depreciation, was covered by income, including that from existing investments.

6. **Update on Phase 3 of Ann’s Court**

The Bursar reported that the project is currently ahead of schedule for the December 2020 completion date, despite concerns of winter weather affecting progress. The bricks would be going up soon and a temperature of 5°C and rising is needed to do this. It is too early to rule out any delays to completion but at the moment it is on schedule.

This means the library could move books to the new library during the Christmas vacation.

The Bursar also reported that Council is proposing changes to the wood panelling and carpet which are on the dark side.

There is the hope of arranging supervised visits (for donors maybe) to the lantern in the tower which has a great view. However, the current design has metal works which when fitted might be an obstacle to the view. This is currently being reviewed.

7. **Any Other Business**

a) **Private Healthcare** – The Finance Manager reported that the college is switching to BUPA as this is not as expensive as the current scheme and it disregards medical history. She reported that the premium will be competitive for many members of staff and encouraged staff to request a quote from her. She needs to know if anyone wants to join the scheme by Friday 14 February 2020.

b) **iHasco Online Training** – The HR Manager reported that a good number of staff have completed their online training course but there are still a few people who are yet to complete every course. She thanked those who had completed their courses and asked those yet to complete theirs to do so.
c) Environmental Health Audit – The Catering Manager reported that there had recently been an unexpected visit but that the college retained its 5 star food hygiene status.

d) Lunch in Hall – The Domus Manager asked for clarification on staff seating in hall during lunch. She stated that some of the Housekeeping staff felt that other staff i.e. Admin staff were allowed to eat in the hall while Housekeeping were asked to eat in the gallery. The Catering Manager stated that all staff (not just the Housekeeping staff) were encouraged to eat in the gallery when required as the college was experiencing record numbers at lunch time. He stated it was also easier for staff to find the gallery compared to students or visitors. The Operations Manager stated that staff flexibility was required to tackle the record numbers at lunch. However, it was also clarified that Housekeeping, as all staff, may eat in the Hall when there is space to do so.

8. Date of future meeting

Wednesday 13 May 2020.

The meeting will be held at 10:30am in the Walters Room.