MINUTES OF A MEETING OF THE SELWYN COLLEGE STAFF COMMITTEE
HELD ON WEDNESDAY 22 NOVEMBER 2017

Present: Bursar (Chair), Chris Hurcomb, Sue Barnes, Sue Jeffries, Fabia Gawthrop, Diane Flack, Darran Kerry, Michael Wilson, Shona Winnard, Martin Saunders.

1. Welcome to a new Staff Representative – Gergely Bablics.
The Committee noted that Gergely Bablics had volunteered to be a representative for the Catering Department.

2. Declarations of Interest.
There were no declarations of interests.

3. Apologies for Absence.
Apologies were received from Sally Clayson and Matt Rowe.

The minutes of the meeting held on 18 May 2017 were approved as an accurate record.

5. Matters Arising:
   a) Staff Coffee Mornings
   It was suggested that the next presentation could be made by Library & Archives, followed by the Gardens, which would give the new Head Gardener opportunity to introduce themselves. [Post-meeting note: The Librarian advised that her department would not be able to make a presentation next term due to the implementation of the new Library system, but offered to present during the Easter Term Coffee Morning.]

   b) College Bicycles
   Currently there is one College bicycle, which can be used by any member of staff. The College will be seeking two more from January cull. The H&S Officer reminded the Committee about the College policy for the use of bicycles requiring staff to sign the bike out, wear a safety helmet and ensure the lights are working.

6. College Accounts.
   Finance: The Bursar reported that the Accounts for the financial year ending 30 June 2017 were not as good as the previous year, but is still the 4th strongest ever. The number of empty rooms due to 4th year students who did not return left accommodation unfilled which had contributed to this. In future, 4th year students will be allocated rooms in Cripps Court, to enable any empty rooms be offered to graduate students.

   Staff Bonus: The Bursar reported that the Governing Body agreed a bonus of one weeks’ salary to staff.
7. **Staff Meals**

Chris Hurcomb reported that he had met with staff representatives and reitered the fact that staff should not take more than their entitlement. A note reminding staff was included in November pay packets. Chris further reminded staff that food was to be consumed on site and not taken home. Recycling take-away containers is being considered to reduce costs. Staff are warned not to trim the new meal cards so that they function correctly. The Bursar reported that the colleges are being inspected by HMRC and warned staff that meals may be become a taxable benefit in the future.

8. **Matters raised by Staff Representatives.**
   a) **Bicycle Lights** - Sue Jeffries reported she had seen students recently on bicycles without lights. It was suggested that a reminder should be sent to our students.
   b) **Staff Bonus** - Fabia Gawthrop asked why the bonus was not available before Christmas. The Bursar replied this was due to the timing of the Governing Body meeting, and suggested that staff facing genuine hardship could ask the Bursary for an advance.
   c) **Stewards Committee- Staff Representative** - Darran Kerry asked if there were any staff representatives on the Steward’s Committee. The Bursar confirmed that staff representatives were Matt Rowe and Chris Hurcomb.

9. **Staff Suggestion Scheme.**
   a) Dedicated bicycle parking area for staff – this will be reviewed after the cycle cull in January but was not thought to be necessary with regular clearing of abandoned bicycles. The College was also reluctant to privilege one constituency over another.
   b) Replacing take-away containers in the Servery with a cover for plates – this is not practical, but it was noted that staff may provide their own containers or plates.
   c) Replace packets of cereal with loose cereal – this is not feasible due to concerns of contamination and that packets are used for takeaways.
   d) Replace individual packet teabags in the Porters’ Lodge with loose ones – it was noted these are available from the Catering Stores.
   e) Replace small milk containers with large containers – it was noted that larger containers are available in the Servery.
   f) Reduce the number of address labels used by the Dymo machine in the Porters’ Lodge – the IT Manager will investigate.

10. **Any Other Business.**

    No further matters were discussed.

11. **Date of Future Meetings**

    21 February 2018
    9 May 2018