Present: Bursar (Chair), Chris Hurcomb, Sue Barnes, Michael Wilson, Julie Johns, Karoly Farkas, Matt Rowe.

1. **Statements of Conflict of Interest**
   There were no declarations of interest declared.

2. **Apologies for Absence**
   Apologies were received from Sally Clayson.

3. **Minutes of the meeting held on 22 November 2017**
   The minutes of the meeting held on 22 November 2017 were approved as an accurate record.

4. **Matters Arising**
   a) **Cycle Cull** – the cull to remove abandoned bicycles, which has been approved by College Council, is underway. The cull will be completed in three phases to allow the owners an opportunity to reclaim them before they are removed from bicycle racks. Matt Rowe noted there were some bicycles which could be cleared from the cycle rack in the Kitchen Yard. The Bursar suggested that any bicycles thought to be roadworthy could be offered to staff and students for a nominal charge before they are permanently removed from the College site. *Action: Deputy Head Porter.*

   b) **Christmas & New Year Holidays 2019/2020** – the Bursar reported that the Christmas & New Year Holidays for 2019/2020 (attached) could potentially mean staff would need to save 5 days from their annual leave entitlement to cover this closed period. Draft dates were discussed at a Departmental Meeting before being submitted to College Council for approval. In future it was agreed that the dates would also be brought to the attention of the Staff Committee before being submitted to College Council. *Action: HR Officer/Master’s Assistant.*

4. **Matters Arising**
   There were no matters arising.

5. **Review of Terms of Reference**
   The Committee approved the Terms of Reference, noting minor changes and that the Committee is a forum to discuss general issues within the College. Questions regarding individual pay and conditions should be referred to Heads of Departments.

6. **College Accounts**
   The Bursar reported that the College Accounts were slightly ahead of forecast.
7. Any other business
   a) Phase 3 – the Bursar reported the planning process had been delayed due to concerns about the height of the tower. With the Tower height now agreed, the College is now seeking planning permission and anticipates a decision from the Cambridge City Council in mid-April. If the planning permission is approved, the project will go out to tender, and it is anticipated that the ground breaking would be in January 2019, with the building completed in September 2020.

   This would leave 2-3 weeks to migrate the books to the new Library, but this could be delayed until 2021 if it is thought there is not enough time to complete this before the start of the academic year.

   After the books have been removed, work will begin to convert the current Library into teaching rooms, moving the College Archives and Rare Books into the Library extension. A potential donor to fund the conversion of the Old Library has been identified.

   Rooms currently used to store the College Archives and Rare Books will most likely be used as office space.

   b) Servery and Borradaile Room upgrade – the Operations Manager reported that the Servery would be refurbished over the summer to change the flow, feel and appearance. After the refurbishment the Servery would be open all day. The Borradaile Room will also be upgraded and will be used as a seating area when the Dining Hall is closed.

   c) College Bar upgrade - The College Bar will be upgraded over the Christmas and New Year closed period. The curved bar will be removed. In the New Year the Bar will also be open during the day, and there are plans to offer food and non-alcoholic beverages.

   d) Tower Room upgrade – the Operations Manager reported the Tower Room would be refurbished this year.

   e) Staff Meals – Matt Rowe reported that the changes to the meal cards had gone well and the new for credit card payment had attracted more business, resulting in less time spent cashing up. Michael Wilson noted that the food was sometimes not very hot. The Operations Manager said that it would be helpful to hear of any problems on the day so that they could be more easily rectified.

   f) Catering Assistants’ Uniform - Karoly asked if the uniform provided for the Catering Assistants (a waistcoat) could be reviewed, noting that the Kitchen Porters were provided with a full uniform. It was agreed this could be considered, possibly taking into account the planned changes to the Servery décor. Action: Operations Manager/Matt Rowe.

   g) Staff photograph – there was a suggestion to organise a new staff photograph, possibly after the after the Servery and Borradaile Room upgrade. It was noted that the last staff photograph was taken as part of the College’s 125th Anniversary celebrations. Action: Operations Manager/HR Officer.

8. Date of the next Meeting
   The next meeting will be held in the College Office Meeting Room at 10.30 am on Wednesday 9 May 2018.