

CONFIDENTIAL

GENERAL COLLEGE MEETING
Friday 1 December 2017 at 9.15 a.m. in the Munro Room
MINUTES

OBSERVERS: Dr Walker and Dr I Patterson

JUNIOR MEMBERS: Miss Whitehead

IN ATTENDANCE: Mrs S Pope (note-taker)

The Governing Body fell silent in memory of Professor Peter Spufford who died on 12 November 2017.

UNRESERVED BUSINESS

I UNRESERVED MINUTES of the College Meeting held on 8 November 2017

The Unreserved Minutes of the College Meeting held on 8 November 2017 were approved.

II MATTERS ARISING

There were no matters arising.

III COLLEGE OFFICERS' AND FELLOWS' BUSINESS

1. Dr Kelly reported on a meeting of the Prevent Committee during which the Committee met with the South East regional support coordinator, and outlined the way he will interface with the College.

Dr McPherson joined the meeting

Prof Seshia joined the meeting

2. Dr Walker updated the Governing Body on the various maintenance projects. The re-roofing project in Old Court is going well, and despite a delay caused by the re-building of one of the tall chimney stacks, he remained confident that the scaffolding will come down next term and that the site will be fully restored by the end of next term.

Dr Baxendine joined the meeting.

The Old Hall re-lighting and PA system works have been completed and will be put to test for the Smith Feast. Dr Walker added that, in addition to the PA system, a hearing loop had also been installed for the benefit of those who wear hearing aids.

3. Revd Harling reminded the Governing Body of the Staff Carol Service taking place on Tuesday 5th December, to which all Fellows were welcome to attend.

IV CHRISTMAS CLOSURE

The Governing Body approved the proposal to close the Porters' Lodge and keep locked all gates to the College from 2000hrs on Sunday 24 December 2017 until 0800hrs on Wednesday 27 December 2017 inclusive.

From 0800hrs on Wednesday 27 December until 2000hrs Sunday 31 December inclusive, the Porters' Lodge will be open. At 2000hrs on Sunday 31 December the Porters' Lodge will be closed and will re-open at 0800hrs on Monday 1 January. The gates would remain accessible via the University Card.

The Housekeeping Department's last working day will be Thursday 21 December 2017, returning to work on Tuesday 2 January 2018. This applies to the main site and outside properties.

V APPEALS & DONATIONS COMMITTEE (CM3715)

CM3715 was introduced by Dr Brendon. The Governing Body approved the recommendations contained within CM3715.

VI SAFETY OFFICER: Safety Committee Annual Report 2016/2017 (CM3716)

Prof Fentiman introduced CM3716. He felt that the report was comprehensive and no questions were raised.

The President praised the efforts of the safety team for their thorough report.

Dr Walker informed the Governing Body that a serious accident had occurred in College during the previous week, resulting in the accident having to be reported to the College's insurers as well as the Health and Safety Executive.

VII QUEENS' COLLEGE LIBRARY AND ARCHIVE COMMITTEE – MINUTES OF THE MEETING HELD ON 20 OCTOBER 2017

Dr Patterson drew attention to Minute 8 - the cataloguing of David Hughes pamphlet collection, noting his thanks to David Radcliffe and Dr Eggington for their efforts.

He also drew attention to Minute 9 – the arrival of the Bruce Cleave collection which involved a bequest of 5,000 theatre books, and a further donation from Lady McNaughton. This means the College has a collection of theatre books and archives of considerable value, magnitude and interest, but no suitable space to access the collection. It is hoped in future it will be possible to catalogue and display this unique collection.

VIII ANALYSIS OF SUBJECTS AND STUDENT NUMBERS 2017/2018 (CM3712)

Dr Kelly summarised the findings in CM3712, noting his thanks to the staff in the Tutorial Office for collating this information.

IX QUEENS' PRIZE FOR OUTSTANDING CONTRIBUTION TO COLLEGE EDUCATION (CM3711)

Dr Kelly introduced CM3711. The Governing Body noted its congratulations to Dr Campbell and Prof Gog.

X UNRESERVED MINUTES OF THE TUTORIAL COMMITTEE MEETING HELD ON 15 NOVEMBER 2017

The Unreserved Minutes of the Tutorial Committee meeting held on 15 November 2017 were noted. Dr Kelly drew particular attention to the issue on the process and criteria for students changing colleges.

XI MINUTES OF THE TEACHING & LEARNING COMMITTEE MEETING HELD ON 14 NOVEMBER 2017

The Minutes of the Teaching & Learning Committee meeting held on 14 November 2017. Dr Kelly expanded on the paragraph about schools liaison.

XII PREVENT ANNUAL RETURN NOVEMBER 2017 (CM3721)

CM3721 was noted – the President added that it is a legal requirement to provide this information to HEFCE.

XIII REPORT OF THE TUTORIAL COMMITTEE: DRUGS AND ALCOHOL POLICY (CM3722)

The President gave some background information as to why the new policy had been drawn up. The Governing Body approved the recommendation to adopt CM3722 as the College's Drugs and Alcohol Policy, and agreed that this is to be published on the College website.

XIV SCHEME FOR THE DISTRIBUTION OF UNIVERSITY TEACHING OFFICERS (UTOs) AMONGST THE COLLEGES

The Scheme for the Distribution of University Teaching Officers amongst the colleges was noted. The President commented that this is the first ever substantial scheme to try to ensure that UTOs are present as Directors of Studies at every undergraduate college. This scheme is now in operation, therefore in future, when a UTO is appointed who does not have a Cambridge college, whether we have the opportunity to make an offer to that UTO will be determined by these rules.

Dr Beresford left the meeting