

MEETING OF THE COUNCIL

MINUTES (UNRESERVED)

2.00pm on Wednesday, 14 June 2023

Domus Room, Old Court

Present (RESEVED): Ms Loretta Minghella (Chair); Dr Andrew Carter; Miss Elizabeth Conder; Professor Maciej Dunajski; Professor Jonathan Goodman; Professor Sian Lazar; Professor Sarah Lockwood; Professor Fred Parker; Professor Oliver Shorttle; and Professor Jacqueline Tasioulas (Senior Tutor).

Present (UNRESERVED): Mr Bjarne Bergh (MCR President); and Ms Sally Edser (UCS President).

In Attendance: Miss Emma Easterbrook (Secretary); Ms Libby Beckett (Schools Liaison Officer) (for Item 3(vi)); Mrs Catherine Reid (Forbes-Mellon Librarian) (up to and including Item 3(iv); for Item 3(iv)); and Mr Graham Ross (Director of Music) (for Item 3(v)).

1. **Apologies**

Professor Jason Carroll; and the Rev'd Dr Mark Smith.

2. **Declarations of Interest**

None.

3. **UNRESERVED**

(i) **Minutes of 2 May 2023**

Approved.

(ii) **Matters Arising**

None.

(iii) **Welcome to the MCR representative**

Council formally welcomed the new MCR President, Mr Bjarne Bergh; and thanked the outgoing MCR President, Ms Jasmin Bath.

(iv) **Forbes-Mellon Library and Archive Annual Report**

The Forbes-Mellon Librarian, Mrs Catherine Reid, circulated the Forbes-Mellon Library and Archive Annual Report to Council.

She noted that overall it had been a successful year for the Library and Archives team. All of the study spaces had been opened following the COVID-19 pandemic and there were high levels of use particularly in the communal areas.

At the end of September 2022 Raphaëlle Goyeau took up the role of (60%) Assistant Librarian (Academic Skills and Project Support), and so staff resourcing had increased from 2.6 FTE to 2.7 FTE. Claire Butlin had reduced her hours to become the Archives Assistant.

Meanwhile, the purchasing process had been restored to pre-COVID-19 pandemic levels and with the increased staffing levels this had enabled the Department to enhance services and to implement new developments. This includes the new Library Collection Policy, which was approved by Council at its last meeting on 2 May 2023. The inductions for Freshers had been developed and there had been good feedback from both the Freshers and their families. Decimal classification had been introduced in order to keep up to date with knowledge and development of subjects. The Forbes-Mellon Librarian had worked with the Assistant Librarian to review academic skills support in collaboration with other college, Faculty, and Departmental libraries. There had also been discussions held with the College's Study Skills Tutors, and there will be discussions with Tutors and Directors of Studies.

Regarding the College Archive a new archive management system has been launched, which includes an online catalogue of historical records. This will be extended to include personal papers. In addition, archives enquiries had restarted in response to the College's departments, external enquiries, genealogy, and house history. The Archives Assistant had transferred the admissions register between 1900 and 1950 to an electronic index.

In terms of finances, the Department had come in within the budget allocated for 2022-23. There will be a levy of £3,704.55 for e-books. Capital expenditure projects in the short and medium-term will include replacement of the Forbes-Mellon Library's roof in 2025, refurbishment of the toilets to include an accessible toilet, and also the Lipstein room to bring it up to date for modern group working.

Going forward students continue to request group study space. The new River Café will be an additional space for working from Michaelmas 2023. The Department is withdrawing books from the collection to make space for new items. However, there is a lack of archive space for the College's departmental records. Next year the Fellows' Library books will be returning to the Fellows'

Library and there will be a review of what services will be offered. These issues will be discussed at future meetings of the Library Committee.

***Decision:** Council approved of the College's books, which are on permanent loan to the Faculty of Divinity, being moved to the University Library.*

The FML Librarian formally thanked the Senior Tutor, the Library Team, the UCS and MCR representatives, the Library Committee, the other departments, and the students for their support. Council formally thanked the FML Librarian and her team for their hard work throughout the year.

(v) **Choir Committee Annual Report**

The Director of Music circulated two papers: the Choir Annual Report 2022-23; and the Choir Tour Fund 2022-23. These papers had also been presented at the last meeting of the Governing Body on 12 June 2022.

This year had been particularly busy as a result of the 50th anniversary celebrations for women at Clare. There had been an increased number of services, and four new commissions had been premiered. There had been two tours during Easter including one to the USA, and a short tour to Denmark last year. Going forward, the Choir will potentially tour during the Christmas and summer vacations, but will not tour in the Easter vacation.

Regarding the Choir Tour Fund this will be discussed further at the next meeting of the Finance Committee on 6 July 2023. However, it was noted that a generous benefactor had covered the cost of a particular event for the 50th Anniversary.

Council formally thanked the Director of Music for his work.

(vi) **Schools Liaison Programme**

The Schools Liaison Officer circulated the Schools Liaison Programme Report to Council.

She noted that 800 school students had visited the College either as individual schools or within groups. There had been 37 residents from the STEMsmart programme. Regarding online attendance it was difficult to know how many have made applications to the College. However, 1,750 students had joined online for interview support, webinars, and other sessions. This summer there

will be a further 20 students from the STEMSmart programme staying in the College. These students will be provided with mentoring and supervisions. In March there had been Teacher Days for approximately 35 teachers. There had also been an information evening held for all offer holders. An enhancement scheme had been run at the College with Fellows, Staff, postgraduate supervisors and undergraduate ambassadors all contributing to the event.

Next year there will be an additional member of staff, who will work with both teachers and students. Future aims will include working on more evaluation, and more contact with linked areas using hub school events. Regarding this year's data collection, it was noted that out of 18 residential students 8 had applied to Cambridge.

Finally, regarding the Admissions interviews for next year the majority of Cambridge colleges will continue to interview online with six colleges reverting to interviewing in-person/hybrid.

Council formally thanked the Schools Liaison Officer for her hard work.

Actions:

- *SLO to send an e-mail to all Fellows requesting assistance with outreach in addition to targeting specific Fellows.*
- *Strategic Vision Group to review and consider postgraduate outreach.*

(vii) **Council Committees**

The Council formally appointed the College Committees as set out in the paper circulated to Council.

(viii) **[OIA 2022 Annual Statement for Clare College](#)**

Council formally noted the Office of the Independent Adjudicator's Annual Statement for Clare College.

(ix) **Clare May Event 2023**

The Assistant Bursar circulated the general Risk Assessment and Fire Risk Assessment to Council. The Senior Tutor noted that going forward the College will provide the infrastructure for the students whilst the students will focus on the entertainment, music, and theme.

(x) **Minutes of College Committees:** for note only.

- a. **OCIG:** 29 March 2023 (DRAFT); 1 March 2023; and 1 February 2023.

b. *Computer Committee*: 13 March 2023

(xi) **Any Other Business**

- a. Blue Plaque: The Assistant Bursar circulated four documents updating Council regarding the blue plaque to be displayed at Clare St Regis. This would celebrate Richarda Morrow-Tait (1923 – 1982), the first woman to fly around the world . Council had previously approved the blue plaque at its meeting on 11 October 2021.

Decision: Council approved of the College being the nominated institution registering the new gladiolus to be named after Richarda’s airplane, ‘Thursday’s Child’.

4. **RESERVED**

Thursday, 6 July 2023 (joint with
Finance Committee)

Monday, 9 October 2023

Monday, 13 November 2023

Monday, 20 November 2023 (joint with
Finance Committee)

Monday, 22 January 2024

Monday, 26 February 2024

Monday, 29 April 2024

Wednesday, 12 June 2024

Thursday, 4 July 2024 (Master’s Lodge)

Distribution (Council Reserved): Ms Loretta Minghella (Chair); Professor Jason Carroll; Dr Andrew Carter; Miss Elizabeth Conder; Professor Maciej Dunajski; Professor Jonathan Goodman; Professor Sian Lazar; Professor Sarah Lockwood; Professor Fred Parker; Professor Oliver Shorttle; The Rev’d Dr Mark Smith; Professor Jacqueline Tasioulas (Senior Tutor); and the Governing Body.

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In Attendance: Miss Emma Easterbrook (Secretary); Ms Libby Beckett (Schools Liaison Officer); Mrs Catherine Reid (Forbes-Mellon Librarian); and Mr Graham Ross (Director of Music).

Emma Easterbrook

19 June 2023