

# MEETING OF THE COUNCIL

## MINUTES (UNRESERVED)

2.00pm on Monday, 11 October 2021

Elton and Bowring Room, Clare College

**Present (Reserved):** Ms Loretta Minghella (Chair); Mr David Ball; Professor Jason Carroll; Dr Andrew Carter; Professor Maciej Dunajski; Professor Jonathan Goodman; Professor Howard Griffiths; Professor Sian Lazar; Professor Fred Parker; Professor Oliver Shorttle; The Rev'd Dr Mark Smith; and Professor Jacqueline Tasioulas (Senior Tutor).

**Present (Unreserved):** Ms Lily Rafalin (UCS President).

**In Attendance:** Miss Emma Easterbrook (Secretary); Professor Simon Franklin (President of the Fellowship); and Mr Paul McCarthy (Development Director).

1. **Apologies**

None.

2. **Declarations of Interest**

None.

3. **UNRESERVED**

(i) **Welcome to new members**

Council formally welcomed the Master, and the Bursar.

(ii) **Minutes of 8 July 2021**

Approved.

(iii) **Matters Arising**

None.

(iv) **Admissions 2020-21**

The Admissions Tutor circulated the Admissions Analysis Report to the Council. Thanks were formally noted for the staff in the Tutorial/Admissions Office.

*Report on Admissions Round 2020-21:* The College had received a record number of 946 applications, had made 147 offers, and had accepted 133 undergraduates for 2021-22. These students overall include proportions of 68.1% were from state schools, which was consistent with the OfS target. Regarding the specific OfS target categories (POLAR4, Quintile 1 and 2) the College achieved 9% for POLAR4 (and the target was 13.3%); and for IMD the College achieved 18% (and the target was 17.2%). The target 50:50 balance between arts and sciences slightly favoured the arts this year. The majority of offer holders achieved their offer grades, which

then gave the College very little flexibility in relieving those who had just missed their offer. Additional widening participation candidates were not sought through the adjustment scheme. The A-level process was affected by the COVID-19 pandemic. Post-offer, a disproportionate number of students in the POLAR4 group did not take up their offers.

The importance of the winter pool was emphasised for both widening participation and ensuring academic excellence. The Council re-affirmed that all subjects need to compare their applicants with the university cohort of applicants. The mechanism of pooling-with-tag is an effective way of ensuring comparability.

All Admissions interviews will be virtual this year again. The format for future years was under discussion. The Admissions Tutors will review how to engage with and support applicants regarding access and outreach including visits to Cambridge and mentoring. The College had already committed to the STEM Smart scheme.

- a. **Open Days 2020-21:** Regarding Open Days and graduate recruitment there were virtual Open Days in July and September with 120 and 126 registering for them respectively. A number of Taster Days were also run and an Admissions website with YouTube videos of talks and introductions had been very successful.

(v) **Clare Garden Party 2021**

The Senior Tutor formally congratulated the President, Ethan Pratt; and the Vice-President, George Baker, on their hard work. The excellent organisation had been recognised by the Cambridge City Council and the police. Council formally gave permission to hold a similar event in June 2022.

(vi) **Freshers' Week 2021**

The Senior Tutor formally thanked the UCS and MCR Committees for their hard work for creating successful Freshers' Weeks.

(vii) **Register of Interests 2021-22**

The Secretary had sent out the annual email together with the Register of Interests 2021-22 form to be completed by the Trustees.

(viii) **College website**

The Working Group (College website) had approached five companies to redesign the College website. Three had sent in proposals. The working group favoured two of these: Contra, which has designed the Downing, Sidney, Jesus, Wolfson and Caius websites, and Mobas, which has designed Lucy Cavendish and Girton websites. The cost will depend on exactly what work is specified but it is anticipated that it will cost approximately £40,000. The working group plans to develop discussions with Mobas and Contra to obtain more detailed proposals. It is hoped that the College will be in a position to sign a contract with one of them later this term, with a view to introducing a new website design as early as

possible in the New Year. A further report will be presented to Council at its next meeting on 15 November 2021 including a proposal on how to keep the website updated, feedback from other colleges, and branding.

Council approved this plan and agreed to recommend the process to the Finance Committee. It was also agreed that student representatives will be invited to join the working group.

(ix) **College Committees and Membership**

The updated paper on College Committees and Membership was circulated to Council. This included change of titles for members where relevant. Regarding the membership of the Choir Committee the importance of student representation was highlighted. The chair, Professor Douglas Hedley, would be invited to make a recommendation to Council for its next meeting on 15 November regarding student representatives.

(x) **Clare College Water Management Policy**

The Bursar circulated the updated Clare College Water Management Policy. Council formally approved it and it will be circulated to all Heads of Departments.

(xi) **Proposal for blue plaque at Clare St Regis**

The Assistant Bursar, Miss Emma Easterbrook, circulated a proposal for a blue plaque to be displayed at Clare St Regis. This would celebrate Richarda Morrow-Tait, the first woman to fly around the world in 1948-49. Council formally approved of the proposal in principle subject to the next steps required by Cambridge Past, Present and Future who managed the blue plaque scheme in Cambridge being suitably fulfilled.

(xii) **Any Other Business**

- a. *Standing Committee*: This had been disbanded as the need to have an emergency committee in response to COVID-19 was no longer required.
- b. *Clare Rent Strike*: The Master had received a letter from Clare Rent Strike.

4. **RESERVED**

5. **Next Meetings**: All are at 2.00pm in the Elton & Bowring Room

Monday, 15 November 2021	Monday, 28 February 2022
Monday, 23 November 2021 (joint with Finance Committee)	Tuesday, 3 May 2022
Monday, 24 January 2022	Wednesday, 15 June 2022
	Thursday, 7 July 2022

**Distribution (Reserved)**: Ms Loretta Minghella (Chair); Mr David Ball; Professor Jason Carroll; Dr Andrew Carter; Professor Maciej Dunajski; Professor Jonathan Goodman; Professor Howard Griffiths; Professor Sian Lazar; Professor Fred Parker; Professor Oliver Shorttle; The Rev'd Dr Mark Smith; Professor Jacqueline Tasioulas (Senior Tutor); and the Governing Body.

**Distribution (Unreserved):** Ms Samantha Mason (MCR President); and Ms Lily Rafalin (UCS President).

**In Attendance:** Miss Emma Easterbrook (Secretary); Professor Simon Franklin (President of the Fellowship); and Mr Paul McCarthy (Development Director).

**Emma Easterbrook**

**12 October 2021**