

MEETING OF THE COUNCIL

MINUTES (UNRESERVED)

2.00pm on Wednesday, 15 June 2022

Elton and Bowring Room, Old Court

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 Jasmin Bath (MCR President); and Mr Vithusan Kuganathan (UCS President).

In Attendance: Miss Emma Easterbrook (Secretary); Ms Libby Beckett (Schools Liaison Officer) (up to and including Item 3(v); for Item 3(v)); 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(vi)).

1. **Apologies**

None.

2. **Declarations of Interest**

None.

3. **UNRESERVED**

(i) **Minutes of 3 May 2022**

Approved.

(ii) **Matters Arising**

- a. **Item 3(ii), a., Clare Garden Party:** Clare Garden Party Limited had been dissolved and HMRC had been notified. The majority of contracts had been signed and the Deputy Financial Bursar, Mrs Rebecca Willatt, is now a signatory on the bank account.
- b. **Item 3(iv), Clare Actors:** The College had granted a small loan to Clare Actors as they had not been successful in accessing their bank account due to a change in signatories. Council recommended that a member of Bursary become a signatory on the bank account for Clare Actors and any other Clare College clubs and societies in a similar position to ensure access to bank accounts continued from year to year. This is similar to the University's requirement for clubs and societies to have a Senior Treasurer.

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

Council formally welcomed the new MCR President, Ms Jasmin Bath; and thanked the outgoing MCR President, Ms Samantha Mason.

(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.

The College Library had now returned to almost full seating capacity following the COVID-19 pandemic. The opening hours had been extended gradually and for this Easter term are 8.00am to midnight daily. Staff had returned to work in-person following a period of working socially distanced and working from home in order to maintain services.

Regarding staff, Mr Jonathan Smith had been appointed as College Archivist in December 2021. Ms Claire Butlin will reduce her hours to work solely in the Archives from October 2022 as Archives Assistant. The FML Librarian formally thanked her for her service over the last ten years as Library and Archives Assistant. There had been a review of staffing and a new post had been created for Assistant Librarian (Academic Skills and Project Support).

The FML had returned to a level of acquiring approximately 100,000 printed books per year and continued to withdraw approximately 700 per year. There will need to be a larger scale withdrawal in future as opposed to increasing space. Loan of printed books had increased but were still lower than pre-pandemic. Students had been provided with a large number of electronic resources during the pandemic and this will continue into at least the near future. Budgets for both print books and electronic resources were being reviewed. Meanwhile, the Library was working with the IT Department to ensure computer spaces, printing and software will be available following a UIS review and reduction in their services. As usual space within the Library will be available for graduates over the summer.

It was anticipated that the collections will return to the Fellows' Library in Easter vacation 2023. The Fellows' Library will be upgraded which will include CCTV and monitoring of environmental conditions.

The Archives had been closed except for urgent and straightforward alumni enquiries but following the appointment of the new College Archivist it was open for research enquiries, to support Departments, and there will be a publicly available catalogue.

The FML Librarian formally thanked the Senior Tutor, the Head Porter, the Library Team, the UCS and MCR representatives, the Library Committee, the Fellows' Librarian, the Honorary Archivist, and the students for their support. Council formally thanked the FML Librarian and her team for their hard work throughout the year.

(v) **Schools Liaison Programme**

The Schools Liaison Officer circulated the Schools Liaison Programme Report and STEM Smart Report to Council.

The Schools Liaison Officer reported that she had joined the College at the end of August 2021 when events were still online as a result of the COVID-19 pandemic, and the Schools Liaison Programme also had to work within the limitation of the Old Court project. At present it was a hybrid Programme with online and in-person events. There had been a number of day visits from the College's link areas (Coventry, Warwickshire, Hackney and Tower Hamlets); and the College had hosted a number of school visits with a mix of ages from Primary School upwards. There had been support provided by Fellows and by 40 student ambassadors. Visits have included subject taster days, tours of the College, Q&A sessions, and Personal Statement workshops. The Programme has also worked in partnership with other charitable organisations including the Roche Court Educational Trust, the Neale Wade Academy, IntoUniversity and the Tower Hamlets Education Business Partnership.

This was the first year where the College had engaged with ClickCambridge, the University's flagship outreach programme for high-ability Bangladeshi, Pakistani and Arab (BPA) students, who remain under-represented at the University. The other new programme has been STEM Smart, also run in conjunction with the University and aimed at improving academic attainment for Year 12s from disadvantaged backgrounds, who will be applying to high-tariff universities including Cambridge. The students will be attending a residential in the College and have received supervisions throughout the year.

The Schools Liaison Programme will continue to work with students from all disadvantaged backgrounds as well as continuing to engage with targeted programmes. Feedback and surveys will provide some data on the success of the Programme. Of particular interest will be the number of applications to Cambridge received from link areas.

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

(vi) **Choir Committee Annual Report**

The Director of Music circulated two papers: the Choir Annual Report 2021-22; and the Choir Tour Fund 2021-22. These papers had also been presented at the last meeting of the Governing Body on 13 June 2022. The current membership of the Choir consisted of 18 current Clare students, three Clare staff members and 9 non-members.

The Choir was glad to welcome back congregations and concerts following the COVID-19 pandemic. There had been two tours overseas, to Iceland and Denmark, and in Chapel work had included support for that of lesser known composers. An album with music by Vaughan Williams will be released this Friday, and another album of Icelandic choral music had been released which had been Album of the Week. Other concerts have included a collaboration with the OAE at St John's Chapel, and the Christmas concert at St John's Smith Square. The Choir Alumni Association had held their annual dinner and the Choir had performed for the catch-up graduation services. Throughout the COVID-19 pandemic the Chapel, the Choir, and music had provided support for the College's community.

The Director of Music formally thanked Council; the Senior Tutor; the College Dean; the Choir Committee; the Head of Chapel Office, Mrs Nicola Robertson; the Choir Administrator, Ms Hannah Ambrose; the Choir's agents, IKON Arts; and the Development Director for their support. In addition, the support of Mr John Rutter (1964).

The Council formally thanked the Director of Music for his work. It was agreed that in future the Report would include a headline for each fund in order to provide further detail about the Choir's budget.

(vii) **Council Committees**

The Council formally appointed the membership of the College Committees as set out in the paper circulated to Council. The Chairs of Committees were invited to approach CRAs, who may be interested in joining a College Committee.

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

- a. Computer Committee: 14 March 2022.
- b. OCIG: 9 May 2022 (DRAFT); and 25 April 2022.

(ix) **Any Other Business**

None.

4. **RESERVED**

5. **Date of Next Meeting**

2.00pm on Thursday, 7 July 2022

Elton and Bowring Room

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 Jasmin Bath (MCR President); and Mr Vithusan Kuganathan (UCS President).

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

Emma Easterbrook

17 June 2022