

Duncan McCallum
Deputy Academic Secretary

MEMORANDUM

TO: Secretaries of Faculty Boards and comparable bodies



**UNIVERSITY OF
CAMBRIDGE**

**Academic Division
Education Section**

FROM: Duncan McCallum

2 April 2007

When replying please quote:

Dear Secretary,

Faculty Boards and Reserved Business

1. The purposes of this circular are to remind you of the statutory definition of Reserved Business and to ask you to consider whether the division of your Faculty Board's Agendas is consistent with that definition.
2. Reserved Business is defined by Statute K (*Statutes and Ordinances*, page 74) as follows:

'No person *in statu pupillari* shall be present, whether as a member or otherwise, at a meeting of any body constituted in the University by Statute, or of any other body appointed by such a statutory body, for the discussion of, or decision on, any matter which the Chairman of the meeting declares to be reserved. The following matters shall be reserved:

(a) the employment or promotion, or any matter relating to the employment or promotion, of individuals by the University;

(b) the admission and academic assessment of individuals;

(c) such other matters as may be specified by Statute or Ordinance in respect of any particular body or class of bodies; and

(d) any other matter at the discretion of the Chairman; provided that none of the provisions of this section shall apply to meetings of the Regent House for discussion, to Congregations of the Regent House, or to meetings of any court constituted by or under Statute B, VI. Service as a member of a Board, Syndicate, or other body shall be deemed not to be employment for the purpose of subsection (a); nevertheless, appointments, nominations for appointment, or cooptations of persons to serve as members of Boards, Syndicates, or other bodies may be reserved under subsection (c) or (d). In any case of doubt, the Chairman shall decide whether an item of business is reserved and the Chairman's decision shall be final. No person *in statu pupillari* shall receive papers relating to any item of reserved business, except that members of any body constituted by Statute, or of any body appointed by such a statutory body, who are *in statu pupillari* may, if the statutory body so decides, receive minutes of the decisions taken on reserved business.'

Various matters may also be Reserved by Ordinance.

3. The Minutes of meetings of certain Faculty Boards suggest that, for whatever reason, items are discussed under Reserved Business but appear to fall outwith that category.

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(It may, of course, be that the Chairman has exercised the discretion to which the Statute refers – although that is not generally obvious from the Minutes.) Examples include: general reports from External Examiners; discussions of general resource and financial matters, and of fundraising activities; General Board Full, and Teaching and Learning, Reviews; Regulations for prizes; and the Minutes of Teaching Committees.

It does not well serve the interests of Faculty Boards or of their student constituencies if, as appears to be the case for some Faculty Boards, items for which 2(a) – (c) above are clearly not applicable are, nevertheless, treated as Reserved.

4. You will know that, over recent years, formal student representation on the central bodies and their committees (e.g. the Education Committee, the PRC and the RMC) has been introduced. Those bodies restrict, in the main, items of Reserved Business to business in categories a) and b) of the Statute. The student members of those bodies receive all unreserved documents and participate fully in discussion of them. It is anomalous if a central body is considering, as Unreserved Business, items from Faculty Boards with which the student representatives on those Faculty Boards have not been involved.
5. Whatever the outcome of your scrutiny of your Faculty Board's Agenda, the central bodies regard it as an important element in the induction offered to new Faculty Board student representatives for the nature of items considered to be reserved is explained to them.

Duncan McCallum

CC. Academic Secretary
 Administrative Secretary
 Patrick Leonard, Academic Affairs Office, CUSU
 Jacob Head, Undergraduate Student Representative on the General Board