



HUGHES
HALL

UNIVERSITY OF CAMBRIDGE

COLLEGE COUNCIL

Confirmed minutes

Ninety-ninth meeting of College Council 8 December 2020

Via video conference at 4.30pm

{} indicates that this item will be removed prior to publication on the College website.

Present: Dr Anthony Freeling (Chair, President), Prof John Doorbar (Vice-President), Mrs Victoria Espley (Bursar), Ms Nicola Gorringe (MCR President, to item 99.12), Dr Sonia Ilie, Prof Bill Irish, Dr Philip Johnston (Senior Tutor), Dr Tobias Kohn, Dr Corinne Roughley, Prof Ricardo Sabates, Prof Nidhi Singal, Dr Lars Vinx.

In Attendance: Dr Stephen Axford (Director of Strategy and the Bridge), Mr William Conner (Director of Institutional Advancement), Mr Andrew Grieve (Assistant Bursar, for item 99.6), Mrs Wendy Solomou (Secretary).

Apologies: Prof Jonathan Powell (Pro-Vice-President), Miss Anie Vasileva (MCR Secretary).

OPEN BUSINESS

99.1. Introduction

The President welcomed Dr Ilie to her first meeting of Council.

99.1.1. Declarations of interests

There were no declarations of interests.

99.2. Minutes and Matters arising from the Open Business of College Council, of 17 November 2020

99.2.1. Approval of minutes (CC99 01)

The minutes were approved as an accurate record.

99.2.2. College Council action list: Open Business (CC99 02)

[97.7] Equality and diversity – publication of survey results

- Published to the website. Completed.

99.2.3. Matters arising not otherwise on the agenda

There were no other matters arising.

99.3. President's report

The President did not have any matters to report.

99.4. MCR business

The MCR President reported that activity within the committee and the student community had quietened down now that term had ended. The MCR had arranged for 'friendship roulette' (signing up to meet five other people for a walk around the city) to continue over the break.

99.5. COVID-19 update

Dr Roughley reported that the major recent activity had been arranging for COVID-tests (all of which had been negative) and the issue of the relevant certificates so that students could return home for the break. This had imposed a heavy administrative load and she acknowledged the hard work of Tutorial Administrator, Chloe Bevan. The next task would be preparation for the staggered return of students in Lent Term, following advice from the University which was about to be released.

99.6. Hughes Hall website project (CC99 03)

The President welcomed the Assistant Bursar, Mr Grieve, to the meeting to speak to the item.

Approval was sought from Council to engage a web development and design company to develop a new content management system (CMS) for the Hughes Hall website, including the MCR sub domain, as well as new hosting arrangements and a refreshed design (with provision for some new photography).

{[REDACTED]}

Mr Grieve explained that the current website, which had been redeveloped in 2017, needed a radical overhaul: its bespoke implementation was design heavy and relied on high levels of customization. This made it user-unfriendly, inflexible, and unstable. The instability caused by the customization limited the capacity of staff to manage the content and structure of the website.

Mr Grieve gave an overview of the procurement process and the rationale for selecting the web designer recommended to undertake the work. He anticipated that the project would take around four months to complete with a release date aimed for around late March to early April 2021. The project would be led by himself, the Communications Manager, and the Web Fellow, with input from the IT Manager. The MCR would provide input to development of the MCR sub domain.

In response to questions Dr Grieve said that content and structure would be updated, but that the design template would not change. The aim would be to implement a system that would allow the website to be maintained and updated independently of external developers.

Council approved the proposal.

99.7. Prevent: Hughes Hall Report to Office for Students for 2019-20 (CC99 04)

Council received the Prevent annual accountability statement.

In response to a question the Senior Tutor explained that the ellipses on page 2 represented the redaction of sections that had contained personal information that could lead to the identification of an individual: the full details had been included in the statement to the Office for Students. He also explained that the case studies were required to demonstrate how the College implemented its broader welfare provision to give assurance that Prevent-related cases would similarly be identified and managed.

99.8. Admissions

99.8.1. Admissions Committee report to Council (CC99 05a)

Council received the Admissions Committee's report, noting that student numbers were higher than in previous years.

99.8.2.1 Student numbers list for Michaelmas 2020 (CC99 05b)

Council received the student numbers list.

99.9. Equality and diversity

There were no matters to report.

99.10. Possible revisions to the College Agenda 2020-21

There were no proposed revisions to report.

99.11. *Minutes of Committees**

Council received the minutes of the following committees without discussion:

99.11.1. Unconfirmed minutes Admissions Committee, of 24 November 2020 **(CC99 06)**

99.11.2. Unconfirmed minutes Prevent Committee, of 20 November 2020 **(CC99 07)**

99.11.3. Unconfirmed minutes Investments Committee (Open Business), of 5 November 2020 **(CC99 08)**

99.12. Any other Open Business

The Director of Institutional Advancement asked Council to note that there had been a good uptake among students for 'Christmas Carols from the City' taking place on 10 December and encouraged members of Council to register.

End of Open Business WS