



HUGHES HALL  
UNIVERSITY OF CAMBRIDGE

## GOVERNING BODY

### Confirmed Minutes

#### Sixty-second meeting of Governing Body, Wednesday 13 March 2019

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

#### OPEN BUSINESS

**Present:** Dr Anthony Freeling (President, Chair), Mr Mark Anderson, Dr Stephen Axford (Director of Research Translation), Dr Paula Banca, Prof Michael Barrett, Mr William Charnley, Dr Othman Cole, Dr Bart de Nijs, Prof Gishan Dissanaiké, Dr Peter Dudley, Mrs Victoria Espley (Bursar), Dr Markus Gehring (from item 62.3), Prof Emanuele Giovannetti, Dr Fernando Gonzalez-Zalba, Mr Nick Gray, Dr Sara Hennessy, Dr Sarah Hoare, Prof Ian Hodge, Prof Bill Irish, Dr Agnieszka Iwasiewicz-Wabnig, Dr Philip Johnston (Senior Tutor), Dr Arne Jungwirth, Dr Bianca Jupp, Dr Yury Korolev, Dr Alastair Lockhart, Dr Andrew Mackintosh, Prof William Nuttall, Mr Tim Pilkington, Prof Jonathan Powell, Dr Aisling Redmond, Dr Corinne Roughley (from item 62.3), Dr Ricardo Sabates (from item 62.3), Dr Carole Sargent (from item 62.3), Dr Eugene Shwageraus, Dr Jeffrey Skopek, Dr Martin Steinfeld, Dr Andreas Stylianides, Prof Paul Tracey, Dr Suzanne Turner, Dr Lars Vinx (from item 62.3), Prof Rupert Wegerif (from item 62.3), Dr Clive Wells, Dr Jessica White, Dr Vanessa Wong.

**In Attendance:** Mrs Wendy Solomou (College Secretary and Fellowships Manager, Secretary).

**Apologies:** Dr Hilary Burton (Vice-President), Dr Lydia Drumright (Pro-Vice-President), Dr Mark Bale, Mr Martin Coleman, Dr Bernard Devereux, Prof Ming-Qing Du, Dr Danika Hill, Dr Sonia Ilie, Prof Neil Mercer (Senior Independent Fellow), Dr Ajith Parlikad, Dr Kishore Sengupta, Dr Nidhi Singal, Dr Caroline Trotter, Dr Nigel Yandell.

**On leave:** Dr Heather Blackmore, Prof James Kaufman, Dr Jacob Stegenga.

**Absent:** Dr Stephen Cave, Prof John Doorbar.

#### 62.1. Introduction

##### 62.1.1. Welcome

The President welcomed Dr Wong to her first meeting of Governing Body. He also thanked Dr Jupp, who was attending her last meeting of Governing Body, for her contribution to the College during her five years as Research Fellow.

##### 62.1.2. Declarations of Interests (Open Business)

There were no declarations of interests.

## **62.2. Minutes and Matters arising from the Open Business of the Sixty-first meeting of Governing Body, 28 November 2018**

### **62.2.1. Approval of minutes (GB62 01)**

The minutes were approved as an accurate record.

### **62.2.2. Matters arising**

There were no Matters arising.

### **62.3. {[REDACTED]}**

### **62.4. President's Report**

The President reported the following:

- **{[REDACTED]}**
- **Lucy Cavendish College** - had announced that from 2021 it would become a mixed and standard-age college. This should benefit both the number and the gender balance of undergraduates at Hughes Hall and the two other mature-undergraduate colleges.
- **Boat Club** – The four crews, two men's and two women's, had performed very well in the Lent Bumps. The women's first boat had won its oars in this their second year of not sharing a boat with Lucy Cavendish students.
- **Academic** – Lent had been a busy term and tutors had dealt with a number of fitness-to-study issues. On behalf of Governing Body the President gave a vote of thanks to the tutorial and academic side.

### **62.5. Annual report from the MCR President (GB62 03)**

Governing Body received the annual report of the MCR President, in which he expressed thanks on behalf of the MCR to all the different departments in College for their support and openness during discussions throughout the year. He also personally thanked the Bursar and the Senior Tutor for their support.

The President informed Governing Body that Dr Ilie, Honorary MCR Senior Treasurer, had examined the accounting records kept by the MCR Treasurer and that her full report would be submitted to Council. In brief, she considered the accounting records and the allocation of funds to have been carefully managed. The President thanked Dr Ilie and also expressed Governing Body's gratitude to the MCR Committee.

### **62.6. \*\*\*Amendments to Ordinances (GB62 04)**

Governing Body approved the Governance Committee's recommendation for amendments to Ordinances as given in Appendix A to the minutes.

### **62.7. Management accounts update (GB62 05)**

The Bursar presented management accounts for the six months to 31 January 2019 and noted that the current forecast outturn showed a greater surplus than was originally forecast. She explained that the increase in forecast income was mainly due to a rise in the level of summer school bookings for 2019 and an increase in the University's estimate of the per capita graduate fee in its most recent update.

### **62.8. Any other Open Business**

There was no other Open Business.

End of Open Business WS 13/03/2019

## Appendix A: Amendments to Ordinances approved

### Ordinance [A,VII,1] Composition of Council

#### Constitution

1. For the purposes of Statute [I,6], and to achieve a balance of membership in categories (b) to (d) in favour of members who do not hold Offices or Posts named on the Governance List under Ordinance [A,I,10], the Council shall be composed of:
  - (a) the President, serving *ex officio*;
  - (b) the Vice-President, the Pro-Vice-President, the Senior Tutor, the Bursar, the Director of Research Translation and the Development Director, serving *ex officio*;
  - (c) the Senior Tutor, the Bursar, the Director of Research Translation and the Development Director, serving *ex officio*;
  - (d) six further Fellows elected by and from the members of the Governing Body, of whom at any time only one Fellow may be a person holding an Office or Post named on the Governance List under Ordinance [A,I,10];
  - (e) the President and Secretary of the MCR; provided that each Officer may nominate another Student to attend a particular meeting of the Council in his or her place.

### Ordinance [D,III] Prevent Committee

12. The Prevent Committee shall support the Senior Tutor in enacting the Prevent strategy agreed by Governing Body, with particular respect to:
  - (a) Ongoing implementation of the strategy in general;
  - (b) Ensuring good lines of communication and reporting;
  - (c) Monitoring of events and speakers;
  - (d) Monitoring individuals;
  - (e) Ensuring good lines of communications and reporting;
  - (f) Training of new staff and occasional refresher training for all staff;
  - (g) Disseminating Prevent policy and practice to the student body.
13. The Prevent Committee shall receive a copy of the Senior Tutor's annual report to HEFCE the Office for Students (OfS).

## Ordinance [B,IV] Finance Committee

### Remit

3. The Committee shall have responsibility to the Council for **managing** **overseeing** the financial **affairs** management of the College **and any of its subsidiaries and associated entities**, including in the long-term, and for all aspects of financial policy and systems, in particular:
  - (a) financial strategy and policy;
  - (b) assessment of potential financial risks and setting parameters for College exposure thereto;
  - (c) compliance with financial regulation and reporting standards;
  - (d) accounting and budgets;
  - (e) financial planning and resource management, including human resources;
  - (f) project management (monitoring the planning, implementation and progress against plan) for approved capital expenditure in excess of £20,000;
  - (g) application and development of suitable procedures for financial reporting and control.
4. It shall be the responsibility of the Committee to ensure that:
  - (a) the College receives value for money in its expenditures;
  - (b) committees and Officers are provided with suitable financial information in a timely manner, to support the formulation and implementation of College policy;
  - (c) members of the Governing Body, as the College Trustees, are enabled to understand fully the financial position and activities of the College and to make informed judgements and decisions;**
  - (d) appropriate financial Key Performance Indicators (KPIs) are set and reviewed on a regular basis.**

### Accounting

5. for the purposes of accounting and budgets, the Committee shall:
  - (a) recommend accounting policy **and standards**, which shall be reviewed annually by the Council and the Governing Body;
  - (b) put in place appropriate systems and processes for the preparation of accounts;
  - (c) in the Easter Term, recommend the annual departmental budgets and targets, for income and expenditure and any associated capital expenditure, to accord with financial strategy and policy;
  - (d) approve any in-year budget adjustments;
  - (e) review actual financial performance by departments against previous years' budgets and targets;
  - (f) **review and advise on the** preparation and publication either internally or externally, as appropriate, **of** suitable reports and sets of accounts, including regular management accounts and formal annual accounts.

### *College operations*

8. The Committee shall advise the Council Bursar on, and arrange on behalf of the Council:
  - (a) suitable insurance provision for the College;
  - (b) the appointment of College bankers;
  - (c) the appointment of any other College advisor on matters falling within the remit of the Committee, as required from time to time.

### **Ordinance [C,IV,12] Director of Research**

#### *Director of Research*

12. The Honorary Director of Research shall be a Fellow in Classes A-G and shall be responsible to the Council for promoting the importance of research amongst College membership.

### **Ordinance [A,V,1-2] Governing Body calendar**

#### *Calendar*

1. For the purposes of Statute [II,2], the Governing Body shall hold at least one meeting during each Term, and shall normally hold four six meetings in each academic year.
2. An Audit Meeting under Statute [II,3] shall be held during the Michaelmas Term on some suitable date prior to the publication of the annual College accounts. Three further meetings shall be held, one in Michaelmas Term, and two others, normally in the last week of Full Term in Lent and Easter Terms.

### **Ordinance [B,VIII,11] Financial regulations**

11. A file of all financial Regulations shall be maintained in a suitable physical and/or digital location, identifying:
  - (a) trusts for special purposes of the College, i.e. funds falling within categories [56 (b)], [56(d)] or [56(f)]; and
  - (b) designated funds, i.e. funds that are not special trusts but form part of the corporate property of the College, separately earmarked by the Council, as a matter of administrative convenience, for expenditure on stated purposes within its general charitable purposes.