



HUGHES HALL  
UNIVERSITY OF CAMBRIDGE

## GOVERNING BODY

### Confirmed Minutes

#### Sixty-first meeting of Governing Body, 28 November 2018

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

#### OPEN BUSINESS

**Present:** Dr Anthony Freeling (President, Chair), Dr Hilary Burton (Vice-President), Dr Lydia Drumright (Pro-Vice-President, from item 61.3.1), Mr Mark Anderson, Dr Stephen Axford (Director of Research Translation), Dr Paula Banca, Dr Othman Cole, Dr Bart de Nijs (from item 61.2.1), Dr Bernard Devereux, Prof Gishan Dissanaika (from item 61.2.2.1), Dr Peter Dudley, Mrs Victoria Espley (Bursar), Dr Markus Gehring, Prof Emanuele Giovannetti, Dr Sara Hennessy, Dr Sarah Hoare (from item 61.3.1), Dr Agnieszka Iwasiewicz-Wabnig, Dr Philip Johnston (Senior Tutor), Dr Arne Jungwirth, Dr Alastair Lockhart, Dr Andrew Mackintosh, Prof William Nuttall, Dr Ajith Parlikad (from item 61.3.1), Prof Jonathan Powell, Dr Corinne Roughley, Dr Ricardo Sabates, Dr Carole Sargent, Dr Eugene Shwageraus, Dr Martin Steinfeld, Prof Paul Tracey, Dr Caroline Trotter, Dr Lars Vinx, Dr Clive Wells, Dr Jessica White (from item 61.6.1).

**In Attendance:** Prof Neil Mercer (Senior Independent Fellow), Mrs Wendy Solomou (College Secretary and Fellowships Manager, Secretary), Suzanne Goldsmith (Audit Manager, Price Bailey Chartered Accountants (from item 61.3.1 to item 61.3.8 ).

**Apologies:** Dr Mark Bale, Prof Michael Barrett, Mr William Charnley, Mr Martin Coleman, Prof Ming-Qing Du, Dr Fernando Gonzalez-Zalba, Mr Nick Gray, Dr Danika Hill, Prof Ian Hodge, Dr Sonia Ilie, Prof Bill Irish, Dr Bianca Jupp, Prof James Kaufman, Dr Yury Korolev, Ms Lena Milosevic (Development Director), Mr Tim Pilkington, Dr Aisling Redmond, Dr Kishore Sengupta, Dr Nidhi Singal, Dr Jeffrey Skopek, Dr Andreas Stylianides, Prof Rupert Wegerif, Dr Vanessa Wong, Dr Nigel Yandell.

**On leave:** Dr Heather Blackmore, Dr Jacob Stegenga.

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

#### 61.1. Introduction

##### 61.1.1. Welcome

The President welcomed everyone to the audit meeting of Governing Body and informed them that the Audit Manager, Suzanne Goldsmith, of Price Bailey Chartered Accountants would be joining the meeting.

### **61.1.2. Declarations of Interests (Open Business)**

There were no declarations of interests.

## **61.2. Minutes and Matters arising from the Open Business of the Sixtieth meeting of Governing Body, 31 October 2018**

### **61.2.1. Approval of minutes (GB61 01)**

The minutes were approved as an accurate record.

### **61.2.2. Matters arising**

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

## **61.3. Annual report and accounts**

The Bursar briefly outlined the audit process before welcoming Audit Manager, Suzanne Goldsmith, of Price Bailey to the meeting, and giving apologies for Partner, Helena Wilkinson, who was unable to attend.

### **61.3.1. Management letter to trustees following the audit to 31 July 2018: For information (GB61 02)**

Ms Goldsmith went through the key points of the Management letter to trustees. She confirmed that areas highlighted during the audit as requiring attention had all been addressed and that all matters arising from the previous year's audit had been resolved.

The President thanked the auditors and congratulated the Bursar and her team for achieving a clean audit.

### **61.3.2. Bursar's introduction to the accounts (GB61 03)**

The Bursar's paper gave a comprehensive explanation of the distinction between financial and management reporting, and showed how the management accounts reconciled to the financial accounts presented in the standard format of Cambridge Colleges.

In response to questions she confirmed that the pension provisions item ('creditors: amount falling due after more than one year', on page 23) was in respect of the historic liability of a scheme no longer open to new members, and that there had been a revaluation of buildings in 2014.

### **61.3.3. Audit Committee minutes, of Friday 26 October 2018 (GB61 04)**

Governing Body received the unconfirmed minutes of the Audit Committee meeting of 26 October 2018 at which the RCCA accounts had been presented and discussed. The President reported that the minutes had since been confirmed.

In response to a question the Bursar explained that the Elizabeth Phillips Hughes Hall Company, which was currently dormant, would be revived as the trading subsidiary company referred to in minute 4.c.

### **61.3.4. Audited RCCA accounts of Hughes Hall 2017-18 (GB61 05)**

Fellows had been requested to send any questions on points of detail to the Bursar ahead of the meeting. Two minor corrections were reported during the meeting:

Page 5. Correct 'outstanding young academics' to 'outstanding academics'.

Page 7. The Senior Tutor said that he would give the Bursar a small correction to the value of scholarships and prizes.

Governing Body approved the RCCA accounts of Hughes Hall, subject to making the two corrections.

[Post meeting note: Page 7, Scholarships – changed from £172,926 to £172,376; Prizes – changed from £7,633 to £8,183.]

### **61.3.5. Audited accounts of Hughes Hall Limited 2017-18 (GB61 06)**

Governing Body received and approved the accounts of Hughes Hall Limited.

### **61.3.6. Audited accounts of Elizabeth Phillips Hughes Hall Limited 2017-18 (GB61 07)**

Governing Body received and approved the accounts of Elizabeth Phillips Hughes Hall Limited.

### **61.3.7. Draft accounts of Hughes Hall (Hong Kong) Limited (GB61 08a and 08b)**

Governing Body received the audited accounts of Hughes Hall (Hong Kong) Limited for the twelve months ending 31 December 2017 and the draft accounts for the seven months ending 31 July 2018 (to bring the year-end date in line with that of the parent company). The Bursar explained that the accounts were included in the consolidated accounts, but audited in Hong Kong and approved by the directors.

### **61.3.8. Letters of representation (GB61 09)**

Governing Body approved the three letters of representation from the Governing Body to Price Bailey LLP (concerning Hughes Hall, Hughes Hall Limited, and Elizabeth Phillips Hughes Hall Limited), subject to correcting the form of address in the letters from 'Sirs' to the named Partner who had overall responsibility for the audit.

Ms Goldsmith left the meeting at the conclusion of this item.

[Post meeting note: for consistency with the form of address the sign-off was corrected from 'Yours faithfully' to 'Yours sincerely' and 'V Espley' to 'Victoria Espley'.]

#### **61.3.9. Auditors' remuneration**

Governing Body approved the audit fees payable to the auditors (given on page 27 of the Hughes Hall RCCA accounts).

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

#### **61.4. President's Report**

The President reported on the following:

- It had been a good term, with a large number of cultural, social and sporting events on offer and the largest increase in student numbers to date: at the division of term the College had more than 800 students (including PhD students writing up, who while no longer paying fees were still students for whom the College needed to make provision). He thanked the Fellows, College Officers and Postholders for their part in integrating the students smoothly into College life.
- An agreement had been signed with the Doris Zimmern Charitable Foundation for a further seven years to support scholarships at The University of Hong Kong for their graduate students and alumni to pursue postgraduate study at Hughes Hall and also to support Visiting Fellowships at Hughes Hall for their postdoctoral fellows and academic staff. He stated his intention to write, on behalf of Governing Body, to thank the donor for his generosity.
- The dinners for Fellows at the President's house (five out of six had been held to date) had been invaluable for allowing people to get to know each better and for the Bridge Director to collect information about Fellows' interests and what they might want from the Bridge and how they might support it.
- Fellows' lunches would be held in the Peter Richards Room on a regular basis starting on 9 January.
- The deadline for PhD admissions was approaching and the President asked that Fellows encourage applicants to consider Hughes Hall as their first choice of college. He reminded Fellows that the strategy had worked well in increasing PhD applicants in the last admissions round.

### **61.5. Prevent Annual Report to Office of Students (GB61 10)**

The Senior Tutor spoke to the annual report and drew attention to the data section requesting the number of welfare cases referred for specialist advice and support in which he had provided an estimate together with the reasons why it had not been possible to provide exact data.

One Fellow expressed the opinion that it was not within the remit of the Office of Students to require data on welfare cases and that indeed in his view the entire approach to Prevent as prescribed by the regulator was concerning. The President reported that the issue was contentious and had raised debate within the collegiate University, but that the proposed approach was broadly agreed.

Governing Body concluded that the Senior Tutor's approach was the best form of response and approved the Prevent Report.

### **61.6. Annual reports**

#### **61.6.1. Academic and Tutorial (GB61 11)**

The Senior Tutor spoke to the report, which covered student numbers, scholarships, tutorial and welfare matters (including the number of complaints under the Harassment and Sexual Misconduct Policy), academic and cultural events, exam results and prizes, and graduation numbers by date and degree.

He noted that student numbers had been steadily increasing in recent years and that the average number of students over the three terms for 2017-18 had been 591 full-time and 110 part-time fee-paying students (excluding PhD students who were writing up). He acknowledged the excellent service provided by the Tutors and the staff in the Tutorial and Admissions Offices.

Finally, he made a request for help from the Fellowship with graduation events, which were growing in size. The Pro-Vice-President confirmed that students very much appreciated the presence of Fellows at graduation.

#### **61.6.2. Archivists (GB61 12)**

Governing Body received the annual report of the Archivist, Dr Jean Lambert, and the Co-Archivist, Dr Alastair Lockhart. Dr Lockhart acknowledged the dedication and leadership of Dr Lambert.

### **61.7. Management accounts update (GB61 13)**

The Bursar presented management accounts for the first quarter to 31 October 2018 and noted that the forecast outturn was on track.

### **61.8. Any other Open Business**

There was no other Open Business.

End of Open Business WS 28/11/2018