



HUGHES
HALL

UNIVERSITY OF CAMBRIDGE

GOVERNING BODY

Confirmed minutes

Seventy-ninth meeting of Governing Body 1 December 2021

In person and by video conference at 5.30pm

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

Present in person: Dr Anthony Freeling (President, Chair), Prof Nidhi Singal (Vice-President), Dr Stephen Axford, Dr Jimmy Chan, Dr Bart de Nijs, Prof Tamsin Ford, Prof Sara Hennessy, Dr Sonia Ilie, Prof Bill Irish, Dr Tobias Kohn, Dr Alastair Lockhart, Miss Mahnaz Malik, Mr Jonathan Newby (Bursar), Prof William Nuttall, Prof Jonathan Powell, Dr Corinne Roughley, Prof Eugene Shwageraus, Dr Lars Vinx, Dr Clive Wells.

Present by video conference: Mr Mark Anderson, Mr William Charnley, Prof John Doorbar (from item 79.4.1), Dr Peter Dudley (to item 79.4.2), Prof Emanuele Giovannetti, Dr Sarah Hoare, Dr Agnieszka Iwasiewicz-Wabnig, Dr Tori McKee (Senior Tutor), Mrs Laurel Powers-Freeling, Prof Ricardo Sabates, Dr Carole Sargent, Prof Kishore Sengupta, Prof Jacob Stegenga, Dr Livia Tomova, Prof Paul Tracey, Dr Caroline Trotter, Prof Suzanne Turner (to item 79.4.2), Dr Jessica White from item 79.3 to item 79.5).

In Attendance: Mr William Conner (Director of Institutional Advancement, to item 79.8), Mr Andrew Grieve (Assistant Bursar, to item 79.8), Ms Jayne Rowe (Partner, PEM Chartered Accountants, from item 79.4.1 to 79.4.7), Mrs Wendy Solomou (College Secretary and Fellowships Manager, Secretary).

Apologies: Dr Paula Banca, Dr Markus Gehring, Dr Riikka Hofmann, Dr Yury Korolev, Dr Andrew Mackintosh, Prof Neil Mercer (Senior Independent Fellow), Prof Ajith Parlikad, Prof Andreas Stylianides, Prof Rupert Wegerif, Dr Nigel Yandell.

On leave: Prof Michael Barrett, Dr Jeffrey Skopek, Dr Martin Steinfeld.

Absent: Dr Othman Cole, Prof Gishan Dissanaiké.

OPEN BUSINESS

79.1. Introduction

79.1.1. Welcome

The President welcomed everyone to the audit meeting, including two new Fellows, Mr Newby and Ms Malik. He informed Governing Body that Ms Jayne Rowe, Partner of PEM Chartered Accountants, would

be joining the meeting for part of item 79.4, and that Mr Grieve would be in attendance from item 79.4 and would give an update on the management accounts (item 79.7, taken before item 79.6).

79.1.2. Declarations of interests (Open Business)

There were no declarations of interests.

79.2. Minutes and Matters arising from the Open Business of Governing Body, of 27 October 2021

79.2.1. Approval of minutes (GB79 01)

Governing Body approved the minutes as an accurate record.

79.2.2. Governing Body action list: Open Business

There were no items on the action list.

79.2.3. Matters arising not otherwise on the agenda

There were no other matters arising.

79.3. President's report

The President reported that whilst Michaelmas Term had started on a positive note – students were happy to be meeting in person, the Bridge centres were continuing to have impact and the recently established Digital Education Futures Initiative (DEFI) was recruiting staff and gaining momentum – the College was also facing some difficult challenges. In general students were happy, but some were struggling after almost two years of disrupted education; there had been resignations amongst the assistant staff, which had led to cancelled events, reduced service in the dining hall, and more pressure on existing staff; strike action had commenced in the University; and the pandemic continued to be a problem. He reminded Governing Body that it was two years and two days since alumnus, Jack Merritt, had been killed in an attack on London Bridge.

The President also informed Governing Body that two Hughes students had reported being spiked by injection (a needle inserted into their arm without their knowledge) at the College bop on the previous Friday night. Both students were being supported and the police had opened an investigation.

The Senior Tutor gave more details about the incident, and the actions taken by the College in response. She also referred to an article in the student press which had claimed that student witnesses had reported seeing a male sexually harassing a young female guest of a Hughes student at the same event. She confirmed that the College had not received a formal complaint of harassment.

The Bursar informed Governing Body that the College was taking the spiking incident very seriously and that whilst the police investigation was underway to establish what had happened, he was leading a separate review of college procedures for running such events. He said that his investigation would examine factors such as levels of staffing, the role of the porters, bar management, welfare facilities on site, and security/control of access, and that he aimed to have revised procedures in place before the next bop in late January. However, the bop would be postponed if the College was not ready with new procedures since safeguarding students was the primary concern.

It was agreed that complaints of harassments received by the College, including anonymous complaints made by third parties (which could not be subject to college procedures) should be collated and submitted to Governing Body on a regular basis.

ACTION: (1) The Bursar to circulate the outcome of his investigation to Governing Body.

(2) The Bursar to submit a report on the number and broad nature of complaints of harassment received by the College over the previous year.

79.4. Annual report and accounts 2020-21

The Bursar welcomed Ms Rowe to the meeting.

79.4.1. PEM Audit Matters report to trustees following the audit to 31 July 2021 (GB79 02)

Ms Rowe went through the key points of PEM's report to the trustees and reported that following some final reviews she anticipated being able to sign off on a clean audit.

The Bursar and the President commented on two of the issues raised in PEM's report:

- 1. The number of trustees for the College being higher than that recommended by the Charity Commission (5- 12) and higher than the average number (34) for Cambridge colleges.*

The President said that Governing Body should consider whether, in common with some other colleges, trusteeship should be restricted to members of the College Council: such a change would require an amendment to the College Statutes. The Bursar added that further thought would be given to the issue over the coming year.
- 2. The treatment of taxable profits of Chapter Zero Limited and a recommendation by the auditors that the company seek registration as a charity.*

The Bursar informed Governing Body that since the report had been written the auditors' recommendation had changed and the advice was that the current Articles of Association should be revised so that in future years there would be a mechanism for returning any surplus to Hughes Hall (currently precluded). He noted that the corporation tax for 2020-21 could be recoverable against any deficit in future years.

Ms Rowe left the meeting at the conclusion of the item.

79.4.2. Bursar's introduction to the accounts (GB79 03)

Mr Grieve presented the key items in the audited accounts of Hughes Hall.

79.4.3. Audited RCCA accounts of Hughes Hall (GB79 04)

Governing Body approved the RCCA accounts of Hughes Hall for 2020-21.

79.4.4. Audited accounts of Hughes Hall Limited (GB79 05)

Governing Body approved the accounts of Hughes Hall Limited for 2020-21.

79.4.5. Audited accounts of Hughes Hall Conference Company Limited (GB79 06)

Governing Body approved the accounts of Hughes Hall Conference Company Limited for 2020-21.

79.4.6. Draft accounts Hughes Hall (Hong Kong) Limited (GB79 07)

Governing Body received the draft accounts of Hughes Hall (Hong Kong) Limited for 2020-21.

79.4.7. Letters of representation (GB79 08)

Governing Body approved the three letters of representation from Governing Body to PEM (concerning Hughes Hall, Hughes Hall Limited, and Hughes Hall Conference Company Limited).

79.4.8. Auditors' remuneration

The Bursar informed Governing Body that Audit Committee would bring a proposal for the future remuneration of the auditors for approval to a subsequent meeting of Governing Body.

79.4.9. Appointment of the auditors for 2022-23 (for the audit of the 2021-22 accounts)

The Bursar proposed that PEM be reappointed for a third year, noting that it was good practice to change auditors every three to five years. Prof Irish (acting Chair of Audit Committee) expressed satisfaction with the way the auditors had conducted the audit.

Governing Body approved the appointment of PEM as auditors for 2022-23.

79.4.10. *Unconfirmed minutes Audit Committee Open Business, of 8 November 2021 (GB79 09)**

Governing Body received the unconfirmed minutes of Audit Committee without discussion.

79.5. *Cost of Fellows' research expenses programme, 2020-21 (GB79 10)**

Governing Body received the Assistant Bursar's report of the Fellows' research expenses programme.

79.6. Prevent accountability and data return (ADR) for the academic year 2020-21 and review of the University's Freedom of Speech statement (GB79 11)

The Senior Tutor spoke to the paper, which included the return to be signed off by the President and submitted to the Office for Students (OfS). Dr McKee explained the requirements of the Prevent ADR and went through the College's responses. She recommended that the College continue to adopt the University's Freedom of Information statement and to review its adoption annually as part of the process of preparing the return.

Governing Body approved the Prevent ADR for submission to the OfS and approved continuing to adopt the University's Freedom of Information statement.

79.7. Management accounts update (GB79 12)

The Assistant Bursar presented management accounts for the first quarter to 31 October 2021.

79.8. Any other Open Business

There was no other Open Business.

End of Open Business WS