



HUGHES  
HALL

UNIVERSITY OF CAMBRIDGE

## COLLEGE COUNCIL

### Confirmed minutes

#### One hundred-and-twelfth meeting of College Council 24 May 2022

#### 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 Nidhi Singal (Vice-President), Dr Sonia Ilie, Prof Bill Irish, Dr Yury Korolev, Dr Tori McKee (Senior Tutor), Mr Jonathan Newby (Bursar), Prof Ricardo Sabates, Dr Carole Sargent, 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, to item 12.12), Mrs Wendy Solomou (Secretary).

**Apologies:** Miss Kudzai Chivenga (MCR President), Mr Stevie Vass (MCR Vice-President (Internal)).

### OPEN BUSINESS

#### 12.1. Introduction

##### 12.1.1. Welcome

The President welcomed Mr Grieve, who was attending the meeting to answer any points of detail raised in item 12.5.

##### 12.1.2. Declarations of interests

There were no declarations of interests.

#### 12.2. Minutes and Matters arising from the Open Business of College Council, of 26 April 2022

##### 12.2.1. Approval of minutes (CC12 01)

The minutes were approved as an accurate record.

##### 12.2.2. College Council action list: Open Business

There were no items outstanding.

### **12.2.3. Matters arising not otherwise on the agenda**

There were no other matters arising.

### **12.3. President's report**

Council joined the Vice-President in congratulating the President on his appointment as Acting Vice-Chancellor from 1 October, which had been announced by the University earlier that day.

The President informed Council that recent meetings of a newly formed student politics society had generated some adverse attention in the press and on social media. The Senior Tutor had subsequently met with its organisers to offer advice on running future events and establishing a code of conduct for speakers.

### **12.4. MCR business**

There was no MCR Business.

### **12.5. College Budget for 2022-23 (CC12 02)**

The Bursar presented the proposed forecast income and expenditure budget for 2022-23 and expressed his gratitude to Mr Grieve and Mrs Ai Tiang Ng, the Finance Manager, for their hard work in producing it, and to budget holders for fully engaging in the budget-setting process.

The Bursar gave an overview of the budget before going through the supporting spreadsheets in more detail and answering questions. He made the following points as background information and in response to questions raised:

- The budget would be reviewed by Finance Committee before being submitted for approval by Governing Body at its meeting of 15 June. Usually, it was first reviewed by Finance Committee before coming to Council, but the meeting of Finance Committee had been delayed.
- Setting the budget had been challenging – normally there would be the base line of the previous year from which to work, but the previous two years had been atypical, owing to the COVID pandemic. In addition, the budget was being set against a backdrop of rising inflation. The approach had been to deal with anticipated inflationary rises on a department-by-department basis rather than across the board, except for salaries for which an overall increase of 4% had been assumed. A contingency fund (equivalent to 2.5% of ordinary expenditure), which would be held centrally, had been included to deal with the uncertainty posed by factors such as future inflation, actual student numbers, and any unforeseen events.
- Except for some areas which were still in recovery mode, such as conferences, the budget had been set for 'business as usual' and aimed to achieve a sufficient net surplus to ensure that debt covenants could be comfortably met.
- As in previous years the budget would be restated in October when there would be greater certainty over student numbers and fee income.
- The budget included several new roles which had not yet been approved by Council - a part-time administrator for the Development Office; two posts within the housekeeping team to cover weekend shifts and to support deep cleaning; and the equivalent of three full-load Tutors.

- The estates development would be funded by capital reserves drawn down to Hughes Hall Ltd. Provision had been made in the contingency fund for any associated costs which could not be capitalised.
- The income and expenditure of the Bridge centres had not been included in the operational budget because the large movements of income falling within different financial years would have overshadowed a clear view of the main budget. The Bursar said that he intended to include the Bridge centres in the main operational budget in future years once an appropriate method of allocating income to financial years had been established and agreed with the College's auditors. He confirmed that he was satisfied with the budgets proposed for the Bridge centres and that the budgets for the two largest centres would be brought to Council once they had been scrutinised by their respective oversight committees (CCE Oversight Committee and DEFI Oversight Committee).
- The budget did not give a clear picture of the income (donations) and expenditure of the Development Office because donations received as restricted funds were excluded from the operational budget: thus, it appeared that expenditure exceeded income. The Bursar said that future improvements would be made to the method of reporting donations to give a fuller picture.

Council approved the new posts included in the budget and approved recommending the budget to Governing Body.

The President thanked the Bursar, the Assistant Bursar, and the Finance Manager for a clearly presented budget.

## **12.6. Annual reports from Honorary Post-holders**

### **12.6.1. Curator of Valuables (CC12 03)**

Council received the report of the Curator of Valuables, Ms Morag Walsh Barnes, noting that she intended to stand down towards the end of the year.

### **12.6.2. Senior Boat Club Treasurer (CC12 04)**

Council received the report of the Senior Boat Club Treasurer, Mr Jeff Cook, who would be standing down in July after dedicating many years to the role. His report charted the continued upward trend of the Boat Club's achievements despite its relatively limited resources in comparison to many other colleges and lack of a College-owned boathouse.

Council acknowledged the importance of the Boat Club to the College, particularly its power to build community. It was agreed that efforts to find a boathouse, possibly in partnership with another club, should continue and that the College should seek other ways of supporting the Club.

**ACTION:** The President to thank all the Honorary Postholders on behalf of Council and Governing Body.

**[Post-meeting note:** The Secretary corrected an error on page 5 of the Senior Boat Club Treasurer's report identified at the meeting: P. Blundell had been incorrectly listed as a University Lightweight Men's rower instead of a Lightweight Women's rower.]

## **12.7. Bursarial:**

### **12.7.1. Bursar's report (CC12 05)**

The Bursar's report was received without discussion. His report covered the following:

- Masterplan development. The Masterplan Development Working Group had held its first meeting, to be followed by monthly progress meetings and workshops.
- An update on staff vacancies and recruitment across departments. The Bursar highlighted that the Housekeeping Team and Conference and Catering Teams continued to be short-staffed and stressed that teams were working very hard to compensate. Interviews had been held for a Senior and a Junior IT Technician and offers had been made for both posts. The Porters' team was up to full complement.
- IT. The Interim IT Director was in post and together with the Impact Analyst and IT Manager was working on the issues identified in the IT audit.
- Facilities. Works were planned over the summer on the Centenary Building and the President's flat in the Fenner's Building. The College had submitted its application for this year's Green Impact Award and hoped to maintain its previous two years' record of achieving gold.

### **12.7.2. Management accounts update (CC12 06)**

The Bursar presented the management accounts to 30 April 2022 noting that there had been no significant changes since the previous update, and that the College was still on course to achieve a surplus.

### **12.8. Senior Tutor's report (CC12 07)**

The Senior Tutor 's report included the following:

- Report of the undergraduate admissions round by subject. Of 68 offers made for 2022 entry (including deferred offers from the 2021 round), 29 had home fee status (43%) and 39 had overseas fee status (57%).
- Progress of postgraduate admissions. The numbers were tracking well with the previous year, against a backdrop of an overall decrease in applications to the University.
- Senior Tutor had joined the new joint (University and Colleges) Student Numbers Management Group.
- Annemarie Young, Tutor, had been appointed as interim Harassment Support Tutor,
- The Senior Tutor acknowledged and thanked Maria Gloag (College Nurse), Chloe Bevan (Tutorial Administrator), and Monica Kelly (Head of Education Services) for their exceptional work in supporting students, including working during weekends and bank holidays.

### **12.9. Director of Institutional Advancement's report (CC12 08)**

The Director of Institutional Advancement's report included the following:

- Plans for the 'Alumni Impact Fund' – the telephone campaign to start in late June, for which student callers were being recruited.
- Overviews of the Charnley Law Dinner (27 April) and the Alumni drinks at the Oxford and Cambridge Club (29 April).

- Update on funding initiatives for the Bridge.
- Planned visit to New York, Philadelphia, and Washington DC from 6 June for fundraising for DEFI (Digital Education Futures Initiative) and alumni dinner in New York.

#### **12.10. Director of Strategy and the Bridge's report (CC12 09)**

The Director of Strategy and the Bridge's report included the following:

- Update on activities in the Bridge Centres
- Research Fellowship and Research Associateship competitions – there had been a good number of high-calibre applicants and interviews were to be held on 6<sup>th</sup> and 7<sup>th</sup> June.
- {[REDACTED]}

#### **12.11. \*\*\*Minutes of committees**

Council received the minutes of the following committees without discussion, noting that the unconfirmed minutes Investments Committee (Reserved Business) would be circulated at the next meeting of Council:

**12.11.1. Unconfirmed minutes Estates Committee, of 25 April 2022 (CC12 10)**

**12.11.2. Unconfirmed minutes Finance Committee, of 29 March 2022 (CC12 11)**

**12.11.3. Unconfirmed minutes Investments Committee (Open Business), of 27 April 2022 (CC12 12)**

**12.11.4. Unconfirmed minutes Prevent Committee, of 15 March 2022 (CC12 13)**

#### **12.12. Any other Open Business**

It was noted that the next meeting of Council on 21 June would be held in person followed by a buffet supper.

End of Open Business WS