



HUGHES  
HALL

UNIVERSITY OF CAMBRIDGE

## GOVERNING BODY

### Confirmed minutes

### Seventy-seventh meeting of Governing Body 16 June 2021

#### Video conference at 5.30pm

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

**Present:** Dr Anthony Freeling (President, Chair, to item 77.24), Prof John Doorbar (Vice-President, Chair from item 77.25), Prof Jonathan Powell (Pro-Vice-President), Mrs Heidi Allen, Mr Mark Anderson, Dr Stephen Axford, Prof Michael Barrett (from item 77.7), Dr Jimmy Chan, Mr William Charnley, Dr Othman Cole, Dr Bart de Nijs, Dr Claire Donnelly, Dr Peter Dudley (from item 77.3), Mrs Victoria Espley (Bursar), Prof Tamsin Ford, Prof Emanuele Giovannetti, Dr Sarah Hoare, Dr Riikka Hofmann, Dr Sonia Ilie, Prof Bill Irish, Dr Agnieszka Iwasiewicz-Wabnig, Dr Philip Johnston (Senior Tutor), Dr Tobias Kohn, Dr Yury Korolev, Dr Alastair Lockhart, Dr Andrew Mackintosh, Dr Timea Nocht, Prof William Nuttall, Dr Ajith Parlikad (from item 77.3), Mrs Laurel Powers-Freeling (to item 77.24), Dr Aisling Redmond, Dr Corinne Roughley, Prof Ricardo Sabates, Dr Carole Sargent, Dr Kishore Sengupta, Dr Jeffrey Skopek (from item 77.3), Dr Jacob Stegenga, Dr Martin Steinfeld, Dr Livia Tomova, Dr Caroline Trotter, Dr Suzanne Turner, Dr Lars Vinx, Prof Rupert Wegerif, Dr Clive Wells, Dr Jessica White, Dr Nigel Yandell.

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

**Apologies:** Dr Paula Banca, Mr William Conner (Director of Institutional Advancement), Prof Ming-Qing Du, Dr Markus Gehring, Prof Neil Mercer (Senior Independent Fellow).

**On leave:** Prof Gishan Dissanaik, Dr Sara Hennessy, Dr Eugene Shwageraus, Prof Nidhi Singal, Prof Andreas Stylianides, Prof Paul Tracey.

## OPEN BUSINESS

### 77.1. Introduction

#### 77.1.1. Welcome and apologies for absence

The President announced that a relatively large number of Fellows would have interests to declare for items 77.15 and 77.17 in Reserved Business. He asked that Governing Body consider casting votes en bloc by agenda item and for relevant Fellows to withdraw as a group. He asked any Fellow who objected

to the proposal or wanted discussion of any of the proposed appointments to inform him via private message before the start of Reserved Business.

#### **77.1.2. Declarations of interests (Open Business)**

There were no declarations of interests.

### **77.2. Minutes and Matters arising from the Open Business of Governing Body, of 12 May 2021**

#### **77.2.1. Approval of minutes (GB77 01)**

Governing Body approved the minutes as an accurate record.

#### **77.2.2. Governing Body action list: Open Business**

There were no items on the action list.

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

There were no other matters arising.

### **77.3. President's report**

The President thanked Fellows for their support over what had been an extraordinary year. As this was the final scheduled meeting of Governing Body for 2020-21, he wished to thank and acknowledge the input of all those who would be retiring from office or leaving Governing Body at the end of the academic year. He thanked the Vice-President, Prof Doorbar, and the Pro-Vice-President, Prof Powell, who would be stepping down from their respective Offices. The President gave special thanks to Prof Doorbar for overseeing the presidential search as Presiding Officer.

On behalf of the College, the President thanked Dr Johnston, who was retiring as Senior Tutor and GB Fellow, and acknowledged his many years of service to the College. He also thanked the Bursar, Mrs Espley, who was moving to a new job. He expressed regret that the farewell dinner planned for them would have to be postponed owing to the recent surge in COVID cases.

The President acknowledged the contributions of Prof Du and Dr Redmond, who would be leaving Governing Body owing to other commitments but would remain as By-Fellows of the College. He congratulated Research Fellow, Dr Donnelly, who was moving to Germany to set up her own research group at the Max Planck Institute in Dresden and thanked her for her work as Research Convenor.

Finally, the President congratulated Dr de Nijs on being awarded a five-year Royal Society University Research Fellowship.

### **77.4. Update on COVID**

Dr Roughley gave the following update:

- Following the government announcements of 14 June and the increase in cases in Cambridge colleges:
  - The Silver Team (Operations) had reviewed risk assessments and adjusted arrangements for events where necessary. Dr Roughley said that it would be possible for some events to go ahead, including the PGCE Completion Dinner and BA Dinner, as well as General Admission, since most students would be bringing other students as guests. However,

any events in which mingling played a key part, such as the MCR garden party, had been cancelled at least until 19 July pending further announcements from the Government.

- Zoom Q&A sessions with students were planned for early next week.
- Policies for visitors, especially those visiting inside households, were under consideration. Requests for further opening of the marquee bar were also under discussion. It was acknowledged that it would be better to have students in a covid-secure venue than an unauthorised gathering.
- Student testing
  - There had been no positive tests via asymptomatic screening at Hughes. Students who were returning were being asked to re-join the testing programme, but participation rates remained low.
  - The pooled PCR testing offered by the University would finish at the end of the month, and students in residence would be encouraged to undertake regular lateral-flow testing.
- Support for students in residence and elsewhere
  - The College counsellor and nurse were very busy, and tutors were working hard to provide support during the main period of examinations.
  - Everyone in student support roles which could not be performed remotely was working in College, at least some of the time. All other staff were continuing to work from home.

The Bursar expressed her gratitude to all staff working in College.

#### **77.5. Management accounts update (GB77 02)**

The Bursar presented the management accounts to 31 May 2021 and reported that there had been a decrease in the forecast deficit compared to the period to 30 April. She noted that there remained provision in the COVID contingency fund, but that the forecast of contingency expenditure had been reduced as the year end approached. There had also been a decrease in capital expenditure because some projects were to be staggered over two financial years (accounted for in the 2021-22 budget).

In response to a question about the ending of the furlough scheme, the Bursar said that the contribution from the Government would be reducing, but that the scheme would be in place until the end of September and had been factored into the management accounts for 2020-21 and the budget for 2021-22.

#### **77.6. Budget 2021-22 (GB77 03)**

The Bursar presented the proposed forecast income and expenditure budget for 2021-22, which had been reviewed and was recommended by Council and Finance Committee. She went through the main items of income and expenditure and explained variances on the previous year. She described the scenario planning exercise which had been undertaken to demonstrate how covenants would be met under varying assumptions and noted that the budget was based on conservative estimates of student numbers.

In response to a question concerning the cap of 5% on each budget line referred to in the commentary, she clarified that the cap had been applied to the previous year's budget rather than actual expenditure. Thus, for those budget lines where the outturn was less than budget, this year's budgeted figure would be greater than 5% of the previous year's actual expenditure.

Governing Body approved the budget for 2021-22.

The President thanked the Bursar and her team for their work on producing the budget.

#### **77.7. Role of Vice-President (GB77 04)**

Following discussion at Governance Committee in response to past and current difficulties in attracting candidates for the Offices of Vice-President and of Pro-Vice-President (GC29.2.3.2), the President proposed that Governing Body consider electing a single Vice-President with a revised remit.

The VP's principal responsibility would be to work with Fellows and Senior Members to develop a more active, engaged, and inclusive community. The role would complement the work of the President and could possibly encompass the current responsibilities of Director of Research, although some flexibility was required so that the Office of VP could be held by a non-academic Fellow. The VP would be paid at a professorial rate commensurate with the seniority and time required for the role. The President suggested that around two days a month would be required.

The President proposed that the following responsibilities be continued: *ex-officio* membership of Council, Fellowships Committee, and Governance Committee (although the requirement to chair Governance Committee should be removed); leading the process of finding a new President; and deputising for the President on specific occasions.

He proposed that the following responsibilities be removed: deputising for the President during any long-term absences (i.e., as Acting President); chairing Student Appeal Panels; leading/organising the annual development reviews (ADRs) of the salaried College Officers and Post-holders; and *ex-officio* membership of Investments Committee, Finance Committee, and Estates Committee.

The President recommended that, in view of current circumstances – a change of Senior Tutor and Bursar in the coming academic year and a new President in the following year - Governing Body should:

- approve the proposed remit and improved remuneration (to be recommended by Remuneration Committee).
- open nominations immediately to elect a new VP at the Special meeting of Governing Body on 20 July.
- agree to leave the Office of Pro-Vice-President vacant and not expect the VP to come to all the committees in an *ex-officio* capacity as currently stipulated in Ordinances.
- agree that the President should chair Governance Committee, the VP or Senior Independent Fellow to chair when the President had a conflict.
- agree that the necessary amendments to the College Ordinances (which include numerous references to two VPs and to *ex-officio* roles of one or both on committees) and possibly amendments to Statutes, be followed up in the next academic year.
- consider at subsequent meetings whether additional administrative staff were needed to support the President and VP and how to achieve a smooth handover when VPs changed.

Governing Body approved the proposals other than the Senior Independent Fellow (SIF) acting as chair to Governance Committee when the President had a conflict: the view was that the SIF's independence could be compromised were he or she to chair the committee.

## **77.8. Amendments to Ordinances**

### **77.8.1. Probationary procedure for Academic Staff (GB77 05)**

Governing Body approved the proposed amendment to Ordinance [C, V], which would amend the procedure for the review of probationary appointments so that:

- at least one member of a Probationary Review Panel would be someone who was closely involved in the day-to-day work of the reviewee.
- account would be taken of researchers employed by the College who were not Fellows.
- there would be at least one interim review during the probationary period.
- the stipulation that any Panel or Appeal Panel should 'normally include at least one man and at least one woman' would be removed on the premise that Governance Committee (when making a recommendation of Panel membership to Governing Body) and Governing Body (when approving the appointment of members to a Panel) would ensure that the composition of a Panel was diverse.

The approved amendments (with changes highlighted) are included in the Appendix to the minutes of Open Business.

### **77.8.2. Tutors (GB77 06)**

Governing Body approved the proposed amendments to Ordinance [C,II] which would remove the requirement for Tutors to be Governing Body Fellows and also remove their status as members of the Academic Staff.

The approved amendments (with changes highlighted) are included in the Appendix to the minutes of Open Business.

### **77.8.3. Prevent Committee (GB77 07)**

Governing Body approved the proposed minor amendments to Ordinance [D,III] to revise the composition and remit of Prevent Committee.

The approved amendments (with changes highlighted) are included in the Appendix to the minutes of Open Business.

### **77.9. Governance List (GB77 08)**

Governing Body approved that the following Offices and Posts comprise the Governance List, and therefore that the named individuals be 'persons holding Offices or Posts named on the Governance List under Ordinance [A,I,10]'.

Bursar (Mrs Victoria Espley to 21 July 2021)

Senior Tutor (Dr Philip Johnston to 31 August 2021, Dr Tori McKee from 1 September 2021)

Development Director

Director of Strategy and the Bridge (Dr Stephen Axford)

Deputy Senior Tutor (Dr Alastair Lockhart, Dr Corinne Roughley, and Dr Carole Sargent)

Admissions Tutor (Dr Alastair Lockhart, Dr Corinne Roughley, and Dr Carole Sargent)

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

### **77.11. [CONFIDENTIAL ITEM] \*\*\*Estates Working Group - Design - Notes of meeting of 8 June 2021: (GB77 10)**

Governing Body received the notes of the meeting of the Estates Working Group without discussion.

### **77.12. Any other Open Business**

There was no other Open Business.

End of Open Business WS

## Appendix 1: Approved amendments to College Ordinances

### Panels and probationary review

#### Ordinance [C,V, 2]

- (b) The Governing Body shall appoint a Panel or Appeal Panel from the Lists, when needed, cognisant of the nominations recommended by Governance Committee, according to the following rules:
- (i) except in the case of a Probationary Review Panel, the Chair shall be drawn from List A, and, in the case of an Appeal Panel, shall not be a member of the College;
  - (ii) in the case of a Probationary Review Panel the Chair shall be the President or be a member drawn from List A or List B as the Governing Body shall decide;
  - (iii) two further members shall be drawn from List B, or, in the case of a Probationary Review Panel, the second member shall be drawn from List B and the third member shall either be the line-manager of the Member Concerned or shall be drawn from List B; normally including at least one man and at least one woman;

#### Ordinance [C,V, 7]

- (b) The Council shall, for any such appointment, designate a Fellow as the mentor of the Member Concerned during the probationary period. The mentor shall give such help, guidance and warnings as he or she may consider appropriate to assist the Member Concerned to succeed in his or her appointment, and keep a record of the Member's progress, and conduct at least one interim review jointly with the President (for Members who report directly to Council) or the Line Manager (for other Members);

### Tutors

#### Ordinance [C.II, 2-3]

2. Where appropriate, a College Office shall be held under a contract of employment, which may be either permanent or for a fixed term. Under the Academic Staff Statute, an Office may be held either as a primary Office or as a secondary Office. The provisions of this Ordinance, including those respecting individual Officers, shall be incorporated into any contract of employment.
3. College Officers other than the Praelector and Tutors shall hold a Fellowship of the College, which shall normally be a Fellowship in Classes A-F but, exceptionally, a Fellow in Class G or a Titular Fellow may be elected. The Praelector shall be a Fellow or other Senior Member of the College who is a member of the Senate. A Tutor shall be a Fellow or other Senior Member of the College, or exceptionally a member of the Assistant Staff.

**Ordinance [C.II, 6]**

6. In accordance with Statute [VI,1] and paragraph [1(a)(i)] of the Schedule to the Statutes (the Academic Staff Statute):
- (a) the President, Senior Tutor, ~~and Bursar~~ ~~and Tutors~~ shall be members of the Academic Staff;
  - (b) the Vice-President, the Pro-Vice-President, ~~and the Praelector~~ ~~and the Tutors~~ shall not be members of the Academic Staff, on the grounds that their respective duties are of a limited nature.

**Ordinance [C.II, 20]**

20. There shall be such ~~number of~~ Tutors as the Governing Body shall determine. Each Tutor shall be responsible for the pastoral care ~~and good discipline~~ of a cohort of Students assigned to him or her by the Senior Tutor.

**Prevent Committee**

**Ordinance [D, III, 11]**

- (b) the HR Manager, ~~(Secretary)~~ the Bursar, the Head of Domestic Operations, the Head Porter, the Compliance Administrator;
- ~~(c) the Bursar, the Head of Domestic Operations, the Head Porter;~~

**Ordinance [D, III, 13]**

13. The Prevent Committee shall ~~receive~~ ~~consider~~ a ~~draft~~ copy of the Senior Tutor's annual report to the Office for Students (OfS) at its meeting before submission to OfS and receive the final copy at its ~~subsequent meeting.~~