



HUGHES
HALL

UNIVERSITY OF CAMBRIDGE

COLLEGE COUNCIL

Confirmed minutes

One hundred-and-twentieth meeting of College Council 23 May 2023

Council Room at 4.30pm

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

Present: Sir Laurie Bristow (Chair, President), Prof Nidhi Singal (Vice-President), Diana Bridgeman (MCR Vice-President External, to item 20.14), Dr Sonia Illie (from item 20.3), Prof Bill Irish (to item 20.5), Dr Tori McKee (Senior Tutor), Mr Jonathan Newby (Bursar), Prof Ricardo Sabates, Dr Lars Vinx, Dr Claire West, Yihan Yue (MCR Secretary, to item 20.14).

In Attendance: Mr William Conner (Director of Institutional Advancement), Ellie Greer (Academic Skills Librarian and Tutor, for item 20.3.1), Mrs Sarah Langford (Communications Manager, to item 20.14), Mrs Wendy Solomou (Secretary).

Apologies: Dr Stephen Axford (Director of Strategy and the Bridge), Veronica Hera (MCR President), Ms Mahnaz Malik, Dr Carole Sargent.

OPEN BUSINESS

20.1. Introduction

20.1.1. Welcome

The President welcomed Diana Bridgeman (standing in for Veronica Hera) and Sarah Langford and informed Council that Ellie Greer would be joining the meeting to speak to item 20.3.1.

The President asked that Council be mindful of sustainability and EDI (Equality, Diversity, and Inclusion) issues throughout the meeting.

20.1.2. Declarations of interests

There were no declarations of interests.

20.2. Minutes and Matters arising from the Open Business of College Council, of 25 April 2023

20.2.1. Approval of minutes (CC20 01)

The minutes were approved as an accurate record.

20.2.2. College Council action list: Open Business

There were no items outstanding.

20.2.3. Matters arising not otherwise on the agenda

Decisions made by circulation since the meeting of 21 March 2023

20.2.3.1. {[REDACTED]}

20.2.3.2. *Approval for research post (CC20 03)**

Council noted without discussion that approval had been given by circulation for the establishment of a three-year fixed-term post of 'Hatton-WYNG Junior Research Fellow in Law, Medicine and Life Sciences' funded by a donation from the Hatton Trust and WYNG Foundation. It would be advertised at a salary of £30,487 ((University Spine Point 35) plus a non-pensionable accommodation allowance of £4,500 per annum. The postholder would be appointed to senior membership of Hughes Hall, subject to approval by Fellowships Committee.

20.3. President's report - 2030 Vision implementation

The President reported that following Governing Body's approval of the 2030 Vision the next steps would be to turn broad principles into practical action. The following item – a presentation of the proposed Pathways Programme – represented one strand of the work to follow. It built on an earlier, draft proposal submitted to Council for feedback on 21 March [CC18.9].

20.3.1. Pathways Programme proposal (CC20 04)

Elie Greer joined the meeting to give a presentation on the Pathways Programme, which aimed to help students excel academically and support development beyond the academic curriculum. It was noted that there was no provision for the programme within the 2023/24 budget other than the resources already dedicated to supporting academic skills development so if the programme, which would be delivered via a blended learning platform, was to go ahead other sources of funding would need to be identified.

The proposal was received with enthusiasm. Following discussion during which feedback was given it was agreed that the programme was more than 'a nice to have' option and would make an important contribution to realising the ambition of the 2030 Vision.

The following points were noted:

- It was not the intention to develop a bespoke platform to deliver the programme; rather commercially available platforms would be adapted.
- It was important that sufficient time and resource be given to developing the platform.
- The indicative costs included in the proposal appeared to be an underestimate and it was likely that they would rise over time as the programme developed.
- It was important to build in systems of continuous evaluation.

20.3.2. Communications brief and social media report (CC20 05)

The Communications Manager gave an update on current projects, which included producing a new, professional video to be used for outreach and student recruitment. Her report included a summary of traffic and trends across the College’s digital platforms and the data indicated that good progress had been made since the launch of the new college website in 2021.

20.4. MCR business

Diana Bridgeman reported that the remaining vacancies on the MCR Committee had been filled and that the new committee had met and were making plans for the events to be held in the Easter term and during Fresher’s Week.

The MCR Officers elected in the recent round were:

Vice-President (External)	Diana Bridgeman
Treasurer	Maxine Hanson
Academic Affairs Officer	Madiha Norman
Male & Non-binary Welfare Officer	Charlie Morgan
Communications Officer	Olivia Robinson

20.5. College Budget for 2023-24 (CC20 06)

The Bursar gave an overview of the budget before going through the supporting spreadsheets in more detail and answering questions. He made the following main points:

- The budget had been reviewed by Finance Committee at its meeting of 22 May 2023 and no changes had been recommended.
- {[REDACTED]}

Council approved recommending the budget to Governing Body.

The President and the Bursar expressed their gratitude to the bursarial team for producing a clearly presented budget.

20.6. Annual reports from Honorary Post-holders

20.6.1. Boat Club Senior Treasurer (CC20 07)

Council received the Hughes Hall Boat Club (HHBC) Senior Treasurer’s report. Prof Trotter reported that the Club was well organised with a high level of student participation. She commended its President, Eleanor Maguire, for her leadership, and the hard work of the dedicated committee. A new bank account was in the process of being set up with the aim of making college transactions easier, with the HHBC Treasurer, Senior Treasurer and Assistant Bursar acting as co-signatories. There were plans to establish a new alumni club with the support of the Development Office to provide a platform for raising regular donations.

The President proposed a vote of thanks for the Senior Treasurer and also for the Boat Club President and Committee.

20.6.1. Archivist (CC20 08)

The Archivist, Dr Alastair Lockhart noted his gratitude to Prof Jean Lambert, who had retired as Archivist, for her strong contribution over many years, and acknowledged the support of the College's library staff. Dr Lockhart reported that he was undertaking an initial review to familiarise himself with the contents of the archive and aimed to provide an update about the available space for housing the collection. His report included details of the types of requests and inquiries received in the past year.

The President proposed a vote of thanks for the Archivist.

20.7. Future of Development Strategy Group (CC20 09)

Council approved a proposal from the President and the Director of Institutional Advancement to temporarily stand down the Development Strategy Group, an advisory committee reporting to Council (Ordinance [D,III,5-7]). It would be replaced by a 'Capital Programme Development Board' (working title) which would be better able to facilitate development of targeted regional and sectoral strategies and to work with alumni/ae with the requisite skills and networks to support a capital fundraising campaign.

It was agreed that the Director of Institutional Advancement should draft the terms of reference for the Capital Programme Development Board so that there would be clarity about its composition and remit when approaching potential members.

ACTION: The Director of Institutional Advancement to draft the terms of reference for the Capital Programme Development Board for the next meeting.

20.8. Annual review of Health and Safety Policy (CC20 10)

Council received an update of the College's Health and Safety Policy and Procedures following the annual review by Peninsula, the College's Health and Safety consultants, and the Head of Facilities' internal review. Council noted that there were no red-rated actions (considered severe, needing immediately attention) and that all other actions had already been dealt with other than one, which was being addressed.

20.9. Bursarial

20.9.1. Bursar's report (CC20 11)

The Bursar's report included the following:

- HR and staffing – Six current vacancies (three for Operations and three for academic/research roles).
- IT – The implementation and roll-out of StarRez and Iris Cascade (HR and Recruitment platform) were ongoing and an evaluation of a system to replace Portal was underway.
- Estates and Facilities:
 - New furniture and planting had been installed in the seating area to the front of the Margaret Wileman Building
 - A new boiler had been installed for Gresham Court and the temporary boilers removed.
- Health and Safety – In the first half of 2023 six accidents had been reported by members of staff but there had been no reportable incidents to the Health and Safety Executive (HS) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

20.9.2. 2022/23 Reforecast 3 (CC20 12)

It was noted that there were no significant changes as a result of the reforecast exercise and Council approved recommending the Reforecast 3 to Governing Body for approval.

20.9.3. Management accounts to 30 April 2023 (CC20 13)

The Bursar reported that the year-end forecast surplus remained unchanged.

20.10. Senior Tutor's report (CC20 14)

The Senior Tutor's report included details of the following:

- Undergraduate and postgraduate applications and offers (Appendices A, B and C to the paper). The Senior Tutor reported that postgraduate offers remained largely on track, but that there were concerns (shared across the collegiate university) that the conversion rate could be lower than usual. There was also a concern that there could be a large influx of applicants to the accept-all colleges at the end of the cycle.
- An update on outreach activity (Appendix D).
- A proposal submitted to Remuneration Committee for improving the remuneration package for Tutors, to include reducing their caseload.
- An appointment to the post of Deputy Admissions Tutor had been made with a start date of 1 September.

20.11. Director of Institutional Advancement's report (CC20 15)

The Director of Institutional Advancement's gave an update of upcoming fundraising initiatives and current proposals. He said that there were plans to visit the east coast of the United States in December and to revisit India and the Middle East in November.

Mr Conner circulated a selection of branding and design templates recently commissioned to be used in future campaign materials and asked for feedback.

20.12. Director of Strategy and the Bridge's report

The Director of Strategy and the Bridge was not present to give his report.

20.13. *Minutes of committees**

Council received the minutes of the following committees without discussion:

20.13.1. Unconfirmed minutes Estates Committee, of 26 April 2023 (CC20 16)

20.13.2. Unconfirmed minutes CCE Oversight Committee, of 27 March 2023 (CC20 17)

20.14. Any other Open Business

There was no other Open Business.

End of Open Business WS