



HUGHES HALL
UNIVERSITY OF CAMBRIDGE

COLLEGE COUNCIL

Confirmed Minutes

One hundred-and-twenty-sixth meeting of College Council 27 February 2024

Council Room at 16.30

{} 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), Dr Tori McKee (Senior Tutor), Mr Jonathan Newby (Bursar, via Zoom), Mrs Kerry Wilson (Development Director), Mrs Emily Farnworth (to Item 25.3), Prof Bill Irish, Dr Bart de Nijs, Dr Carole Sargent, Mahnaz Malik (via Zoom), Veronica Hera (MCR President), Diana Bridgman (MCR Secretary)

In Attendance: Mrs Julia Watkinson (Secretary), Patrick Dunne (Assistant Bursar), Sarah Langford (Communications Manager)

Apologies: Dr Lars Vinx

OPEN BUSINESS

26.1. Introduction

26.1.1. Welcome

The President welcomed Pat Dunne and Sarah Langford to the meeting.

26.1.2. Declarations of interests

There were no declarations of interest.

26.2. Minutes and Matters arising from Open Business of College Council, 23 January 2024

26.2.1. Approval of minutes (CC26 01)

The minutes were approved as an accurate record.

26.2.2. College Council action list: Open Business (CC26 02)

[CC22.2.2] Terms of Reference for Capital Campaign Board

This action remains open pending agreement of Capital Campaign strategy.

[CC22.3.1] Operationalising the 2030 Vision

College Officers met on 7th February to define next steps on the 2030 Vision. Completed.

[CC24.6] DEFI Financials - Funding Summary at year end 2023/2024

This action remains open, scheduled for Council's 18 June 2024 meeting.

26.2.3. Matters arising not otherwise on the agenda

There were no other matters arising.

26.3. President's Report

The President reported that the College Officers met to discuss the 2030 Vision on 7 February 2024 where it was agreed the focus areas for the 2024-2025 academic year will be provided to line managers, who will cascade these objectives to their teams to drive the vision forward. The President confirmed that expressions of interest for the Impact Director role are being received.

The President invited the Development Director and Communications Manager to provide verbal updates.

The Development Director described current activity: a programme of events has been planned for this academic year, e-news circulated to all seniors and staff and will also be sent to students, and the recruitment of the Deputy Director of Development will commence shortly.

The Development Director highlighted that tracking and monitoring of fundraising for scholarships has been improved, including restructuring pledges to ensure the Cambridge in America contribution is covered and 100% of funding is available to deliver the scholarship. Fundraising activity in India in Law has taken place this term, alternative avenues for fundraising for the Boat Club and music programme are being evaluated, and an external company has been contracted to conduct a health-check and database audit to improve efficiency in database use.

The Communications Manager confirmed the successful recruitment of the Communications Assistant role and shared that there has been positive feedback on the College Video, which has formed part of a refresh of website content which will improve the visibility of Hughes Hall in the upcoming admissions round.

26.4. MCR Business

26.4.1. MCR Constitution and Standing Orders (CC26 03)

The MCR President confirmed that the MCR Constitution and Standing Orders passed through MCR Committee review successfully and thanked Dr Alastair Lockhart and Dr Pete Dudley for their involvement and support of constitutional change.

The MCR President outlined the significant areas of change: elections will be held in Michaelmas Term with the term of office being from the first day of Lent Term for a period of one year. Five positions will form the core decision-making committee (President, Vice-President, Treasurer, Communications Secretary and Social Secretary) with up to four additional representatives to be appointed by application and interview in Michaelmas Term. The revised constitution allows for the MCR Committee to be able to create new positions as required, improving flexibility in committee operations.

In response to a comment from Council, the MCR President noted that the constitution should reflect the upcoming changes to the Freedom of Speech Act.

Council approved the MCR Constitution including the new election cycle and structure.

26.5. Accommodation Costs 2024-2025 (CC26 04)

The Assistant Bursar presented the Accommodation Costs for academic year 2024-2025, which propose a 4% uniform increase across all bands, reflecting increases in operational costs driven by Real Living Wage salary payments, 24 hour porter cover, inflation, and rising insurance premiums. The increases have been benchmarked with the Office of Intercollegiate Services annual accommodation survey and have been discussed with the Accommodation team and the MCR Committee.

In response to a query from the MCR on re-banding of off-site rooms, the Assistant Bursar advised that new banding has included the condition and location of the room as well as its size.

The Senior Tutor noted that there has been increased hardship support in place following the 2023-2024 rent increase and this support would continue into 2024-2025.

Council approved a 4.0% uniform increase for Hughes Hall accommodation fees and charges across all bands for academic year 2024-2025.

26.6. Accommodation allocation policy 2024-2025 (CC26 05)

The Senior Tutor unstarred the Accommodation paper, in light of the approval of MCR Constitution, as constitutional changes to elected officers require two minor changes to the allocation policy.

Council agreed to approve the revised policy by circulation to enable publication of the policy, which is a key piece of information in student accommodation selection from March onwards.

ACTION: Senior Tutor to provide detail of required changes to Accommodation Team and Council to approve by circulation

26.7. Unregulated undergraduate College tuition fees for 2025-26 (CC26 06)

The Assistant Bursar presented the proposed College undergraduate tuition fee for 2025/2026. The Assistant Bursar highlighted this is for students paying the unregulated fee; international students and home students studying a second degree.

The table of comparative fee charges across colleges was discussed, and it was noted that both Clare Hall and Darwin will be removed from the table due to their incidental number of UGs, and Lucy Cavendish will be reclassified following its move to an all-age College.

Council discussed the purpose of the fee in contributing to supervision, welfare, pastoral and facilities costs, and whilst the fee is affordable for some students, noted the importance of ensuring that the scholarship, bursary and hardship funding is in place and can be used where it is genuinely needed.

{{REDACTED}}

Council approved the proposed fee for 2025/2026.

26.8. Data Protection Officer for the Colleges Annual Report (CC26 07)

Council received the report, which provides detail on the College's compliance with data protection regulation.

26.9. CCE Recruitment – Innovate UK funded roles (CC26 08)

Council received role descriptions of three posts within the Centre for Climate Engagement, funded by the Innovate UK funding as reported to Council [CC24.11].

26.10. Bursarial:

26.10.1. Bursar's Report (CC26 09)

{{REDACTED}}

26.10.2. Management Accounts to 31 January 2024 (CC26 10)

Council received the management accounts. The Assistant Bursar noted there no significant variances and that the reports illustrated variances to Reforecast 1.

26.11. Tutorial and Admissions

26.11.1. Senior Tutor's Report (CC26 11)

The Senior Tutor reported on the following:

- The first UG admissions round is complete, with a 10% increase in offers versus last year. Discussions are ongoing at University level on the impact of AI on admissions test and the future use of pre-admission tests in Law and Linguistics are under review.
- **{{REDACTED}}**
- The full-time Student Recruitment and Outreach Officer has been successfully recruited and they will start in early March 2024.

26.11.2. Pathways Pilot Programme Evaluation (CC26 12)

The Senior Tutor provided an update on project milestones, noting that the research evaluation with Faculty of Education cannot include quantitative evaluation due to insufficient students completing the endline survey, however qualitative evaluation is continuing, which can support measuring impact.

{{REDACTED}}

26.11.3. Isaac Newton Trust funded Academic Career Development Fellowship (CC26 13)

The Senior Tutor presented the proposal for a partnership with the Isaac Newton Trust to fund an early career academic, focused on Research, highlighting that if the Trust agrees to fund the College's portion of the Fellowship, the cost to the College would be of a Class B Research Fellow, including research and meal allowances, and 80 hours of supervisions at the hourly rate.

Council approved the letter of application to the Isaac Newton Trust (INT) and agreed in principle to the terms of the INT template Memorandum of Understanding.

26.12. * Minutes of committees**

26.12.1. Unconfirmed minutes Finance Committee, 22 January 2024 (CC26 14)

26.12.2. Unconfirmed minutes Prevent Committee, 30 January 2024 (CC26 15)

The minutes were approved as accurate records.

26.13. Any other Open Business

Council noted the Governing Body approval of the appointment of Dr Boyang Mao as Honorary Research Convenor, succeeding Dr Mish Ebrahim.

Council discussed the implications of hybrid attendance and changing the time and day of Council meetings, and agreed that virtual attendance is acceptable, but that meetings would remain on Tuesdays at 4.30pm.

End of Open Business JW