HUGHES HALL
UNIVERSITY OF CAMBRIDGE

COLLEGE COUNCIL

Confirmed Minutes

One hundred-and-twenty-seventh meeting of College Council 19 March 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), Dr Tori McKee (Senior Tutor), Mrs Kerry Wilson (Development Director), Mrs Emily Farnworth, Dr Lars Vinx, Prof Bill Irish, Dr Bart de Nijs

In Attendance: Mrs Julia Watkinson (Secretary), Patrick Dunne (Assistant Bursar)

Apologies: Prof Nidhi Singal (Vice-President), Mr Jonathan Newby (Bursar), Mahnaz Malik, Dr Carole Sargent, Veronica Hera (MCR President), Diana Bridgman (MCR Secretary)

OPEN BUSINESS

27.1. Introduction

27.1.1. Welcome

The President noted apologies and welcomed members to the meeting.

27.1.2. Declarations of interests

There were no declarations of interest.

27.2. Minutes and Matters arising from Open Business of College Council, 27 February 2024

27.2.1. Approval of minutes (CC27 01)

The minutes were approved as an accurate record.

27.2.2. College Council action list: Open Business (CC27 02)

[CC22.2.2] Terms of Reference for Capital Campaign Board
The Development Director noted this action would be included in the development strategy for the capital campaign and Council approved its removal from the action list.

[CC24.6] DEFI Financials – Funding Summary at year end 2023/2024
Scheduled for College Council of 18 June 2024.

[CC26.6] Accommodation Allocation Policy changes
Senior Tutor provided amendments and Council approved policy by circulation. Complete.

27.2.3. Matters arising not otherwise on the agenda

Decisions made by circulation since the meeting of 27 February 2024

27.2.3.1. ***Accommodation Allocation Policy (CC27 03)

Council noted without discussion that approval was given by circulation for two minor revisions to the policy, which is a key piece of information in student accommodation selection.

27.3. President's Report

The President reported that recruitment through the College's own networks for the Impact Director role has generated significant interest and that the Research By-Fellowship competition also received over seventy applications. The President also reported that Governing Body have provided a clear direction of travel for the strategic direction of the Centre for Climate Engagement, Climate Governance Initiative and Chapter Zero, and CCE's leadership team will present a proposal at Governing Body's May 2024 meeting.

27.4. MCR Business

The Senior Tutor confirmed that MCR elections have been held and the results are due imminently.

The President proposed a vote of thanks to the MCR President and 2023-2024 Committee.

27.5. Charges and fees for Hong Kong University Visiting Fellows for 2024-25 (CC27 04)

The Assistant Bursar spoke to the paper, which outlines the charges associated with the Doris Zimmern Charitable Foundation's programme to fund Visiting Fellows from Hong Kong University.

Council approved a 4% inflationary increase to the 2023-2024 accommodation charge, in line with the increase applied to the College's accommodation portfolio for 2024-2025.
Council approved the setting of fees at the same level as the College's forecast graduate fee for 2024/2025 (£5,121).

The Development Director flagged that the Zimmern Foundation is currently re-aligning its funding focus, and therefore the final year of the HKU funding (2025/2026) may be reallocated.

ACTION: Development Director to contact the Zimmern Foundation and confirm the future of the fund, to 31 July 2026.

27.6. Hughes Hall Archives Proposal (CC27 05)

The Senior Tutor recommended the proposal to Council, summarising the rationale behind the proposal and the limited costs involved. Council noted the initial costs are due to the upfront cost of cataloguing and creating a system within which the archive can continue to receive material and a well-managed archive is more likely to receive items from alum. Council discussed the ongoing costs of archive management, and that this could be managed within the existing Library team.

Council again flagged the challenge of receiving separate proposals for additional staffing and expenditure, outside the budget cycle.

Council approved the archives proposal, which will be confirmed as part of the 2024-2025 budget submission in Easter Term 2024.

27.7. Bursarial:

27.7.1. Bursar's Report (CC27 06)

The Assistant Bursar summarised the report in the Bursar's absence:

- Domestic Operations - Tickets for the 2024 May Ball are on sale and selling steadily
- Finance:
  - The first phase of budget planning will be completed w/c 18/3/2024, to then be reviewed and discussed with individual stakeholders.
  - The team are working on updating the presentation of management reports to focus scrutiny on areas requiring actions and decisions.
  - Third-party solutions for an emergency communications system to be used in a critical incident are being evaluated.
- IT – a review of tools and security provision in M365 is being completed in March/April 2024.
- **{[REDACTED]}**

27.7.2. Management Accounts to 29 February 2024 (CC27 07)

The Assistant Bursar reported there no significant variances and the changes to the presentation of management accounts would result in further clarity when reviewing the monthly data.

27.8. Tutorial and Admissions

27.8.1. Senior Tutor's Report (CC27 08)

The Senior Tutor reported on the following:

- **{[REDACTED]}**
- The 3 Minute Thesis (3MT) event demonstrated the success of the Pathways Team in supporting students, with their tailored advice to 3MT presenters gaining positive feedback.
- The Travel Grant fund (a five year grant) has been fully spent with the additional allocation used by end March 2024. The grant has traditionally been funded philanthropically and the lack of funds will mainly impact Research students. The Development team is aware of funding gaps in Bursaries and Scholarships and continue to work on structuring funding and approaches to potential donors.
- Third-party Counselling Services are under review, with the additional challenge of scoping sufficient provision whilst the future of the University Counselling Service is uncertain.

The Senior Tutor provided an update on funding linked to the Pathways Programme, confirming the success across all recent funding bids. The Isaac Newton Trust have provided funding of £49k towards the WP and Induction strands of the Pathways programme, and the College Wellbeing Stimulus Fund (CWSF) has provided £119,000 to fund Pathways operational costs to the end of December 2025, with the college expected to contribute £21,000. This will allow two staff roles to be allocated to the Pathways budget and for funding ring-fenced for Pathways to be released back to CBSS.

The Isaac Newton Trust has also fully funded the Academic Career Development Fellowship (CC26 13).

Council will receive a proposal from the Senior Tutor in Easter Term 2024 on Pathways Year 2.

27.9. ***Minutes of committees

Council received the minutes of the following committees without discussion.

27.9.1. Unconfirmed minutes DEFI Oversight Committee, 2 February 2024 (CC27 09)
27.9.2. Unconfirmed minutes Estates Committee, 12 February 2024 (CC27 10)
27.9.3. Unconfirmed minutes Investments Committee Open Business, 4 March 2024 (CC27 11)

27.10. Any other Open Business

Council discussed the May Ball 2024 and what mitigations were in place for noise management, noting that in 2023, the Hawks Club event on Fenner's Ground the evening before the ball resulted in noise not caused by the College being attributed to its students.

ACTION: Senior Tutor to liaise with the MCR May Ball Committee on arrangements for reducing disturbance during the May Ball on 15th June 2024 and communications to local residents.

End of Open Business JW