HUGHES HALL
UNIVERSITY OF CAMBRIDGE

COLLEGE COUNCIL

Confirmed Minutes

One hundred-and-thirtieth meeting of College Council 18 June 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 Emily Farnworth, Dr Lars Vinx, Dr Bart de Nijs, Prof John Doorbar, Dr Carole Sargent, Nowsha Farha (MCR Vice President), Mrs Kerry Wilson (Development Director), Prof Bill Irish; (via Zoom) Mahnaz Malik

In Attendance: Mrs Julia Watkinson (Secretary), Patrick Dunne (Assistant Bursar, to item 30.12), Sarah Langford (Communications Manager, to item 30.12).

Apologies: Mr Jonathan Newby (Bursar), Diana Bridgman (MCR President), Prof Nidhi Singal (Vice-President)

OPEN BUSINESS

30.1. Introduction

30.1.1. Welcome

The President welcomed Council and noting that this would be Dr Sargent's last Council meeting, proposed a vote of thanks on her retirement for her significant contribution to Hughes Hall over twenty years of service.

30.1.2. Declarations of interests

There were no declarations of interest.

30.2. Minutes and Matters arising from Open Business of College Council, 28 May 2024

30.2.1. Approval of minutes (CC30 01)

30.2.2. College Council action list: Open Business (CC30 02)

- [CC24.6] DEFI Financial Summary Year End 2023/2024 (CC30 03)

Council received an update via paper CC30 03, in the absence of the DEFI Managing Director, on DEFI's financial status at year end 2023/2024. The report provides oversight of existing and new funding streams and the impact of funding on DEFI organisational structure. **{[REDACTED]}**

Council noted the following points:

- At the 2024/2025 Budget presentation to Governing Body, GB requested budget and monthly account detail by each centre rather than combined under the Bridge.
- The Impact Director will be a member of Council from October 2024.
- Post DEFI and Camtree's separation, Council requires regular updates on budget position for each centre, commencing Michaelmas Term 2024
- The **{[REDACTED]}** Twinkl funding package will require Governing Body authorisation, due to it being from a single donor, although split into separate donations for DEFI and Camtree.
- DEFI should consider whether the overhead recovery allowance is sufficient when finalising new funding streams.
- Future presentations of DEFI I&E data to separate confirmed income from potential pledged income.

ACTION: DEFI Managing Director to attend Council in Michaelmas Term to provide revised format budget data separating confirmed/pledged funding, information on DEFI's business plan following its separation from Camtree, and clarity on scrutiny via the DEFI Oversight Committee.

30.2.3. Matters arising not otherwise on the agenda

Strategic and operational items

30.3. President's Report

The President reported:

- Hughes Hall students have excelled in exams, receiving prizes and coming top in Tripos
- Pathways continues to provide a unique offering to Hughes students, and the 2024/2025 event programme has been strong, ranging from academic to cultural and social events.
- External communications led by the Communications Manager have delivered positive reputational benefits and widened knowledge of what Hughes can offer its students.
- Senior staff appointments have strengthened organisational capability to deliver the 2030 vision, underpinned by robust financial reporting and planning which provides the operational stability to make strategic decisions for the College's future.
- Cyber security continues to be one of highest risks to College operations but increasing the IT team capacity and engaging expert third party security consultants to test and identify any weaknesses, coupled with promoting and following up on cyber security training, are working to mitigate risks in this arena.
- The Statutes & Ordinances review has commenced, and Governing Body were supportive of the move to reducing the size of the trustee body.

30.4. MCR Business

The MCR Vice-President reported:

- The May Ball 2024 received positive feedback from guests, staff and third parties, including following an inspection by Cambridgeshire Fire & Rescue service on the day of the ball
- The full MCR committee is now in place and looking forward to a successful year ahead

30.5. Achieving the Vision: Strategic plan 2024-2026 (CC30 04)

The Communications Manager introduced the strategic plan, which is intended to guide and shape how the Assistant Staff engage with, and contribute, to the operational delivery of the College 2030 Vision.

In discussion, the Senior Tutor confirmed that the Outreach Team are starting work with FE colleges within the region and the CCE Director noted that the Innovate UK grant and associated work has a focus on policy and delivery for the local area. Council noted that medical and PGCE students train in East Anglia and often go on to work within the region, specific programmes such as Cambridge in Africa are geared towards international students studying in the UK and returning to their native country post-study to share their knowledge and skills.

Council agreed the strategic plan is a living document and that current activity will feed into future versions, including specific accountability metrics.

Council approved the strategic plan 2024-2026 and that it will be reviewed by Council on a termly basis, including analysis of the achievement of strategic aims.

ACTION: Secretary to include strategic plan review as a Council agenda item on a termly basis.

30.6. Annual Report from Honorary Post-holders

30.6.1. Boat Club Senior Treasurer (CC30 05)

Council received the Hughes Hall Boat Club (HHBC) Senior Treasurer's report. Prof Trotter reported that the club is being capably managed by the HHBC student committee, with the communications team particularly active in seeking club sponsors. Expenditure is in line with plans, with coaching fees being one of the main costs, and a new women's eight, purchased last year, has been well looked after. On the river, the club made a strong showing in a range of outings and three Hughes Hall PhD students represented Cambridge, winning the Varsity Boat Race.

Council noted that the Development Director and President expect to be invited to Boat Club AGM, where fundraising will be discussed.

Council commended the success of the Hughes Hall crews in the May Bumps 2024, with the first boats going up a division, and with superblades being won by the women's team.

The President proposed a vote of thanks for the Senior Treasurer and for the HHBC Presidents and Committee.

30.7. Annual review of Health and Safety Policy (CC30 06)

Council received an update on the College's Health and Safety Policy and Procedures, following the annual H&S review by Peninsula, the College's Health and Safety consultants. Council noted that there were no red-rated actions (considered severe, needing immediately attention), six amber-rated actions which are being progressed and eighty-three green-rated items requiring no action.

Going forward, the Head of Facilities will procure H&S consultancy through Cambridge University Health & Safety Services, commencing with an audit on 7 November 2024. This change is being made as the service from CUHSS more closely meets College needs.

30.8. * Summary of FOI and SAR requests during academic year(CC30 07)**

Council received without discussion the annual end of academic year summary of Freedom of Information and Subject Access Requests received by the College's compliance team.

Standing items

30.9. Bursarial:

30.9.1. Bursar's Report (CC30 08)

The Assistant Bursar communicated key points from the Bursar's Report, including the positive impact of recent IT recruitment, reducing helpdesk response times and providing capacity for specific projects, such as the external IT audit currently in progress. The audit has included analysis on the use of College networks, and the Council noted the Acceptable Use of IT Policy within the Staff Handbook should be recommunicated to ensure staff awareness. Council also noted the initial roll-out of the VALTO project to replace Portal (Admissions) is due to go live in September 2024.

ACTION: Bursar and Senior Tutor to review Acceptable Use of IT Policy across Assistant Staff and Students and ensure this is clearly communicated at the earliest opportunity.

30.9.2. Management Accounts to 31 May 2024 (CC30 09)

Council received the management accounts to 31 May 2024 (period 10) noting that there has been an improvement in expected income driven by increased catering and conferencing business.

30.10. Tutorial and Admissions

30.10.1. Senior Tutor's Report (CC30 10)

The Senior Tutor report included the following detail:

- Admissions numbers are solid, and higher than forecast MPhil admissions will balance lower PhD admissions, which is a university-wide issue for 2024/2025
- Academic successes will be celebrated at graduation events, and sporting excellence was recognised at the University of Cambridge 2024 Sports Awards, where Hughes students were the winners of the 'Sports Club Personality of the Year' and 'Outstanding Contribution' awards
- The University is preparing for general admission and July congregation, with significant contingency plans in place to reduce any negative impact on Senate House congregations from protestor demonstrations.

The Senior Tutor proposed a vote of thanks to Dr Sargent for her support and her work within the Tutorial team, latterly as Deputy Senior Tutor of Admissions.

30.11. * Minutes of committees: For information**

Council received the minutes of the following committees without discussion:

30.11.1. Unconfirmed minutes DEFI Oversight Committee, 30th May 2024 (CC30 11)

30.12. Any other Open Business

There was no other Open Business.

End of Open Business JW