HUGHES HALL
UNIVERSITY OF CAMBRIDGE

COLLEGE COUNCIL

Confirmed Minutes

One hundred-and-thirty-second meeting of College Council 19 November 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), Mrs Emily Farnworth (from item 32.4), Prof Bill Irish, Dr Aga Iwasiewicz-Wabnig (from item 32.4), Dr Guillermo Serrano Najera, Mrs Kerry Wilson (Development Director), Alexis Willett (Impact Director), Diana Bridgman (MCR President), Nowsha Farha (MCR Vice President); (via Zoom) Mahnaz Malik

In Attendance: Mrs Julia Watkinson (Secretary), Patrick Dunne (Assistant Bursar, to item 32.12), Sarah Langford (Head of Communications, to item 32.12)

Apologies: Dr Bart de Nijs, Prof John Doorbar

OPEN BUSINESS

32.1. Introduction

32.1.1. Welcome

32.1.2. Declarations of interests

32.2. Minutes and Matters arising from Open Business of College Council, 15 October 2024

32.2.1. Approval of minutes (CC32 01)

The minutes were approved as an accurate record.

32.2.2. College Council action list: Open Business (CC32 02)

- **[CC30.5] Strategic Plan Update**
  The Head of Communications provided an update on the strategic plan, on behalf of College Officers. Council noted that the senior leadership team regularly evaluate progress against the plan, with the internal committee meeting infrastructure supporting the plan's delivery, and any emerging issues raised at Council via specific papers.

- **[CC31.3.2] Notification of changes to DEFI and CCE Terms of Reference**
  Council noted that the Terms of Reference of both DEFI and CCE have been updated to reflect the committee membership of the Impact Director.

32.2.3. Matters arising not otherwise on the agenda

There were no matters arising.

Strategic and operational items

32.3. *** Decisions made by circulation since the meeting of 15 October 2024

32.3.1. College Secretary Job Description (CC32 03)

Council noted without discussion the College Secretary Job Description, approved by circulation.

32.4. President's Report

The President and Development Director reported on the Development visit to Hong Kong and the importance of donations stewardship for alumni donors.

The President confirmed that the recent election of By-Fellows was based on the agreed principles and that Bridge Fellows recruitment is ongoing.

The Development Director noted the 140th Anniversary will enhance existing activity, with additional digital asset development and exhibition materials planned and within 2023-2024 budget.

The Impact Director updated on priorities, namely the future of CCE post-Chapter Zero Alliance, opportunities offered by Bridge Fellowship recruitment, and development of an impact web hub which will become a central resource to connect impact delivery across the College and Fellowship.

32.5. MCR Business

The MCR President reported on the successful election process, confirming Alex Zimmerman as the incoming MCR President and noting the major committee roles have all been elected and the main Fresher's Calendar events completed. The President congratulated the MCR Vice-President on election as a CU Student Union officer and thanked her for her time on Council.

32.6. Annual report of Investments Committee to Council (CC32 04)

The Assistant Bursar summarised the Annual Report of the Investments Committee, noting the positive investment year for the Estates Development Fund and Long-Term Fund, **{(REDACTED)}.**

32.7. Whistleblowing Policy additional Student Statement (CC32 05)

Following Council approval of the Whistleblowing Policy [CC29.7], the Senior Tutor introduced the rationale for this additional statement, informing students on how to report a matter of concern. The statement was developed on advice from OIS and the Bursars' Committee. Council discussed the confidential and anonymous reporting terms and agreed to their use as per the paper.

Council approved the student statement on "Making a confidential or anonymous report" as advised by the Bursars' Committee.

32.8. CCE Interim Director Job Description (CC32 06)

Council noted the job description for a fixed-term appointment of Interim Director, Centre for Climate Engagement, and the required amendments to the reporting line and essential experience.

ACTION: CCE Director to amend the Job Description, altering the reporting line to College Council, and removing the reference to a specific number of years of work experience being required.

Standing items

32.9. Bursarial:

32.9.1. Bursar's Report (CC32 07)

The Bursar provided a report on key bursarial information within the last month, noting:

- Catering footfall remains strong, and provision for additional dining facilities is a vital element in the estates development project.
- The annual H&S Audit was conducted by the University's H&S team. They have provided useful feedback, particularly on risk assessments, which should prompt more robust H&S reporting at Council.
- **{(REDACTED)}**
- **{(REDACTED)}**
- The introduction of the new duty on employers to prevent sexual harassment will support Assistant Staff through training to be delivered in January 2025. Council queried the training for members of College who are not employees and the Bursar confirmed the review of Ordinances in 2025 aims to move the College to a situation where all members are subject to same policies and processes.

32.9.2. Hughes Hall Management Accounts to 31 October 2024 (CC32 08)

The Assistant Bursar reported that the management accounts show the budget is forecast to produce a small deficit at year-end, forecast at £39k.

32.9.3. Letters of Representation 2023-2024 Accounts (CC32 09)

Council noted the Letters of Representation, to be approved by Governing Body, without discussion.

32.9.4. RCCA 2023-2024 Trustee Report (CC32 10)

Council noted the RCCA 2023-2024 Trustees Report, to be approved by Governing Body, without discussion.

32.10. Tutorial and Admissions

32.10.1. Senior Tutor's Report (CC32 11)

The Senior Tutor noted the deferral of the Admissions Report and Pathways update to the December 2024 Council meeting. Council noted the reduction in entries for the Cambridge Graduate Course in Medicine (CGCM) and that the Admissions Tutors and Medical School are reviewing the trend and will make recommendations to changes to future rounds. Council discussed Table 2 - Overview of Examination data, and requested the Admissions Committee review the exam results data per course year for insights which can support study and exam performance.

ACTION: Senior Tutor to review exam results data at Admissions Committee Lent Term 2025 and report findings to Council.

32.11. * Minutes of committees:**

Council received the minutes of the following committees without discussion:

32.11.1. Unconfirmed minutes CCE Oversight Committee, 11th June 2024 (CC32 12)

32.11.2. Unconfirmed minutes Admissions Committee, 8th October 2024 (CC32 13)

32.11.3. Unconfirmed minutes Estates Committee, 9th October 2024 (CC32 14)

32.11.4. Unconfirmed minutes Finance Committee, 14th October 2024 (CC32 15)

32.11.5. Unconfirmed minutes Investments Committee, 21st October 2024 (CC32 16) Open Business

32.12. Any other Open Business

Council noted that following the creation of the Chapter Zero Alliance, the MOU for Chapter Zero will be terminated and a new MOU will set out the constitution of the CZA Board, at which point the College can determine the number of Council members present on the board.

End of Open Business JW