HUGHES HALL
UNIVERSITY OF CAMBRIDGE

COLLEGE COUNCIL

Unconfirmed Minutes

One hundred-and-thirty-fourth meeting of College Council 28 January 2025

Council Room at 16.30

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Present: Sir Laurie Bristow (Chair, President), Dr Sonia Ilie (Acting Vice-President), Dr Tori McKee (Senior Tutor), Mr Jonathan Newby (Bursar), Prof Bill Irish, Dr Bart de Nijs, Prof John Doorbar, Dr Aga Iwasiewicz-Wabnig, Dr Guillermo Serrano Najera, Mrs Kerry Wilson (Development Director), Alexis Willett (Impact Director), Alex Zimmerman (MCR President), Daniel Wolfe (MCR Treasurer)

In Attendance: Patrick Dunne (Assistant Bursar, to item 34.14), Sarah Langford (Head of Communications, to item 34.11.1), Dr Joe Ellis (for item 34.6, 34.7 and 34.17).

OPEN BUSINESS

34.1. Introduction

34.1.1. Welcome

The President welcomed the MCR President and MCR Treasurer to the meeting. The President gave a vote of thanks to Mahnaz Malik and Emily Farnworth for their time serving on Council.

34.1.2. Declarations of interests

There were no declarations of interest.

34.2. Minutes and Matters arising from Open Business of College Council, 10 December 2024

34.2.1. Approval of minutes (CC34 01)

The Minutes were approved as an accurate record.

34.2.2. College Council action list: Open Business (CC34 02)

- **[CC31.12.2] Harassment & Sexual Misconduct Policies**
  Following Council's approval of the *Student on Student Harassment Policy*, Council had queried cases which would fall outside the current policies, specifically student on staff harassment. The Senior Tutor discussed that student on staff harassment, which is not included in the existing *Harassment and Sexual Misconduct Policy for Students*, would be a violation of the Rules of Behaviour and would therefore be considered under the College's Student Disciplinary Policy.

  The Council discussed that the introduction of a Code of Conduct for all members of the College, which set out agreed and appropriate behaviour would be of value. Council also noted that all College members should sign up to the new Statutes & Ordinances when these are introduced.

ACTION: Vice-President to coordinate a College members Code of Conduct for Governing Body approval.

Council agreed that a retrospective evaluation of investigations and how the College policies and procedures have supported these, should be brought to Council annually in Easter Term. This is separate to the Dean's Annual Report, which is presented to Council at the first Michaelmas Term meeting.

ACTION: Senior Tutor to present an evaluation of student investigations to Council in Easter Term 2025.

34.2.3. Matters arising not otherwise on the agenda

- **[CC72.6] ***DEFI and Camtree OSC Terms of Reference (CC34 03)**
  Council approved without discussion the proposal to expand the title and terms of reference of the DEFI Oversight Committee to include specific reference to Camtree, following the separation of the two Bridge Centres. The membership of the DEFI and Camtree Oversight Committee will therefore be expanded to include the Director of Camtree as an external member, who cannot hold the membership *ex-officio* as they are not a member of the College.

34.3. * Decisions made by circulation since the meeting of 10 December 2024**

34.3.1. Chapter Zero Board Appointment (CC34 04)

It was noted without discussion that Emily Farnworth's appointment to the Chapter Zero board was approved by circulation.

34.4. President's Report

The President set out his priorities for Lent Term 2025, with key areas as follows:

- Estates development: Pavilion project activity is increasing and a significant capital project on the Fenner's Building will also come to Council and GB for approval
- Centre for Climate Engagement and DEFI: the centres' strategic direction, stakeholders and sources of funding is under evaluation
- Development: the team, supported by its external consultants, is preparing for the May 2025 Giving Day, focusing on setting up 'match and challenge' gifts to maximise donation potential
- Impact: immediate focus is on events, showcasing community expertise and engaging Senior Members, particularly By-Fellows; and recruitment, with the appointment of the CCE Director complete and the selection of Bridge Fellows ongoing
- Communications: 140th Anniversary activity, and updating news and student stories

34.5. MCR Business

The MCR President gave their report, commenting that the Lent handover proved challenging in terms of elections and filling committee vacancies, particularly the MCR IT and Infrastructure Officer, who supports on Room Bookings.

The MCR President noted that the MCR have set up a budget to support Hughes students, with support initiatives including free prescription subsidies and day-to-day items.
Upcoming MCR activities include a Bop, Refresher Week, First Aid class, PhD Research Day and MCR Bar 50th Birthday.

34.6. Pathways Update (CC34 05)

The Senior Tutor summarised the key achievements of the blended-learning programme, Pathways, during its first operational year (following the successful pilot year) as follows:

- 570 students attended live events; these were often at capacity so ran multiple times to cope with demand
- 61 one-to-one appointments were held, with a broad reach across the student body, including Masters' students, who often have a lower engagement with the College
- 566 views of the 29 online modules were recorded over six months

The Senior Tutor noted the significant decision for Council on the horizon on continuing funding for Pathways beyond December 2025, when current funding completes.

The Senior Tutor and Impact Director are in discussion about the delivery of impact through Pathways and will work with the Development Director on attracting further support.

34.7. Admission of Foundation Year Students (CC34 06)

The Deputy Senior Tutor (Teaching and Outreach) outlined the proposal for Hughes Hall to admit students to the Foundation Year in Arts, Humanities and Social Sciences (FY) in academic year 2026/7, targeting 3-5 student admissions to be allocated to Hughes Hall from the centrally administered 50 students.

The introduction of the Foundation Year would require the appointment of a FY Director of Studies from 2025/26, to participate in the admissions process for 26/27 entry, and the allocation of a FY Tutor from within the existing Tutor team. The colleges participating in the Foundation Year pilot have seen increased pastoral challenges from FY students, however the core Welfare Team and Tutors are confident these can be supported within the current organisational structure.

Council approved the admission of Foundation Year students for the admissions process in 2025/26, to admit 3-5 students for entry in 2026/27.

Council approved the appointment of a Foundation Year Director of Studies from 1 August 2025.

34.8. Undergraduate Admissions Reform Authorisation to Vote (CC34 07)

The Senior Tutor summarised the proposed undergraduate admissions governance reform, which will be the subject of a common action decision at Senior Tutor's Committee on 14 February 2025. The proposal, to introduce a new joint governance committee (Undergraduate Admissions Committee) with the same authority as Senior Tutors' or Bursars' Committee, has the support of the College's Admissions Committee and the University's Colleges Committee.

The Senior Tutor flagged that the new Undergraduate Admissions Committee (UAC) will have at least one representative from each of the 29 undergraduate colleges and will direct the work of three sub-committees: Admissions Strategy, Admissions Operations and Outreach. Representatives from mature colleges can also stand for election to the sub-committees and the Senior Tutor confirmed the Tutorial team's intention to do so.

Following consultation, the Mature Strategy Group will report directly to the Senior Tutors' Committee, and this was considered sufficient to address concerns over the lack of mature college representatives in the membership of the sub-committees of the UAC.

Council authorised the Senior Tutor to vote on behalf of the College in favour of the proposed undergraduate admissions governance reform.

34.9. [CONFIDENTIAL] Pavilion Project Update (CC34 08)

{[REDACTED]}

34.10. Statutes Update: For information/comment (CC34 09)

Council received the revised draft of Statutes to be presented to Governing Body at its 5 February 2025 meeting, and the confirmation that the College has informal approval for the proposed statute changes from the University Draftsman's office, the office of the Vice-Chancellor, and the office of the Chancellor (the College Visitor).

The College's legal advisors have approved this working draft, which is currently with the S&O Working Group for comments. The next stage of the process is for the draft to be sent to the Office of the Privy Council for informal review.

34.11. Bursarial:

34.11.1. Bursar's Report (CC34 10)

The Bursar informed Council that as of 31 January 2025 Hughes Hall will no longer be the sole member of Chapter Zero Limited and that the Climate Governance Initiative will officially transfer from Hughes Hall to Chapter Zero Alliance.

34.11.2. Management Accounts to 31 December 2024 (CC34 11)

The Assistant Bursar reported that the year-to-date position in December 2024 projected the year-end forecast deficit at £39k as per Reforecast 1. The year-to-date £14k adverse income variance to RF1 is primarily attributed to a reduction in student numbers (-13 vs RF1). The year-to-date favourable expenditure variance of £41k is largely due to a £26k adverse variance in Facilities due to Fenner's remedial works and a £4k adverse variance in Development unrestricted donations, balanced by departmental underspends mainly due to timing.

34.11.3. Budget 2024/2025 - Reforecast 2 (CC34 12)

The Assistant Bursar presented the annual Reforecast 2, with total income increased by £43k, with increases attributable to catering, Summer Schools, non-student residences, and other income.

{[REDACTED]}

Council noted that Reforecast 2 has been reviewed and approved by Finance Committee and will be presented for information at Governing Body on 5 February 2025.

34.12. Tutorial and Admissions

34.12.1. Division of Term Report (CC34 13)

Council received the Division of Term Report, which provides annual student census data. The Senior Tutor highlighted the positive increase in PhD student numbers, and the decrease in UG students,

which is a return to normal levels following the post-COVID increase in UG numbers across the University.

34.12.2. Statement on Confidentiality and Data Sharing for Students (CC34 14)

The Senior Tutor described the issues which have resulted in the drafting of the "Confidentiality and Data Sharing" statement, to provide detailed clarification of the circumstances in which the core welfare team are required to share data to ensure student safeguarding.

Council noted the statement, which would be referenced within the College's Data Protection Policy.

34.13. * Minutes of committees: For information**

Council received the minutes of the following committees without discussion:

34.13.1. Unconfirmed minutes Bridge Committee, 12th December 2024 (CC34 15)

34.14. Any other Open Business

The President shared that two vacancies on Council are due for election at the 5 February 2025 Governing Body with one candidate standing for election to date and that the College Secretary joins the College on 10 March 2025.

Council noted that notification was received from Chapter Zero that Dr Iwasiewicz-Wabnig has resigned from the Chapter Zero Limited (CZL) Board in her role as Hughes Hall board member, due to the end of Hughes Hall's sole membership of Chapter Zero. Dr Iwasiewicz-Wabnig will duly be appointed as a CZL Fellow.

End of Open Business JW