

School of Technology

Council of the School

2.00 p.m. on Friday, 14 June 2019

Room FW11, Department of Computer Science and Technology

UNRESERVED MINUTES

- Present:
- Professor John Dennis (Chair)
 - Professor Richard Prager
 - Professor Ann Copestake
 - Professor Christoph Loch
 - Dame Polly Courtice

 - Professor Alan Blackwell
 - Dr Vincent Mak

 - Professor Andrew Flewitt
 - Professor Robin Langley
 - Professor Simon Guest
 - Professor Tim Minshall
 - Professor Bill Byrne

 - Mr Tek Kan Chung (Undergraduate member)

 - Dr Claire Barlow (School observer)
 - Professor Garth Wells (School observer)

 - Dr Shui Lam (Secretary)
 - Ms Joanna Walmsley (School Finance Manager)
 - Ms Tracy Brooks (School HR Manager)
 - Ms Gabby Uncles (School Assistant Administrator)
- In Attendance:
- Ms Georgina Cannon (CUDAR), Dr Mark Wormald and Mr Andrew Paterson attended for item 3.1
- Apologies:
- Professor Lisa Hall, Professor Alexandra Routh, Dr Sam Ainsworth, Professor Richard Penty, Dr James Moultrie (School observer)

Declarations of interest

There were no declarations of interest.

1. Minutes

The unreserved minutes of the meeting held on 10 May 2019 were approved.

1.1 Membership of the Council of the School

The Council of the School has a practice of co-opting the Heads of Division in Engineering. Therefore, it was agreed to co-opt the new Head of Division F, Professor Godsill, to the Council of the School with effect from October 2019 to the end of the tenure of Professor Bryne.

Matters Arising

There was no matters arising.

Chairman's Report

Professor Dennis reported on the following matters:

- He offered congratulations to CISL on their 30th anniversary. He reported on the celebratory event at Buckingham Palace and congratulated Dame Polly and her team on the organisation of the event.
- With regard to the Auger review, the proposal to reduce fees to £7.5k for home students would have significant financial implications for the University if the Treasury are unable to plug the gap. For example, a £1k reduction in fees costs the University £10m. There is currently a suggestion to freeze fees for the next three years or introduce maintenance grants.
- The Access and Participation Plan was submitted in May 2019 to the Office for Students and the University is expecting a robust response to which they will need to make amendments quickly.
- The University has signed an agreement with Tsinghua University to establish a Tsinghua-Cambridge Fund to support research projects in sustainability and decarbonisation.
- The PVC Enterprise and Business Relations would be contacting PIs with research projects funded by US Government departments, to check compliance with US export controls as a result of the recent barring of involvement of some Huawei contracts. Ms Cannon clarified that this is merely a due diligence check to ensure no individuals are at risk and PI's should not be alarmed.
- The PRC has approved a warrant to uplift the Whittle Lab extension to RIBA stage 3.

2. Starred Items

Starred items were approved.

3. Principal Business

3.1 Briefing on the Student Support Initiative (SSI)

Dr Mark Wormald, the co-Chair of the SSI and Mr Andrew Paterson, Senior Associate Director for the SSI attended the meeting to provide an update, Paper T/19/29.

Dr Wormald and Mr Paterson explained that the Vice-Chancellor announced the SSI in October 2018, bringing together many initiatives into one fundraising stream. The vision is the pursuit of quality and diversity for the widest talent pool for global excellence. It is intended to enhance the ability of the School to attract and support the very best students, regardless their background.

There are three initial SSI ideas for Schools:

1. Novel and inspiring postgraduate programmes:
Full cost endowed PhD studentships qualify for a 24% contribution from the University
2. Master's courses that serve to widen participation:
Availability of Master's studentships would be welcomed, specially for home students.
3. Undergraduate course specific support:
The initiative could be anything that the School would like it to be, e.g. a focus on mental health, or University undergraduate internships.

Dr Wormald explained that a successful part of the initiative had been to bring Colleges together to share best practice, which had proven to bring faster success. Ms Cannon explained that the aim of the campaign is to provide studentships wherever possible and to add to existing funding.

In response to Professor Dennis's question as to what next steps should be taken when a new opportunity arises, Mr Paterson commented that Departments should contact CUDAR and they would work together to articulate the vision to donors. For example, a pitch for a new cohort might have a theme so help could be given as to what makes the case compelling.

The presentation concluded with the announcement of an upcoming University-wide survey (including Colleges) of sharing good practice, for example, in the area of mental health and wellbeing.

3.2 Business Case: Refurbishment of 1 Regent Street for CISL

The concept paper for the refurbishment of 1 Regent Street for CISL has been considered and approved at the Council of the School meeting on 20 October

2017 Paper **T/19/30a**. A draft business case has now been prepared by CISL, Paper **T/19/31b**.

Dame Polly introduced the business case and highlighted the progress made so far: funds have been raised from companies for 12 research fellowships which CISL had started the recruitment for. The established refurbishment cost has gone up to around £10.92m but this is still subject to confirmation by EM.

It was reported that the funding arrangement would be: a £6m donation from Envision, a £2m grant from ESIP and a shortfall of £2.92m which would be funded by resources available to CISL, such as its reserves. It was noted that the shortfall, if fully utilized, would amount to about half of CISL's reserves.

Dame Polly was keen for a final version of the business case to be considered and approved by the PRC the following week, so that the University could claim the next tranche of the donation from Envision. Therefore, the Council of the School agreed that, if a full business case were to be finished and submitted to the School Office for checking on Monday, assuming that the case was considered complete by the School officers, the case could be circulated on Tuesday next week for the approval of the Council of the School by circulation.

The Council of the School sought reassurance on the extent of the liability that might incur at the School level. Ms Cannon reported that, if the liability would rest with the University if the terms of the donation were not fulfilled.

The conditions of the donation were discussed and Dame Polly clarified that the only stipulation was that the entire building should be occupied by CISL. It was ascertained that in a worst-case scenario, it was unlikely that the donor could claim back the money as this request would need to go to the Charity Commission.

[Note added after the meeting: For a number of reasons, the full business case is not considered to be sufficiently advanced for it to be circulated to the Council of the School as planned. It is expected that more work will be done to develop the business case and to test out the numbers, so that the case could be finalised and considered by the Project Board first, and then the Council of the School, before going to the PRC in October 2019. So, it is still likely that the Council of the School will be asked to approve the business case by circulation, but at a later date.]

4. Other Substantive Business

4.1 UEF Allocations 2019-20

Further to discussions regarding new allocations and savings for 2019-20 at the last meeting of the Needs Committee, Paper **T/19/32** has been prepared, showing detailed departmental UEF allocations for the Departments for 2019-

20. This is, of course, subject to approval of the Grace on the Budget Report 2019-20.

The School Finance Manager presented Paper **T/19/33**, an extract of the draft Budget Report, highlighting and clarifying the figures and reminding the Council of the School of the required savings of approximately £3m.

The Council of the School approved Paper **T/19/34**.

4.2 School of Technology Centre for Doctoral Training: Financial Support

At the meeting, it was reported that the PVC for Education has confirmed that the University would fund 3 CDT studentships centrally, one per CDT for the 3 new Technology CDTs which have been awarded, at the value of £100k per studentship (total £300k).

In July 2018, the Council of the School provisionally approved, via circulation, to fund CDT studentships in proportion to the amount provided centrally, to the maximum of 1 studentship per CDT. Therefore, the Council of the School confirm that it would fund 3 CDT studentships at the value of £100k per studentship, 1 per CDT (total £300k).

The PVC for Education has also confirmed that a total fund of £200k would be made available for cross-cohort training within the new CDTs (3 in Physical Sciences and 3 in Technology). The CDT Management Committee would discuss the use and application of this £200k during 2019-20.

Paper **T/19/35** sets out the arrangements for any under-written studentships required by the new CDTs, which was approved by the Needs Committee at the meeting of 27 February 2018. This was approved by the Council of the School at the meeting.

4.3 Prodigy Loan Scheme 2019 Intake: for Consideration

Paper **T/19/36** proposes that £500k be made available to JBS to cover its investment requirement for the 2019 intake. This would increase the outstanding capital loan value to £1,783k. It was proposed that the School does not increase its total loan value beyond this £3m, to ensure there remains some flexibility to use contingency reserves if necessary in the short to medium term.

The School Finance Manager presented the background to the case and reasons for approval. Risks over repayments were discussed but it was clarified that the Director of Finance had endorsed the scheme as a good use of funds and Professor Loch reported that insurance had been built in to the loan.

Therefore, it was agreed that the School would make available a maximum loan amount of £500k to CJBS, to cover its Prodigy Loan Scheme requirement for

the 2018 intake; in addition to the £1,283k outstanding on the loans from for 2014, 2015 and 2017.

5. Straightforward Business

5.1 UAC Admissions Report

The Council of the School was asked to submit an annual admissions report to the Undergraduate Admissions Committee. The report, Paper **T/19/37**, has been prepared after consultation with the School's Undergraduate Education Committee.

The Council of the School approved the report for submission.

5.2 University Risk Register

The Council of the School noted the new University risk register format(Paper **T/19/38**), risk management policy and guidance. It was agreed that Departments should be encouraged to use the new templates wherever possible.

5.3 CISL Annual Report

As required by Statutes and Ordinances, CISL submitted an annual report to the Council of the School. The 2018 report, in Paper **T/19/39**, was noted.

5.4 HR Briefing

Paper **T/18/40**, the regular briefing note from the HR Business Manager was noted.

5.5 *Minutes of Other Committees**

Needs Committee	04 June 2019	T/19/41
Graduate School Committee	20 February 2019	T/19/42
IT Strategy Committee	15 May 2019	T/18/43

5.6 Health and Safety Matters

The Council of the School did not have any Health and Safety matters.

5.7 Risk Assessment

The Council of the School is routinely required to consider the risk assessment of any major decisions taken at the meeting. CISL risks were discussed under item 3.2.

6. Any Other Business

Under Any Other Business, Dr Claire Barlow was thanked for chairing the Undergraduate Education Committee, and Dr James Moultrie, for his role as the Director of Graduate Education. Their roles would be replaced by Dr Patrick Barrie when he commences his role of Director of Education in September 2019. Professor Bryne was also thanked for his contributions as a member of the Council of the School.

7. Dates of Future Meetings 2019-20

2.00 p.m. in Board Room, Department of Engineering:
Friday, 25 October 2019

2.00 p.m. in Room W2.01, Judge Business School:
Friday, 29 November 2019

2.00 p.m. in Board Room, Department of Engineering:
Friday, 31 January 2020

2.00 p.m. in Large Meeting Room (West Cambridge site), Department of
Chemical Engineering and Biotechnology:
Friday, 06 March 2020

2.00 p.m. in Board Room, Department of Engineering:
Friday, 08 May 2020

2.00 p.m. in FW11, Computer Laboratory:
Friday, 12 June 2020

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