

School of Technology

Council of the School

**2.00 p.m. on Friday, 28 February 2014
Board Room, Department of Chemical Engineering and Biotechnology**

UNRESERVED MINUTES

Present: Professor Richard Prager (Chairman)
Professor Dame Ann Dowling
Professor Nigel Slater
Professor Christoph Loch
Mrs Polly Courtice
Professor Mike Gordon
Professor Gishan Dissanaiké
Mr Devang Agrawal (Undergraduate Student Representative)
Dr Simon Guest (School observer)
Dr James Moultrie (School observer)
Professor Richard Penty (School observer)
Dr Shui Lam (Secretary)
Mr Matt Burgess (School Finance Manager)
Ms Rachael Tuley (Assistant Secretary)
Miss Yi-Jun Lin (Administrative secretary)

In Attendance: Ms Georgina Cannon, Professor Steve Young

Apologies: Professor Andy Hopper, Professor Robert Mair, Professor Lisa Hall, Professor Bill Milne, Professor Nick Collings, Professor Sir Mike Gregory, Professor David Cebon, Professor Jan Maciejowski, Ms Nicole Weckman (Graduate Student Representative), and Professor Mark Blamire (School observer)

Declarations of interest

There were no declarations of interest.

1. Minutes

The unreserved minutes of the meeting held on 24 January 2014 were approved and signed.

Matters arising

There were no other matters arising than those minuted here.

Chairman's report/Departmental updates

There were no other departmental updates.

2. Principal business

2.1 School Strategic Reserve – CJBS Bid for Funds

The Judge Business School has submitted **Paper T/14/14**, requesting £500k from the School's Strategic Reserve, as a contribution towards the planning costs of the Old Addenbrooke's site development. The project is expected to cost £34m in total, with all funding generated either from donations received or loans repaid by CJBS from its trading income; University contribution to the cost is so far limited to £100k concept funding.

Adopting the same approach taken with Engineering's request for School support in underwriting the cost of the CAPE extension, CJBS' notional share of the School's surplus strategic reserve would be a one-off contribution of £150k (5% of £3m). In addition, CJBS has access to £50k in 2013-14 representing its share of the School's annual strategic reserve allocation (£1m this year). It is reasonable to assume that the School will make equivalent amounts available for the next two years (2014-15 and 2015-16), making a further £150k in total, if CJBS agrees to use its annual allocation over that period for these purposes. It is therefore proposed that the School contributes £300k to CJBS, on the understanding that this will severely limit the scope for further support for CJBS from the School's strategic reserve. This proposal has the support of the Needs Committee.

The allocation of £300k to CJBS from School funds was approved, subject to the above conditions.

3. Other Substantive Business

3.1 New prices for the endowment of academic posts

Guidance on the revised prices for endowed academic posts has been issued. The new prices are designed to facilitate philanthropic fund raising but in most cases it does not cover the full cost of the post. Shortfalls will be borne by departments and in order to accommodate endowed posts at the new price, no overheads will be charged on endowments negotiated under these arrangements for University Lecturers and Professors (although overheads will be charged on other staff costs, which may be funded from negotiated support packages). To avoid exposure to unsustainable commitments, RMC minutes reiterate that fundraising must be focused on those areas which are strategic priorities for Schools and the University as a

whole; Schools should not accept donations in areas that were not strategically important.

A memo is circulated from the Head of Planning and Resource Allocation, dated 21 January 2014 (**Paper: T/14/15**).

The Council of the School noted the memo.

3.2 General Board Reviews, 2014-15

The Council of the School is asked to consider and confirm the timing of the General Board reviews of the Computer Laboratory and the Department of Engineering in 2014-15 (**Paper: T/14/16**).

In addition, the Council of the School is asked if there are any additional terms of reference to the following standard ones:

- i. overall structure of the institution
- ii. the educational aims of its programmes
- iii. the knowledge and skills acquired by students during its courses
- iv. curricula and assessment
- v. student support
- vi. learning resources
- vii. maintenance and enhancement of standards and quality.

The Council of the School noted the documentation. The Chairman invited any proposed changes to the Terms of Reference to be sent to the Secretary by 7 March 2014.

4. Straightforward and Reported Business

4.1 Council of the School Membership

Professor John Robertson will be Head of Division B in the Department of Engineering, replacing Professor Bill Milne from 31 March 2014.

The Council of the School co-opted Professor John Robertson to the Council of the School from 1 April 2014 until 31 December 2014.

4.2 Half year-end Financial Report

The half year-end Financial Report is enclosed (**Paper: T/14/17**).

The School Finance Manager noted that:

- Recurrent Chest funds have been better utilised in the first six months of 2013-14, following significant appointments in the lead-up to the

REF, many of which were funded from new allocations received under the RAM Distribution Model;

- Research grant income to date is in line with forecast at £23,585k, representing a significant increase from prior years;
- The activations pipeline is suppressed in 2013-14, following a very successful year in 2012-13; this is probably to be expected in view of the cyclical nature of big grant awards, however activity will be monitored closely in the School Office;
- Trading income was the area of greatest uncertainty during PR2013, principally because of CJBS' planned investment in the Old Addenbrooke's redevelopment project as well as its academic and student support provision; CJBS made a trading loss of approximately £700k in the first half of 2013-14, an improvement against a planned loss of £1,250k due to vacancy savings and spending restraint in non-staff cost categories;
- JBSEEL is on track to generate planned gift aid income to CJBS of £1,500k by the year end, which will mitigate the trading loss to a significant degree;
- CPSL has recorded a small surplus in the first half of 2013-14, an improvement against plan.

4.3 HR Briefing

An HR Briefing paper, prepared by the HR Business Manager, is enclosed (**Paper: T/14/18**).

The HR briefing paper was noted.

4.4 WiSETI Annual Report

The WiSETI Annual Report, 2012–13 (**Paper: T/14/19**) is enclosed for information. The Council of the School noted the report.

The Secretary reported that the University's Gender Equality Champion Professor Dame Athene Donald is due to take over the role of Master of Churchill College in October 2014 and would therefore be stepping down as Gender Equality Champion at that time. She encouraged Heads of Department to promote the role to senior women in their Departments.

5. Minutes of other committees

5.1 * Needs Committee**

The unconfirmed unreserved minutes of the Needs Committee meeting held on 18 February 2014 were received (**Paper: T/14/20**).

5.2 * Graduate School Committee**

The unconfirmed minutes of the Graduate School Committee meeting held on 31 January 2014 were received (**Paper: T/14/21**).

5.3 * Research Committee**

The unconfirmed minutes of the Research Committee meeting held on 3 February 2014 were received (**Paper: T/14/22**).

5.4 * IT Advisory Group**

The unconfirmed minutes of the IT Advisory Group meeting held on 29 January 2014 were received (**Paper: T/14/23**).

6. Any other business

6.1 Alumni Festival, 26-28 September 2014

The Council of the School considered a letter from the Head of Major Gifts (Schools), CUDAR (**Paper: T/14/24**). The Chairman reported that the Schools were asked to encourage Departments participate in this year's Alumni Festival.

During the discussion, it was agreed that:

1. It would be good to have a focus/theme around which to group the events offered.
2. This focus/theme should enable events to be associated with philanthropic priorities.
3. The School might explore the possibility of having a School-wide focus/theme on "Sustainability".
4. We should explain the events' structure and links relating to our activities to the Development Office and invite them to take this information into consideration when timetabling the Festival.

It was agreed that Departments come up with proposals for events that relate to philanthropic priorities or "sustainability", or both and send them to the Secretary.

Dates of Future Meetings

2.00 p.m. in Board Room, Department of Engineering:
Friday, 02 May 2014

2.00 p.m. in FW11, Computer Laboratory:
Friday, 06 June 2014