
The 137st meeting of the Council of the School of Technology was held at 2.00 p.m. on Friday 1 March 2013 in the Board Room, Chemical Engineering and Biotechnology, Pembroke Street.

Present: Professor Howard Chase (Chairman)
Professor Nigel Slater
Professor Dame Ann Dowling
Professor Andy Hopper
Professor Christoph Loch
Mrs Polly Courtice
Professor Robert Mair
Professor Neil Dodgson
Professor Alan Hughes
Professor Sir Mike Gregory
Professor Jan Maciejowski
Professor Robin Langley
Dr Simon Guest (School observer)
Professor David Cardwell (School observer)
Mr Tanvir Shams Qureshi (Graduate Student Representative)
Dr Shui Lam (Secretary)
Mr Matt Burgess (School Finance Manager)
Ms Rachael Tuley (Assistant Secretary)
Miss Yi-Jun Lin (Temp Administrative Secretary)

In Attendance: Ms Sarah Botcherby

Apologies: Professor Chris Lowe; Professor Lisa Hall; Professor Bill Milne; Professor Nick Collings; Professor Lindsay Greer (School Observer); Mr Matthew Ireland (Undergraduate Student Representative)

UNRESERVED BUSINESS

DECLARATIONS OF INTEREST

There were no declarations of interest.

2343 MINUTES

The unconfirmed unreserved minutes of the Council of the School of Technology held on Friday 25 January 2013 were approved and signed.

2344 MATTERS ARISING

There were no other matters arising than those minuted here.

2345 CHAIRMAN'S REPORT

The Chairman referred to the following items:

- The corrected version of the Postgraduate Taught Experience Survey, which has been circulated to Departments. The deadline for the submission of comments to the Head of Educational and Student Policy is the end of the Easter Term;
- The University is finalising its plans to comply with research funders' requirements for publishing under Open Access from 1 April 2013. Whenever permitted by the publisher, authors should opt to publish under the "Green" standard to reduce demand on limited financial resources.. Applications for the funding of Article Processing Charges associated with the "Gold" Standard will be handled centrally for one year. Further details can be found at <http://www.openaccess.cam.ac.uk/>;
- Departments have been granted funds to recruit Impact Acceleration Award Knowledge Transfer Facilitators;
- The central REF team has been meeting with Chairs of Unit of Assessment Committees;
- A potential University collaboration with the University of Pennsylvania;
- Staff applying for EPSRC Centres for Doctoral Training awards are in the process of preparing bids. The deadline for their submission to the CDT Steering Group is 11 March 2013.

2346 DEPARTMENT UPDATES

There were no departmental updates.

A. STRATEGIC PLANNING & RESOURCE ALLOCATION

2347 NEEDS COMMITTEE

The unconfirmed unreserved minutes of the Needs Committee held on Tuesday 19 February 2013 were circulated. The Chairman will highlight the following items:

ITEM N1503 TAKEN FROM THE NEEDS COMMITTEE OF 19 FEBRUARY 2013

2348 RCUK EQUIPMENT FUNDING – 50% SHARE

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| T/13/6 (NC/13/3) | Office Note: Report summarising Equipment Matching Commitments |
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Paper T/13/6 summarises the School's commitments against its Equipment 50% Matching Funds. So far £710k has been received under the School's allocations for 2011-12 and 2012-13. Commitments of £256k have crystallised to date, and there are further potential commitments of £260k, leaving £194k available for the remainder of the 2012-13 Financial Year.

It was noted that Schools are now able to use unspent funds to cover other equipment related costs, such as matching funds on charity grants or to fund unrecoverable VAT on ERC grants. The Needs Committee agreed that priority must be given to matching funds on EPSRC

awards but at the end of each financial year, surplus funds would be identified and bids for alternative usage considered. It was agreed that an appropriate basis for apportioning funds between bids would need to be determined.

ITEM N1504 TAKEN FROM THE NEEDS COMMITTEE OF 19 FEBRUARY 2013

2349 TRAVELLING EXPENSES FUND

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| T/13/7 (NC/13/4) | E-mail issued by the Planning and Resource Allocation Office (PRAO), concerning the Travel Expenses Fund and Alternative Funding Schemes |
| T/13/8 (NC/13/5) | Departmental responses to the PRAO request |

Paper T/13/7 is an e-mail issued by the Planning and Resource Allocation Office (PRAO), concerning the Travel Expenses Fund and Alternative Funding Schemes. Paper T/13/8 contains responses from Departments to the PRAO request.

The Needs Committee agreed that the existing centrally-organised scheme should be wound up and that the School should argue for an allocation of the funds based on the number of eligible staff in the University and that the allocation, when received, should be distributed to Departments to augment their internal schemes.

2350 HALF YEAR END FINANCIAL REPORT

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| T/13/9 | Office note: Half year end financial report, dated February 2013 |
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The half end of year financial report is detailed in Paper T/13/9.

The School Finance Manager summarised the half year report as follows:

- all Departments are operating within their Chest allocations in 2012–13; substitutional funds for academics and savings made under the recent VSS have allowed departments to meet savings targets, while new allocations received (including RAM based amounts) have not yet been utilised;
- the volume of research income has increased and, particularly in view of significant additional activations in January, is on course to exceed the £44.9m total income forecast in the School's 2012 plan.

B. EDUCATION

2351 GENERAL BOARD REVIEW 2013-14

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| T/13/10 | Letter from the Academic Division on the General Board Reviews of Learning and Teaching, dated 29 January 2013 |
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The Academic Division has asked the Council of the School to consider the review schedule for the Departments within the School and the core guidance (as detailed in paper T/13/10)

The Council of the School approved the proposal that Judge Business School be reviewed in 2013–14.

ITEM N1505 TAKEN FROM THE NEEDS COMMITTEE OF 19 FEBRUARY 2013

2352 GRADUATE SCHOOL COMMITTEE

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| T/13/11 (NC/13/6) | Office note: Minutes of the meeting held on 01 February 2013 |
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The unconfirmed minutes of the Graduate School Committee meeting held on 01 February 2013 are as in Paper T/13/11.

It was noted that the corrected version of PTES has now been distributed to Departments. It was noted that the deadline for responses to the report has been extended to the end of the Easter Term.

The Chairman of the Graduate School Committee referred to item GS107 on Transition and Study Skills for Graduate Students. It is envisaged that improved mechanisms will be in place to support incoming overseas students from educational backgrounds that have prepared them less well for study at Cambridge.

C. MISCELLANEOUS

2353 A COLLABORATIVE FUNDRAISING MODEL FOR COLLEGIATE CAMBRIDGE

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| T/13/12 | A draft framework document for a Collaborative Fundraising Model for Collegiate Cambridge, together with a model protocol for major gift management |
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The Council of the School considered the document. It was regretted that Departments are advised not to contact alumni directly with mass mailings and that this could compromise Departments' ability to attract significant donations. The point was made that graduate alumni often felt closer to the Departments than their Colleges. Therefore, to optimise fund-raising, it would be good for Departments to be able to contact graduate alumni directly.

The Secretary was asked to convey the feedback to the centre.

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| Action: | Secretary |
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2354 HUMAN RESOURCES BRIEFING

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| T/13/13 | Office note: HR briefing from the School HR Business Manager, dated February 2013 |
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Paper T/13/13 is the HR briefing from the School HR Business Manager, dated February 2013.

The HR Business Manager highlighted the following salient points:

- Athena SWAN related activity;
- Equal pay review 2012;
- Retirement policy revisions;
- Pay award 2012.

2355 HEALTH AND SAFETY MATTERS

There were no items to discuss.

2356 RISK ASSESSMENT

There were no items to discuss.

2357 PROPOSED MEETING DATES FOR 2013–14

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| T/13/14 | Proposed meeting dates for 2013–14 |
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The proposed meeting dates for 2013–14 were approved.

2358 ANY OTHER BUSINESS

There was no other business.

2359 DATES OF MEETINGS OF THE COUNCIL OF THE SCHOOL OF TECHNOLOGY

The meetings of the Council of the School of Technology will be:

| Council of the School of Technology Dates for 2011-12 | | |
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| Fridays at 2:00 pm | Venue | Room Booked |
| 03 May 2013 | Engineering | Boardroom |
| 07 June 2013 | Computer Laboratory | FW11 |

School of Technology
08 March 2013

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