

Bursars' Committee**MINUTES of the meeting held at 2.15 pm on Thursday, 14 November 2024
in the Old Library at Pembroke College.**

The meeting was chaired by the Chair (Richard Anthony, JE) and the minute taker was Matthew Russell (Office of Intercollegiate Services).

Attendance: Please note that blank cells below represent Colleges that were not represented at the meeting.

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|-----------------------------|---|
| Christ's | Michael Parsons |
| Churchill | Tamsin James |
| Clare | Keith Carne Toby Wilkinson |
| Clare Hall | Per Reiff-Musgrove David James |
| Corpus Christi | Simon Shinkfield |
| Darwin | John Dix |
| Downing | Simon Brockington Rob Beardwell Gavin Flynn |
| Emmanuel | |
| Fitzwilliam | Rod Cantrill |
| Girton | Jimmy Anderson |
| Gonville & Caius | Robert Gardiner |
| Homerton | Simon Wadsley |
| Hughes Hall | Jonathan Newby |
| Jesus | Richard Anthony |
| King's | Polly Ingham |
| Lucy Cavendish | Tatjana Walker |
| Magdalene | Steven Morris Helen Foord |

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| Murray Edwards | Rob Hopwood |
| Newnham | Christopher Lawrence |
| Pembroke | Andrew Cates Catherine Rawlings |
| Peterhouse | Ian Wright |
| Queens' | Jonathan Spence |
| Robinson | Fiona Brockbank |
| St. Catharine's | Nicola Robert Helen Hayward |
| St. Edmund's | Graham Watson Rob Preston |
| St John's | Alison Cox |
| Selwyn | Jennifer Phillips |
| Sidney Sussex | Kathryn Smart |
| Trinity | Emma Davies Richard Turnill |
| Trinity Hall | Glen Sharp |
| Wolfson | Joanna Cheffins Darren Smith |
| Senior Tutors' Ctte | Judith Bunbury |
| Colleges' Ctte | Richard Heaton |
| Development Directors Ctte | Francisca Malarée |

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|--------------------------|--|
| Margaret Beaufort | |
| Ridley Hall | |
| Wesley House | |

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| Westcott House | |
| Westminster | |

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|-------------------|--|
| University | Natalie Acton, Head of Student Support Services (for BC 24.7 and 8) Alice Benton, Head of Education Services Anna Philpott, Pro-Vice-Chancellor (Resources and Operations) |
| OIS | Matthew Russell, Malcolm Millbrook and Diane Brooker |

No declarations of interest were noted.

BC.24.1 Welcome

The Committee welcomed the following new members to their first meeting:

- Simon Brockington (DOW)
- Simon Wadsley (HO)
- Judith Bunbury (W, Senior Tutors' Committee Representative)
- Francisca Malarée, (CHU, College Development Directors' Committee representative)
- Anna Philpott (University's Pro-Vice-Chancellor (Resources and Operations))

BC.24.2 Announcement of the result of the election for a Deputy Chair of Bursars' Committee

The Returning Office for the election for the next Deputy Chair of Bursars' Committee confirmed that sufficient voted had been cast to confirm that, from 1 January 2025, the next Deputy Chair of the Committee would be Tim Harvey-Samuel (TH). Tim Harvey-Samuel was congratulated on his election in his absence.

BC.24.3 Minutes of previous meetings

The Committee approved the unreserved minutes of the meeting on 6 June 2024 as a true record.

BC.24.4 Terms of Reference

The Committee received for information and confirmation its terms of reference and privacy statement:

Paper 1 Bursars' Committee: Terms of Reference
Paper 2 Privacy Statement

Matters arising not elsewhere on the agenda**BC.24.5 USS Pension liability (minute BC.23.x, 4 July 2024)**

The Committee received for information a note from the Chair of Meet Cambridge, detailing the position of the USS Trustee:

Paper 3 Report from the USS Trustee, 12 September 2024

It noted that the USS Section 75 debt, which had now been estimated to be in the region of £70,000, was expected to be settled from the Meet Cambridge company reserves.

BC.24.6 University pay review (minute BC.23.x, 4 July 2024)

The Committee noted that the details of the University's pay award were now available at:

[National pay award to take effect in November](#)

PRINCIPAL AND SUBSTANTIVE BUSINESS

BC.24.7 Review of the Approach to Provision for Disabled Students

Natalie Acton attended the meeting for this item and briefed the Committee on the ongoing Review of the Approach to Provision for Disabled Students. Noting that the final report had not been received by the review consultants, she reported that:

- a) the review has been instigated following the 2023 review of the Examinations and Assessment Mitigation Committee (EAMC) but would cover the broader approach to provisions for students with disabilities.
- b) while the report was expected formally in December 2024, there were emerging conclusions and guiding principles arising to date. These included: concerns of the volume of students with declared disabilities making the current (individualised) approach to identifying disadvantages and consequent adjustments unsustainable; recent regulatory changes and case law adding complexity and risk; and the very wide range of views and perceptions across the Collegiate University of how best to manage appropriate provision.
- c) the report would likely be framed across a number of themes, including: improving the student experience; decreasing variation in provision (and consequently an increase in the use of standardised and routine adjustments, with baselines of inclusive practice); addressing appropriate training; a focus on the pre-arrival experience and the early declaration of disabilities.

In the discussion, it was further noted that:

- d) no financial review of the cost of disability adjustments had been undertaken for the review, because of the challenges in identifying what to incorporate into such an exercise. It was noted that, like the review of mental health provision, it was clear that a lack of reform would inevitably lead to increased costs and an unsustainable system of provision.
- e) responses from Colleges to the consultations of the review had been channelled through Senior Tutors. Key concerns relating to university examination adjustments and mandatory adjustments to living accommodation had been raised through those consultations.
- f) the report would be received by the General Board's Education Committee and the Joint Wellbeing Committee in December 2024, after which it was expected that an implementation plan responding to the recommendations would be drawn up.
- g) that some Colleges were concerned about a standardisation approach if there was also an increase in the self-declaration of disabilities, or conditions that may be perceived by the students as disabilities.

BC.24.8 Mental Health Change Programme update

Natalie Acton attended the meeting for this item and updated the Committee on the status of the Mental Health Change Programme, noting that we were currently in the third year of the three-year transformation, and that she and Jenny Raine had been visiting Colleges to discuss current progress. She reported that:

- a) the latest financial forecasts had projected that the University was operating within the planned budget and operating parameters, but that the Colleges collectively had increased expenditure on both clinical and non-clinical provision: notably, the spend on clinical provision had been expected to decrease markedly and one-third of Colleges were spending in this area “off-plan”.

b) the rate of transformation of services, particularly in the Colleges, had been slower than anticipated and it had been proposed (and recorded at the Levies Panel meeting in the previous week) that the University had generously offered to extend the programme for a fourth-year and meet the associated costs of doing so. The University would spend this fourth year reviewing whether the current level of expenditure and provision remained appropriate, taking into account the new NHS hub being planned at some point next year.

In the discussion, it was further noted that:

- c) in response to a question about concerns raised by students about the bureaucracy of accessing the single-session counselling provision, Natalie noted that the forms and pre-professional information was being reviewed, but there was a balance to be struck in order to maximise the clinical time spent in these individual sessions.
- d) the impact of extending the programme into a fourth year meant that discussions relating to the future size of intercollegiate levies for centralised mental health services were also deferred for a further year, with a commitment that the levies for 2025-26 would rise only with inflation. The Chair of the Funding Task and Finish Group of the Programme noted that identifying the most defensible and appropriate cost sharing model with the University, and between Colleges, was challenging and made more difficult by the number of Colleges who were spending substantial amounts outside of the planned expenditure of the Programme. Bursars were encouraged to make the most of the next academic year to align closely with the planned provision and expenditure of the agreed Programme.

BC.24.9 Pro-Vice-Chancellor's introduction

The Pro-Vice-Chancellor (Resources and Operations), at her first meeting, outlined to the Committee her plans and priorities for the coming year. In her presentation, she noted that:

- a) her portfolio included: financial operations; estates; health and safety; digital and information services and the current suite of change programmes.
- b) A key priority would be developing further ways to address the current operational deficit of the University, including through maximising other income streams, reforming the budgeting infrastructure, progressing the re-imagining of professional services and the reshaping of the University's estates.
- c) a new Chief Information Officer would be recruited to lead strategy in this area and develop UIS.

The Committee invited the Pro-Vice-Chancellor to provide an update later in the year of the change programme streams.

BC.24.10 Colleges Fund: Report from the Assessment Sub-Committee

The Committee received for information a report from the Assessment Sub-Committee of the Finance Division, which is the statutory body for setting the parameters of Colleges' contributions to the Colleges Fund:

Paper 4 Report of the Assessments Sub-Committee

The Chair of the Assessment Sub-Committee recognised that contributions had increased markedly because of the use of the "RPI+1%" indexation set out to them by the University, and that it planned to engage over a future indexation mechanism. He also noted that the timetable of meetings of the Sub-Committee were being brought forward next year to Lent Term.

The Committee thanked the Assessment Sub-Committee for its report and the improved transparency it represented. It also noted the receipt of the summary document about the Colleges Fund recently added to the intranet repository.

BC.24.11 Meet Cambridge – proposed future subscription model

Gavin Flynn (as Chair of CVC Ltd) presented a paper outlining proposed future subscription models for the operational funding of Meet Cambridge:

Paper 5 Proposed pricing model for Meet Cambridge

In the discussion, it was noted that:

- a) the proposal was an extension of the discussions held last year with the Bursars' Committee about the future and purposes of Meet Cambridge, and the conclusion that it retained value for all Colleges (though perhaps to different degrees) and that a financial model should be developed to reflect that, and cover its operating expenditure.
- b) the paper had set out three variations of funding models for future contributions from the College and that, in essence, the discussion was focussing on the allocation of accepted costs for the continuation of Meet Cambridge. A number of views of the preferred model were given by members of the Committee, and Bursars were urged to provide these directly to the Chair of CVC Ltd. for further discussions at a general meeting of the company.

OTHER BUSINESS

BC.24.12 Interim report from the Levies Panel

The Committee received for information the report on the intercollegiate expenditure for 2023-24 and, as a reminder, the expected levies for 2024-25 (circulated at the previous meeting for approval):

Paper 6 Intercollegiate Expenditure report 2023-24
Paper 7 Intercollegiate Levies report 2024-25

Jimmy Anderson, as Chair of the Levies Panel, updated Bursars on discussions held at its first meeting on 6 November 2024 regarding the forthcoming 2025-26 levies round. He reported that:

- a) indicative inflationary markers of 2% (for non-staff costs) and 3% (for staff costs) were outlined, noting that these may well change at the next meeting once the impact of recent announcements in the October budget had been considered more fully by the University and the Colleges.
- b) an early paper setting out a service articulation of University-provided services for undergraduate admissions was presented, which appeared to indicate that the funding provided by the Colleges fell far short of both current costs, and the principles (last reviewed in 2008) on which the services were funded. The Levies Panel discussed the high value of centralised costs and, when added to the costs of individual Colleges, expressed concerns about the likely inefficient processes operating across the board, and how the current structures to manage policies and practices did not appear to manage these. It was generally agreed at the Levies Panel that the current proposals for the reform of admissions governance would be a critical initial step to have joint conversations about admissions services and costs.
- c) early notice was given about a potential new levy to address the new requirements of the Office for Students for the prevention of harassment and sexual assault. This was as yet uncosted.

BC.24.13 Increases on the value of residential accommodation for staff on international visas

The Committee received and approved the updated value of residential accommodation for 2024 for remuneration calculation purposes:

Paper 8 Calculation of the allocated costs of College accommodation for the purposes of visa applications

Bursars were reminded that the international recruitment of academic staff should ideally be channelled into the “global talent” visa routes.

It was noted that the hypothecated calculation for immigration purposes may no longer be necessary owing to changes in the national visa structures and the Secretary would check this.

[Post-meeting note: it has been confirmed by the HR Division that such benefits no longer feature in the Home Office calculations of salary needed to support “skilled worker” visas.]

BC.24.14 Membership of Sub-Committees and Other Bodies

The Committee approved the following proposals for representation on other committees:

| <i>On ...</i> | <i>Appointment of ...</i> | <i>Replacing ...</i> |
|--|---------------------------|------------------------|
| Planning Sub-Committee | Dave Prinsep (CHU) | <i>New</i> |
| Sustainability Sub-Committee | Polly Ingham (K) | <i>New</i> |
| Pensions Convenor | Per Reiff Musgrove (CLH) | Tim Harvey Samuel (TH) |
| MHCP Funding Task and Finish Group | Tony McNiff (LC) | Robert Gardiner (CAI)* |
| MHCP Funding Task and Finish Group | Tim Harvey-Samuel (TH) | Robert Gardiner (CAI)* |
| Planning and Resources Committee | Tim Harvey-Samuel (TH) | Robert Gardiner (CAI) |
| Legal Affairs and Employment Sub-Committee | Tim Harvey-Samuel (TH) | Robert Gardiner (CAI) |

* Robert Gardiner had been representing two Bursarial posts on the group since the retirement of Lesley Thompson, combining the *ex officio* role of Deputy Chair and another Bursar

STANDING BUSINESS – MATTERS FROM OTHER COMMITTEES FOR INFORMATION OR REPORT

BC.24.15 Bursars’ Business Committee

The minutes of the Bursars’ Business Committee were received for information:

Paper 9 Minutes of the meeting on 18 July 2024
Paper 10 Minutes of the meeting on 17 October 2024

BC.24.16 Undergraduate Admissions Committee

The minutes of the Undergraduate Admissions Committee were received for information:

Paper 11 Minutes of the meeting on 17 June 2024
Paper 12 Minutes of the meeting on 28 October 2024

BC.24.17 Undergraduate Admissions Tests

Rod Cantrill (F) updated the Committee on the work of UK-UAT, the vehicle now delivering a range of admissions tests for Cambridge and Imperial College, noting that the first sessions of the new tests had taken place and gone well. The Committee thanked Rod Cantrill and others who helped land this important change.

BC.24.18 Student Support Committees

The minutes of the Joint Wellbeing Committee were received for information:

Paper 13 Minutes of the meeting on 13 June 2024
Paper 14 Minutes of the meeting on 16 October 2024

BC.24.19 Minutes and Reports from Sub-Committees and Other Intercollegiate Committees

Minutes had been received from the following committees:

| | <i>Meetings since last BC</i> |
|--|---------------------------------|
| <i>Bursar Sub-Committees</i> | |
| Fees and Student Finance Sub-Committee | <i>No minutes</i> |
| General Purchasing Sub-Committee | 10 October 2024 |
| Legal Affairs and Employment Sub-Committee | 9 October 2024 |
| Planning Sub-Committee | 3 July 2024 30 October 2024 |
| Sustainability Sub-Committee | <i>No minutes</i> |
| <i>Other Intercollegiate Committees</i> | |
| Technical Sub-Committee of ICCA | <i>No minutes</i> |
| ICCA | <i>No minutes</i> |
| Colleges' Committee | 26 October 2024 |
| College Development Directors' Committee | 30 November 2024 |
| Colleges' IT Committee | 16 October 2024 |
| Colleges' Standing Committee | 8 October 2024 |
| Senior Tutors' Committee | 12 July 2024 1 November 2024 |
| University and Colleges Joint Committee | 15 October 2024 |

Reports had been received from the following:

| Sub-Committee | Chair | Written report for this BC |
|--|-------------------------|-----------------------------------|
| Colleges' IT Committee | Jennifer Phillips (SEL) | Paper 15 |
| Fees and Funding Sub-Committee | Andrew Cates (PEM) | <i>No report – no meetings</i> |
| General Purchasing Sub-Committee | Steven Morris (M) | <i>No report – see minutes</i> |
| Legal Affairs & Employment Sub-Committee | Jo Cheffins (W) | Paper 16 |
| Planning Sub-Committee | Tim Harvey Samuel (TH) | <i>No report – see minutes</i> |
| Tax Sub-Committee | Catherine Webb (EM) | Paper 17 |

BC.24.20 Minutes and Reports from Committee Representatives on University Committees and Joint Committees

Minutes had been received from the following committees:

| | <i>Minutes received since last BC</i> |
|--|--|
| Admissions Assessments Steering Group | <i>This group was disbanded on 4 June 2024</i> |
| Access and Participation Plan Scrutiny Group | <i>No minutes</i> |
| Cambridge Outreach Strategy Group | <i>No minutes</i> |
| College Wellbeing Stimulus Fund | <i>No minutes</i> |
| Communicable Diseases, Sub-Committee for | 29 April 2024 |
| Digital Admissions Project Board | 10 July 2024 9 October 2024 |
| Equality, Diversity & Inclusion Committee | 13 May 2024 |
| Human Resources Committee | 13 June 2024 |
| Information Services Committee | 21 May 2024 16 July 2024 |
| Joint Committee on Childcare for Students | <i>No minutes</i> |
| Joint Student Numbers Management Group | <i>No minutes</i> |
| Mental Health Funding Task and Finish Group | <i>No minutes</i> |
| Postgraduate Admissions Committee | 6 June 2024 |
| Student Numbers Management Group | <i>No minutes</i> |
| Societies Syndicate | 23 May 2024 |

Reports were received from the following:

| Committee | Representative(s) | Written report for this BC |
|------------------|--------------------------|-----------------------------------|
| Teaching Review | Christopher Lawrence (N) | Paper 18 |

FINAL DISCUSSIONS

BC.24.21 Future meetings

Remaining meeting dates (dark blue) for 2024-25 are listed below, together with informal Network discussions (light blue):

| Date | Approximate times | Bursars Network Meeting | Bursars' Committee |
|------------------------|--------------------------|--------------------------------|---------------------------|
| MICHAELMAS TERM | | | |
| 10 Oct 2024 | 2:00-3:00 | Network Zoom | |
| 24 Oct 2024 | 2:00-3:00 | Network Zoom | |
| 7 Nov 2024 | 2:00-3:00 | Network Zoom | |
| 14 Nov 2024 | 2:00-4:00 | | Meeting Pembroke |
| 21 Nov 2024 | 2:00-3:00 | Network Zoom | |
| LENT TERM | | | |
| 23 Jan 2025 | 2:00-3:00 | Network Zoom | |
| 6 Feb 2025 | 2:00-3:00 | Network Zoom | |
| 20 Feb 2025 | 2:00-3:00 | Network Zoom | |
| 27 Feb 2025 | 2:00-4:00 | | Meeting Peterhouse |
| 6 Mar 2025 | 2:00-3:00 | Network Zoom | |

| Date | Approximate times | Bursars Network Meeting | Bursars' Committee |
|--|-------------------|-------------------------|----------------------------|
| EASTER TERM | | | |
| 24 April 2025 [Reserve for Levies business] | 2:00-4:00 | | Meeting Queens' |
| 1 May 2025 | 2:00-3:00 | Network <i>Zoom</i> | |
| 15 May 2025 | 2:00-3:00 | Network <i>Zoom</i> | |
| 29 May 2025 | 2:00-3:00 | Network <i>Zoom</i> | |
| 5 Jun 2025 | 2:00-4:00 | | Meeting Robinson |
| 12 Jun 2025 | 2:00-3:00 | Network <i>Zoom</i> | |
| 26 Jun 2025 | 2:00-3:00 | Network <i>Zoom</i> | |
| 3 Jul 2025 | 2:00-4:00 | | Meeting St Edmund's |
| 10 Jul 2025 | 2:00-3:00 | Network <i>Zoom</i> | |

BC.24.22 Farewells and committee membership

The Committee noted that this was the last meeting of the following members:

- Robert Gardiner (CAI, Deputy Chair)
- Gavin Flynn (DOW)

Robert's long and varied service to the Committee as both a member and Chair of a number of sub-committees and also as Deputy Chair to this Committee was noted, as was Gavin's service to both the Committee and as Chair of the Board of Meet Cambridge. They were both thanked warmly for their significant contributions to the intercollegiate University.

BC.24.23 Thanks

The Committee thanked the Master and Fellows of Pembroke College for their generous hospitality.

2024-11-14 BC minutes

Matthew Russell
19 November 2024

Bursars' Committee**MINUTES of the meeting held at 2.15 pm on Thursday, 27 February 2025
in the Lubbock Room at Peterhouse.**

The meeting was chaired by the Chair (Richard Anthony, JE) and the minute taker was Matthew Russell (Office of Intercollegiate Services).

Attendance: Please note that blank cells below represent Colleges that were not represented at the meeting.

| | |
|-----------------------------|-------------------------------------|
| Christ's | Michael Parsons |
| Churchill | Tamsin James |
| Clare | |
| Clare Hall | Per Reiff-Musgrove |
| Corpus Christi | Richard Leather Simon Shinkfield |
| Darwin | John Dix |
| Downing | Simon Brockington Rob Beardwell |
| Emmanuel | |
| Fitzwilliam | Rod Cantrill |
| Girton | Jimmy Anderson Maureen Hackett |
| Gonville & Caius | |
| Homerton | Simon Wadsley |
| Hughes Hall | Jonathan Newby Patrick Dunne |
| Jesus | Richard Anthony |
| King's | Ivan Collister |
| Lucy Cavendish | Tony McNiff |
| Magdalene | Helen Foord |

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|-----------------------------------|------------------------------------|
| Murray Edwards | Rob Hopwood |
| Newnham | Christopher Lawrence |
| Pembroke | Andrew Cates Catherine Rawlings |
| Peterhouse | Ian Wright |
| Queens' | Jonathan Spence |
| Robinson | Fiona Brockbank |
| St. Catharine's | Nicola Robert Helen Hayward |
| St. Edmund's | Graham Watson Rob Preston |
| St John's | Chris Ewbank Alison Cox |
| Selwyn | Jennifer Phillips |
| Sidney Sussex | Kathryn Smart |
| Trinity | |
| Trinity Hall | Tim Harvey-Samuel |
| Wolfson | Joanna Cheffins |
| Senior Tutors' Ctte | Judith Bunbury |
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| Development Directors Ctte | |

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| Margaret Beaufort | |
| Ridley Hall | |
| Wesley House | |

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| Westcott House | |
| Westminster | |

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|-------------------|--|
| University | David Benham, Interim Director of Finance Alice Benton, Head of Education Services Anna Philpott, Pro-Vice-Chancellor (Resources and Operations) |
| OIS | Matthew Russell, Malcolm Millbrook and Diane Brooker Martin Thompson, Director of Undergraduate Admissions (for minute 26) |

BC.24.24 Welcome and congratulations

The Committee welcomed the following new members to their first meeting:

- Richard Leather, Corpus Christi College
- Sion Rhys Evans, Westminster College
- Nick Lomax, Robinson College
- Daniel Benham, University Interim Director of Finance

It also congratulated Toby Wilkinson *in absentia* on his appointment as Bursar of Clare College.

BC.24.25 Minutes of previous meeting

The Committee approved the unreserved minutes of the meeting on 14 November 2024 as a true record.

PRINCIPAL AND SUBSTANTIVE BUSINESS**BC.24.26 Cost of undergraduate admissions and outreach**

Martin Thompson, Director of Undergraduate Admissions, attended for this item.

The Committee received a report from the Director of Undergraduate Admissions, regarding an initial exploration of admissions costs extracted from the Colleges' Cost of Education returns:

Paper 1 Operational review of Admissions insight from CoE returns

The Director of Undergraduate Admissions reported that he intended next to meet with a sample of Colleges individually to clarify ambiguous data contained in the returns, before providing a more in-depth report.

In its discussions about future research and next steps, the Committee noted:

- a) the costs in the paper focussed on direct costs only, and could not be compared directly with the work of the ICCA and the “cost of an undergraduate education” data owing to the allocation of indirect costs.
- b) the paper had been received already by the Senior Tutors’ Committee, and the exercise had been instigated by the Levies Panel, which wanted to get a better contextual understanding of the costs of the admissions-related levy to overall College (and University) spend.
- c) it had been proposed at the Senior Tutors’ Committee that a way forward might be for Colleges collectively to articulate a “cost per admitted undergraduate student” for admissions-related activity and then seek to design services within that envelope. It had been noted that the current estimation of this figure represented the full College share of a home undergraduate fee.
- d) the articulation of the new Access and Participation Plan and its refocus on supporting “continuation” activities and support for current students presented an opportunity to discuss the strategic spend of tuition fees.
- e) a consultation on current outreach activities and their effectiveness was in preparation.

Bursars were asked to liaise with their Senior Tutors to understand their own College costs, and were invited to volunteer to go through their figures with Martin Thompson in more detail to try and understand the detail of costs under some of the headings, and particularly those that have increased markedly over the last five years.

BC.24.27 Cost of student mental health and wellbeing support

The Committee noted that Tim Harvey-Samuel (TH) had now taken up chairing the Mental Health Transformation Programme’s Funding Task and Finish Group. It also received for information, the results of the recent annual survey of the Colleges’ portion of costs relating to mental health provision:

Paper 2 Cost of Colleges’ mental health provision 2024-25

It was noted:

- a) the data had been received already by the Senior Tutors' Committee.
- b) the data suggested significant (clinical) "off-plan" spend in Colleges, though the accuracy of the data was being investigated and was improving year-on-year.
- c) more Heads of Wellbeing posts across the Colleges have been taken on than expected (original estimate 8 FTE), hence costs higher: it was noted that philanthropy has likely helped to finance this.
- d) Colleges that are genuinely providing substantial "clinical and therapeutic" provision should also consider (i) whether their insurance covers such provision¹ and (ii) how those clinical staff are receiving "clinical supervision", which while not mandatory is in some quarters a condition of their personal accreditations. There was no sense from the data that increased local provision of clinical services resulted in lower use of the central (UCS and MHA) services.
- e) Cambridge is likely spending more per student on mental health than any other UK higher education sector provider. Bursars were asked to work with the Senior Tutors to review the overall spend on mental health provision in order to develop a unified and economically viable approach to continuing evolution of mixed model of support between the University and the Colleges.

Tim Harvey-Samuel provided a brief update on other central developments, which included:

- i. the Counselling Service continued to operate effectively with minimal wait times: lower staffing levels were being considered, which may mitigate any future increase in levies in this area.
- ii. the Transformation Programme had been extended into a fourth year (through additional University funding), which would be funding the centrally-employed Mental Health Advisors until the end of 2025-26. After that point, the levies would increase to cover these other activities: the early estimates is that this is likely to double the current (green/yellow) amounts on Chart C of Paper 2 for each College.
- iii. Bursars were therefore advised to prepare to absorb this levy increase, through (as noted above) reviewing local costs of provision: it was noted that duplication of central services would not lead to a reduction in their levy share.
- iv. the joint Heads of Student Support continue to offer to meeting with Colleges through regular meetings, both to develop the College-University interface of provision and to understand costs more clearly. Bursars were encouraged to invite them to their Colleges.
- v. the "NHS Student Hub" is progressing as planned, with the service due to go live in Michaelmas 2025 (with a possible "soft launch" late in Easter Term 2025). The financial commitment to date is a three-year pilot, shared with Anglia Ruskin University: the University of Cambridge portion is funded through philanthropy for the pilot period with cost sharing with the Colleges a topic of future conversation. The Hub will be based physically in the Student Support Centre on the New Museums Site.

BC.24.28 Colleges Fund – 2025 grant allocations

The Committee noted that the grant allocations of the Colleges Fund Committee had been completed and a Notice had been published in *Reporter*:

<https://www.admin.cam.ac.uk/reporter/2024-25/weekly/6772/section1.shtml#heading2-5>

It also received, for historical context, data on individual College values relating to the Fund:

¹ Rob Preston (ED) offered to provide advice on insurance cover to individual Colleges on request, and it was noted that providing insurance for perceived "medical" services was problematic.

Jonathan Spence (Q), as a Bursarial member of the Colleges Fund Committee, noted that the changes in grants reflected the modifications to the grant distribution methodology outlined at the Network meeting earlier this Term. He also noted the earlier timetable for decisions and the introduction of Bursar-to-Bursar discussions between the Committee and the recipient Colleges. He thanks the Interim Director of Finance and the new team in the Finance Division (and particularly Iona Thomas) for a successful handover of work, and OIS for the support in providing consistent and independent data to support the model.

The Chair thanked the Colleges Fund Committee for the change in timetable, noting it was one of the recommendations of the Colleges Fund Working Group. He noted the Working Group was now focussing attention on the contributions of donor Colleges to the Fund, and invited individual Bursars to get in touch if they would welcome a meeting about that.

OTHER BUSINESS

BC.24.29 Reducing College share of fee income for proposed staff bursaries

The Committee noted for information minute FSF.24.3 of the Fees and Student Finance Sub-Committee:

A paper and associated data from the PRC's Fees and Funding Sub-Committee were recently circulated to members, concerning three proposed staff bursaries: a Staff Training Bursary Scheme, a Staff Postgraduate Bursary Scheme, and a reduced fee scheme for Clinical Research Training Fellows:

Paper 1 Staff Fee Scheme - Update July 2024
Paper 2 Staff Fee update – draft University communication

The University requested Colleges to adjust their share of the fee income to reflect the actual fee paid by the student/their funder, rather than the fee determined by their fee status, for the three schemes. If the proposed schemes existed for 2024/25 the current 248 Staff Fee Scheme recipients would be distributed as follows (each bursary reducing the liability to 1/3 of the Home fee):

- i. Staff Training Bursary: 70 recipients
- ii. Staff Postgraduate Bursary: 121 recipients
- iii. Clinical Research Training Fellow Bursary: 57 recipients

The Sub-Committee discussed the request at length. Members noted that it would only be appropriate for Colleges to reduce their share of the fee income for the Staff Training Bursary, if College members were also eligible for the scheme. However it was believed that there was no evidence of significant demand from College staff for such a bursary. **The Committee rejected the University's request, but agreed to keep the matter under review if there was sudden increase in interest from College staff. Colleges would be encouraged to consider their own staff training schemes.**

BC.24.30 Size and Shape – proposed 2025 survey

The Committee received for comment a draft survey to capture individual Colleges' strategies on the future size and shape of their student bodies:

Paper 4 Size and Shape: 2024-25 survey (DRAFT)

It noted the importance of engaging with any University work on this issue.

BC.24.31 Membership of Sub-Committees and Other Bodies

The Committee approved the following proposals for representation on other committees:

| <i>On ...</i> | <i>Appointment of ...</i> | <i>Replacing ...</i> |
|---|---------------------------|--------------------------------------|
| Colleges Fund Working Group | Jo Cheffins (W) | Jonathan Newby (JJ) |
| Fire Protection and Health & Safety Sub-Committee | John Horwood (HH) | Mark Harrison (HH) |
| General Purchasing Sub-Committee (Secretary) | Matthew Russell (OIS) | Karen Wall (CTH, from February 2025) |

The Committee also noted the following appointment:

| <i>On ...</i> | <i>Appointment of ...</i> | <i>Replacing ...</i> |
|--------------------------------|---------------------------|----------------------|
| University's Finance Committee | Martin Pierce (SID) | Jonathan Spence (Q) |

STANDING BUSINESS – MATTERS FROM other COMMITTEES for information or report**BC.24.32 Bursars' Business Committee**

The minutes of the Bursars' Business Committee were received for information:

Paper 5 Minutes of the meeting on 28 November 2024
Paper 6 Minutes of the meeting on 30 January 2025

BC.24.33 General Purchasing Sub-Committee: Colleges Insurance Buying Group update

The Committee received for information the tender documents from Aon, relating to the Broker Agreement renewal presented at the Bursars' Network call on 23 January 2025:

Paper 7 Insurance Broker Agreement – renewal negotiations
Paper 8 College Fees proposal 2025-27 – Final changes

BC.24.34 Undergraduate Admissions Committee

Rod Cantrill (F) reported that the Undergraduate Admissions Committee had not met since the last meeting of the Bursars' Committee.

He otherwise reported that the Board of UAT-UK had met, following the completion of the first full round of its admissions assessments, and had had a successful end-of-round meeting. UAT-UK would be introducing from 2025-26 a new critical logic assessment ("TARA"), which might prove attractive to humanities courses, for current and future users of the assessments.

BC.24.35 Student Support Committees

The minutes of the Joint Wellbeing Committee were received for information:

Paper 9 Minutes of the meeting on 11 December 2024

BC.24.36 Minutes and Reports from Sub-Committees and Other Intercollegiate Committees

Minutes had been received from the following committees:

| | <i>Meetings since last BC</i> |
|--|-------------------------------------|
| <i>Bursar Sub-Committees</i> | |
| Fees and Student Finance Sub-Committee | <i>No minutes</i> |
| General Purchasing Sub-Committee | 5 December 2025 23 January 2025 |
| Legal Affairs and Employment Sub-Committee | 22 January 2025 |
| Planning Sub-Committee | 16 January 2025 |
| Sustainability Sub-Committee | 30 January 2025 |
| <i>Other Intercollegiate Committees</i> | |
| Technical Sub-Committee of ICCA | 21 January 2025 |
| ICCA | <i>No minutes</i> |
| Colleges' Committee | 1 February 2025 |
| College Development Directors' Committee | 12 January 2025 |
| Colleges' IT Committee | 30 January 2025 |
| Colleges' Standing Committee | 19 November 2025 21 January 2025 |
| Senior Tutors' Committee | 28 November 2024 |
| University and Colleges Joint Committee | 26 November 2024 28 January 2025 |

Reports had been received from the following:

| Sub-Committee | Chair | Written report for this BC |
|---|-------------------------|-----------------------------------|
| Colleges' IT Committee | Jennifer Phillips (SEL) | Paper 10 |
| Fees and Funding Sub-Committee | Andrew Cates (PEM) | <i>No report – see minutes</i> |
| Fire Protection and Health & Safety Sub-Committee | Helen Foord | Paper 11 |
| General Purchasing Sub-Committee | Steven Morris (M) | Paper 12 |
| Legal Affairs & Employment Sub-Committee | Jo Cheffins (W) | Paper 13 |
| Planning Sub-Committee | Tim Harvey Samuel (TH) | <i>No report – see minutes</i> |
| Tax Sub-Committee | Catherine Webb (EM) | Paper 14 |

BC.24.24 Minutes and Reports from Committee Representatives on University Committees and Joint Committees

Minutes had been received from the following committees:

| | <i>Minutes received since last BC</i> |
|--|---------------------------------------|
| Access and Participation Plan Scrutiny Group | 21 November 2024 |
| Cambridge Outreach Strategy Group | 13 November 2024 |
| College Wellbeing Stimulus Fund | 17 January 2025 |
| Communicable Diseases, Sub-Committee for | 4 November 2024 |
| Digital Admissions Project Board | 8 January 2025 |
| Equality, Diversity & Inclusion Committee | 30 October 2024 |
| Human Resources Committee | 10 October 2024 |
| Information Services Committee | 3 October 2024 3 December 2024 |
| Joint Committee on Childcare for Students | 4 March 2024 |
| Joint Student Numbers Management Group | 15 November 2024 17 December 2024 |
| Mental Health Data Task and Finish Group | 24 October 2025 |
| Mental Health Funding Task and Finish Group | 4 July 2024 2 December 2024 |
| Postgraduate Admissions Committee | 12 September 2024 |
| Societies Syndicate | 29 October 2024 |

FINAL DISCUSSIONS

BC.24.25 Future meetings

Remaining meeting dates for 2024-25 are set out below:

| Date | Approximate times | Bursars Network Meeting | Bursars' Committee |
|--|-------------------|-------------------------|---------------------|
| LENT TERM | | | |
| 6 Mar 2025 | 2:00-3:00 | Network Zoom | |
| EASTER TERM | | | |
| 24 April 2025 [Reserve for Levies business] | 2:00-4:00 | | Meeting Queens' |
| 1 May 2025 | 2:00-3:00 | Network Zoom | |
| 15 May 2025 | 2:00-3:00 | Network Zoom | |
| 29 May 2025 | 2:00-3:00 | Network Zoom | |
| 5 Jun 2025 | 2:00-4:00 | | Meeting Robinson |
| 12 Jun 2025 | 2:00-3:00 | Network Zoom | |
| 26 Jun 2025 | 2:00-3:00 | Network Zoom | |
| 3 Jul 2025 | 2:00-4:00 | | Meeting St Edmund's |
| 10 Jul 2025 | 2:00-3:00 | Network Zoom | |

Provisional dates for 2025-26 are set out below:

| Date | Approximate times | Bursars Network Meeting | Bursars' Committee |
|--|-------------------|-------------------------|-------------------------------|
| MICHAELMAS TERM | | | |
| 16 Oct 2025 | 2:00-3:00 | Network <i>Zoom</i> | |
| 30 Oct 2025 | 2:00-3:00 | Network <i>Zoom</i> | |
| 13 Nov 2025 | 2:00-3:00 | Network <i>Zoom</i> | |
| 20 Nov 2025 | 2:00-4:00 | | Meeting Magdalene |
| 27 Nov 2027 | 2:00-3:00 | Network <i>Zoom</i> | |
| LENT TERM | | | |
| 29 Jan 2026 | 2:00-3:00 | Network <i>Zoom</i> | |
| 12 Feb 2026 | 2:00-3:00 | Network <i>Zoom</i> | |
| 26 Feb 2026 | 2:00-3:00 | Network <i>Zoom</i> | |
| 5 Mar 2026 | 2:00-4:00 | | Meeting Selwyn |
| 12 Mar 2026 | 2:00-3:30 | Network <i>Zoom</i> | |
| EASTER TERM | | | |
| 30 Apr 2026 [Reserve for Levies business] | 2:00-4:00 | | Meeting St Catharine's |
| 7 May 2026 | 2:00-3:00 | Network <i>Zoom</i> | |
| 21 May 2026 | 2:00-3:00 | Network <i>Zoom</i> | |
| 4 Jun 2026 | 2:00-3:00 | Network <i>Zoom</i> | |
| 11 Jun 2026 | 2:00-4:00 | | Meeting St John's |
| 18 Jun 2026 | 2:00-3:00 | Network <i>Zoom</i> | |
| 2 Jul 2026 | 2:00-3:00 | Network <i>Zoom</i> | |
| 9 Jul 2026 | 2:00-4:00 | | Meeting Sidney Sussex |
| 16 Jul 2026 | 2:00-3:00 | Network <i>Zoom</i> | |

BC.24.26 Reserved business

There was no reserved business.

BC.24.27 Thanks

The Committee thanked the Master and Fellows of Peterhouse for their generous hospitality.

2025-02-27 BC minutes

Matthew Russell
27 February 2025

Bursars' Committee**MINUTES of the meeting held at 2.15 pm on Thursday 5 June 2025
in the Crausaz-Wordsworth Building at Robinson College.**

The meeting was chaired by the Chair (Richard Anthony, JE) and the minute taker was Matthew Russell (Office of Intercollegiate Services).

Attendance: Please note that blank cells below represent Colleges that were not represented at the meeting.

| | |
|-----------------------------|-------------------------------------|
| Christ's | Michael Parsons |
| Churchill | |
| Clare | Toby Wilkinson |
| Clare Hall | Per Reiff-Musgrove David James |
| Corpus Christi | Richard Leather Simon Shinkfield |
| Darwin | John Dix Giles Greenfield |
| Downing | Simon Brockington |
| Emmanuel | Christopher Ogston |
| Fitzwilliam | Olivia Speed |
| Girton | Jimmy Anderson |
| Gonville & Caius | Sarah Tebbutt |
| Homerton | Simon Wadsley |
| Hughes Hall | Jonathan Newby Patrick Dunne |
| Jesus | Richard Anthony |
| King's | Ivan Collister Polly Ingham |
| Lucy Cavendish | Tony McNiff Tatjana Walker |
| Magdalene | Steven Morris |

| | |
|-----------------------------------|------------------------------------|
| Murray Edwards | Rob Hopwood |
| Newnham | Christopher Lawrence |
| Pembroke | Andrew Cates Catherine Rawlings |
| Peterhouse | Ian Wright |
| Queens' | |
| Robinson | Fiona Brockbank |
| St. Catharine's | Nicola Robert Helen Hayward |
| St. Edmund's | Graham Watson Rob Preston |
| St John's | Chris Ewbank Alison Cox |
| Selwyn | Jennifer Phillips |
| Sidney Sussex | Martin Pierce |
| Trinity | Richard Turnill Emma Davies |
| Trinity Hall | Tim Harvey-Samuel |
| Wolfson | Joanna Cheffins |
| Senior Tutors' Ctte | |
| Colleges' Ctte | Richard Heaton |
| Development Directors Ctte | |
| | |

| | |
|--------------------------|--|
| Margaret Beaufort | |
| Ridley Hall | |
| Wesley House | |

| | |
|-----------------------|--|
| Westcott House | |
| Westminster | |

| | |
|-------------------|---|
| University | David Benham, Interim Director of Finance Alice Benton, Head of Education Services |
| OIS | Matthew Russell and Malcolm Millbrook |

There were no declarations of interest.

BC.24.28 Welcome

The Committee welcomed the following Bursars to their first meeting:

- Christopher Ogston (EM)
- Olivia Speed (F)

BC.24.29 Minutes of the meeting held on 27 February 2025

The Committee approved the minutes of the meeting on 27 February 2025 as a true record.

PRINCIPAL AND SUBSTANTIVE BUSINESS**BC.24.30** University Transformation Programmes

The Committee note that the updates from the Pro-Vice-Chancellor (Resources and Operations) on a number of programmes of transformational change in the University had been deferred until the next meeting.

Members were otherwise reminded of:

- the recent appointment and commencement of David Hill as the University's Chief Information Officer (and Head of UIS).
- the current process for the appointment of the next Chief Finance Officer, when Anthony Odgers retires at the end of the calendar year.
- the presentations about the "Reshaping our [University] Estate" programme and Education Space review at the Network meeting on 29 May 2025.

BC.24.31 College occupations and recent injunctions

The Committee received an update from Colleges who had recently faced occupations by protesters, noting advice on how they undertook legal and operational responses. **The Head of Office of Intercollegiate Services agreed to collate a list of helpful points and contacts should the need arise for other Colleges.**

BC.24.32 Colleges Fund: report from the Assessment Sub-Committee

The Committee received a report and appendices from the Fund's Assessment Sub-Committee of the Finance Committee:

| | |
|---------|---|
| Paper 1 | Report of the Assessment Sub-Committee |
| Paper 2 | Appendix 1: Calculation of Colleges contributions for 2024-25 |
| Paper 3 | Appendix 2: Total contribution calculation 2024-25 |

Ian Wright (PEM), as Chair of the Assessment Sub-Committee, highlighted a number of proposals that had been developed from helpful input from the Finance Division officers and the Colleges Fund Working Group. **The Committee generally supported the proposals.**

The Chair thanked the members of the Assessment Sub-Committee and the officers of the Finance Division for taking forward a number of recommendations from the Working Group, and the transparency of the received report. He noted that the the Working Group expected to make a second interim report on its work at the next meeting.

BC.24.33 Annual levy proposals 2025-26
COMMON ACTION DECISION

The Committee received and approved the report of the Levies Panel including its recommendations for sums to be collected by the Colleges for 2025-26 as set out in paper 5.

| | |
|---------|--|
| Paper 4 | Report from the Levies Panel: Intercollegiate levies 2025-26 |
| Paper 5 | Intercollegiate levies workbook 2025-26 |
| Paper 6 | Minutes of the Levies Panel – 14 May 2025 |

James Anderson (G), as Chair of the Levies Panel, highlighted a number of changes to the report from the earlier draft issued in March 2025:

- the total levy amount for 2025-26 was £6.2M, a £346k increase on the previous year. This included the approval of a new levy to support the activities of OSCCA.
- the levy request from OEAC had been revised: the Panel had negotiated a smaller levy than requested in March 2025, which would result in lower levels of services that had still to be articulated fully.
- the levies associated with undergraduate admissions had been re-structured as set out in paragraph 15 of the report.
- the Panel had recommended a change to the wording for 2026-27 levy requests, noting a lower level of assurance of the continuation of levies at their current levels.

OTHER BUSINESS

BC.24.34 Membership of Sub-Committees and Other Bodies

The Committee approved the following proposals for representation on other committees:

| <i>On ...</i> | <i>Appointment of ...</i> | <i>Replacing ...</i> |
|---|---------------------------|----------------------|
| Colleges' IT Committee | Martin Pierce (SID) | Jonathan Newby (HH) |
| Digital Admissions Service Board | Martin Pierce (SID) | Jonathan Newby (HH) |
| Joint Wellbeing Committee | Polly Ingham (K) | Tamsin James (CHU) |
| Mental Health Funding Task & Finish Group | Catherine Rawlings PEM) | <i>Vacant</i> |
| Student Support Funding Working Group (was Mental Health Task and Finish Group) | Graham Watson (ED) | Fiona Brockbank (R) |
| (new) Undergraduate Admissions Committee | Rod Cantrill (F) | <i>New</i> |
| Fees and Student Finance Sub-Committee (Chair, from 1 October 2025) | Tamsin James (CHU) | Andrew Cates (PEM) |
| Fees and Student Funding Sub-Committee | Tony McNiff (LC) | Graham Watson (ED) |

The Committee also noted the following appointment, following the recent call for an election:

| <i>On ...</i> | <i>Appointment of ...</i> | <i>Replacing ...</i> |
|--|---------------------------|----------------------|
| Bursars' Business Committee (election) (from 1 October 2025) | Tamsin James (CHU) | Tamsin James (CHU) |

Attention was drawn to the following vacancies, for which volunteers were sought:

| <i>On ...</i> | <i>Replacing ...</i> |
|-------------------------------------|----------------------|
| Colleges Wellbeing Stimulus Fund | Fiona Brockbank (R) |
| CCFPS Coordinator | Steven Morris (M) |
| Mental Health Data T&F group | Martin Pierce (SID) |
| Suicide Safer Task and Finish Group | Jonathan Newby (HH) |
| Sustainability Sub-Committee | Jonathan Newby (HH) |
| Tax Sub-Committee | Fiona Brockbank (R) |
| Technical Sub-Committee of the ICCA | Fiona Brockbank (R) |

STANDING BUSINESS – MATTERS FROM OTHER COMMITTEES FOR INFORMATION OR REPORT

BC.24.35 Bursars’ Business Committee

The minutes of the Bursars’ Business Committee were received for information:

Paper 7 Minutes of the meeting on 13 March 2025
Paper 8 Minutes of the meeting on 8 May 2025

BC.24.36 General Purchasing Sub-Committee: Water2business

Members of the Committee were reminded to respond directly to Giles Greenfield (DAR), in his capacity of Lead Bursar for a proposed water supply consortium, noting:

- in 2021 a tender for the non-domestic water supply contract was carried out by the GPSC via Kinect. At that time, Water2business were selected and contracts were drawn up for all Colleges to sign, however the contracts were not returned before the deadline and the commercial offer subsequently expired.
- in late 2024, GPSC requested that this matter be revisited and, as a result, a new commercial offer was received from Water2business for consideration.
- the current proposal is supported by the GPSC who noted the tangible operational, financial and sustainability benefits to agreeing this collective supply contract.
- they have already received a proposal setting out relevant information and details on the background and the current offer:

Paper 9 Water2business commercial proposal

BC.24.37 Amendments to terms of reference

The Committee approved the amendments to the terms of reference of the following sub-committees:

Paper 10 Terms of Reference: Fire Protection and Health & Safety Sub-Ctte
Paper 11 Terms of Reference: General Purchasing Sub-Ctte

BC.24.38 Student Support Committees

The minutes of recent meetings of the Joint Wellbeing Committee were received for information:

Paper 12 Minutes of the meeting on 30 January 2025
Paper 13 Minutes of the meeting on 31 March 2025

BC.24.39 Minutes and Reports from Sub-Committees and Other Intercollegiate Committees

Minutes had been received from the following committees:

| | <i>Meetings since last BC</i> |
|--|-----------------------------------|
| <i>Bursar Sub-Committees</i> | |
| Fees and Student Finance Sub-Committee | <i>No minutes</i> |
| General Purchasing Sub-Committee | 6 March 2025 8 May 2025 |
| Legal Affairs and Employment Sub-Committee | 5 March 2025 |
| <i>Planning Sub-Committee</i> | <i>No minutes</i> |
| Sustainability Sub-Committee | 30 January 2025 |
| <i>Other Intercollegiate Committees</i> | |
| Technical Sub-Committee of ICCA | <i>No minutes</i> |
| ICCA | <i>No minutes</i> |
| Colleges' Committee | 10 May 2025 |
| College Development Directors' Committee | 21 May 2025 |
| Colleges' IT Committee | 7 May 2025 |
| Colleges' Standing Committee | 4 March 2025 29 April 2025 |
| Senior Tutors' Committee | 14 February 2025 14 March 2025 |
| University and Colleges Joint Committee | 6 May 2025 |

Reports had been received from the following:

| Sub-Committee | Chair | Written report for this BC |
|---|-------------------------|-----------------------------------|
| Colleges' IT Committee | Jennifer Phillips (SEL) | Paper 14 |
| Fees and Funding Sub-Committee | Andrew Cates (PEM) | <i>No report</i> |
| Fire Protection and Health & Safety Sub-Committee | Helen Foord | <i>No report</i> |
| General Purchasing Sub-Committee | Steven Morris (M) | Paper 15 |
| Legal Affairs & Employment Sub-Committee | Jo Cheffins (W) | Paper 16 |
| Planning Sub-Committee | Tim Harvey Samuel (TH) | <i>No report</i> |
| Tax Sub-Committee | Catherine Webb (EM) | Paper 17 |

BC.24.28 Minutes and Reports from Committee Representatives on University Committees and Joint Committees

Minutes had been received from the following committees:

| | <i>Minutes received since last BC</i> |
|--|---------------------------------------|
| Access and Participation Plan Scrutiny Group | <i>No minutes</i> |
| Cambridge Outreach Strategy Group | 13 February 2025 |
| College Wellbeing Stimulus Fund | 13 March 2025 |
| Communicable Diseases, Sub-Committee for | <i>No minutes</i> |
| Digital Admissions Project Board | <i>No minutes</i> |
| Equality, Diversity & Inclusion Committee | 4 March 2025 |

| | <i>Minutes received since last BC</i> |
|---|---------------------------------------|
| Human Resources Committee | 6 February 2025 20 March 2025 |
| Information Services Committee | 13 February 2025 |
| Joint Committee on Childcare for Students | <i>No minutes</i> |
| Joint Student Numbers Management Group | 28 February 2025 |
| Joint Wellbeing Committee | 31 March 2025 |
| Mental Health Data Task and Finish Group | <i>No minutes</i> |
| Mental Health Funding Task and Finish Group | <i>No minutes</i> |
| Postgraduate Admissions Committee | <i>No minutes</i> |
| Societies Syndicate and Technical Committee | 11 February 2025 |

FINAL DISCUSSIONS

BC.24.29 Foreign Influence Registration Scheme

A number of Bursars had received notification from the Charity Commission of a webinar outlining the new Foreign Influence Registration Scheme (most likely because of annual submissions referencing receipt of funds from overseas governments). The webinar details are:

Webinar invitation - Foreign Influence Registration Scheme – Tuesday 10 June at 13:00

- Date and time: 13:00-14:00 on Tuesday 10 June 2025
- Joining link: [Microsoft Teams webinar link](#)

The Head of the Office of Intercollegiate Services reported that he had been liaising with University officers about the potential impact of the Scheme's requirements on the University and the Colleges, and that it was anticipated that more context of this would be provided in due course. Essentially, the Scheme requires registration with a national body to report:

- a) any overseas government funding (except from the Republic of Ireland) specifically designed to provide outputs that would lead to lobbying of the UK government; and
- b) any government funding (for any purpose) specifically from Russia or Iran.

BC.24.30 Future meetings

Remaining meeting dates for 2024-25 are set out below:

| Date | Approximate times | Bursars Network Meeting | Bursars' Committee |
|--------------------|--------------------------|--------------------------------|---------------------------|
| EASTER TERM | | | |
| 12 Jun 2025 | 2:00-3:00 | Network Zoom | |
| 26 Jun 2025 | 2:00-3:00 | Network Zoom | |
| 3 Jul 2025 | 2:00-4:00 | | Meeting St Edmund's |
| 10 Jul 2025 | 2:00-3:00 | Network Zoom | |

Provisional dates for 2025-26 are set out below:

| Date | Approximate times | Bursars Network Meeting | Bursars' Committee |
|---|-------------------|-------------------------|-------------------------------|
| MICHAELMAS TERM | | | |
| 16 Oct 2025 | 2:00-3:00 | Network <i>Zoom</i> | |
| 30 Oct 2025 | 2:00-3:00 | Network <i>Zoom</i> | |
| 13 Nov 2025 | 2:00-4:00 | | Meeting Magdalene |
| 27 Nov 2027 | 2:00-3:00 | Network <i>Zoom</i> | |
| LENT TERM | | | |
| 29 Jan 2026 | 2:00-3:00 | Network <i>Zoom</i> | |
| 12 Feb 2026 | 2:00-3:00 | Network <i>Zoom</i> | |
| 26 Feb 2026 | 2:00-4:00 | | Meeting Selwyn |
| 12 Mar 2026 | 2:00-3:30 | Network <i>Zoom</i> | |
| EASTER TERM | | | |
| 30 Apr 2026 [Reserve date for Levies business] | 2:00-4:00 | | Meeting St Catharine's |
| 7 May 2026 | 2:00-3:00 | Network <i>Zoom</i> | |
| 21 May 2026 | 2:00-3:00 | Network <i>Zoom</i> | |
| 4 Jun 2026 | 2:00-4:00 | | Meeting St John's |
| 18 Jun 2026 | 2:00-3:00 | Network <i>Zoom</i> | |
| 2 Jul 2026 | 2:00-3:00 | Network <i>Zoom</i> | |
| 9 Jul 2026 | 2:00-4:00 | | Meeting Sidney Sussex |
| 16 Jul 2026 | 2:00-3:00 | Network <i>Zoom</i> | |

BC.24.31 Thanks

The Committee thanked the Warden and Fellows of Robinson College for their generous hospitality.

2025-06-05 BC minutes

Matthew Russell
5 June 2025

Bursars' Committee**MINUTES of the meeting held at 2.15 pm on Thursday 3 July 2025
in the Garden Room at St Edmund's College.**

The meeting was chaired by the Chair (Richard Anthony, JE) and the minute taker was Matthew Russell (Intercollegiate Services Limited).

Attendance: Please note that blank cells below represent Colleges that were not represented at the meeting.

| | |
|-----------------------------|-------------------------------------|
| Christ's | Michael Parsons |
| Churchill | Tamsin James |
| Clare | |
| Clare Hall | Per Reiff-Musgrove |
| Corpus Christi | Richard Leather Simon Shinkfield |
| Darwin | John Dix |
| Downing | Simon Brockington |
| Emmanuel | Christopher Ogston |
| Fitzwilliam | Rod Cantrell Olivia Speed |
| Girton | |
| Gonville & Caius | Sarah Tebbutt |
| Homerton | Simon Wadsley |
| Hughes Hall | Jonathan Newby Patrick Dunne |
| Jesus | Richard Anthony |
| King's | Ivan Collister |
| Lucy Cavendish | Tony McNiff |
| Magdalene | Steven Morris |

| | |
|-----------------------------------|--------------------------------|
| Murray Edwards | Rob Hopwood |
| Newnham | Christopher Lawrence |
| Pembroke | Andrew Cates |
| Peterhouse | Ian Wright |
| Queens' | Jonathan Spence |
| Robinson | Fiona Brockbank |
| St. Catharine's | Nicola Robert Helen Hayward |
| St. Edmund's | Graham Watson Rob Preston |
| St John's | Chris Ewbank |
| Selwyn | Jennifer Phillips |
| Sidney Sussex | Martin Pierce |
| Trinity | |
| Trinity Hall | Tim Harvey-Samuel |
| Wolfson | Joanna Cheffins |
| Senior Tutors' Ctte | Judith Bunbury |
| Colleges' Ctte | |
| Development Directors Ctte | |
| | |

| | |
|--------------------------|--|
| Margaret Beaufort | |
| Ridley Hall | |
| Wesley House | |

| | |
|-----------------------|--|
| Westcott House | |
| Westminster | |

| | |
|-------------------|--|
| University | Anna Philpott, the University's Pro-Vice-Chancellor (Resources & Operations) Anthony Odgers, the University's Chief Financial Officer Iona Thomas (on behalf of Daniel Benham, the University's Director of Finance) Jenny Raine (on behalf of Alice Benton, the University's Head of Education Services) |
| ISL | Matthew Russell, Malcolm Millbrook and Diane Brooker |

There were no declarations of interest.

BC.24.32 Welcome

The Committee welcomed:

- Jenny Raine (Interim representative from Education Services)
- Iona Thomas (representing Daniel Benham, University's Director of Finance)

BC.24.33 Minutes of the meeting held on 5 June 2025

The Committee approved the minutes of the meeting on 5 June 2025 as a true record.

PRINCIPAL AND SUBSTANTIVE BUSINESS**BC.24.34 University Transformation Programmes**

The Pro-Vice-Chancellor (Resources and Operations) presented on a number of programmes of transformational change in the University, noting that it was one she had recently delivered to the University's Council:

Paper 9 *Building a modern organisation* presentation

In the following discussion, it was noted:

- each programme of change was being managed by a senior responsible officer.
- the development of clear programme aims and timetables was welcomed.
- clear publicity of the programmes, and particularly the Finance Transformation programme, was planned for Michaelmas Term 2025
- further thought would be needed to elucidate the impact of the change programmes on Colleges, but it was noted that the Finance Transformation programme was likely to create clearer interest in Schools on their income streams, and therefore student intakes (cf size and shape discussions). Bursars were also reminded of the discussion of the Reshaping Our Estate programme at previous meetings this Term.
- it would be helpful to invite the new Chief Information Officer to a future meeting.

BC.24.35 University pay award 2025-26

The Chief Financial Officer provided a confidential update on the University's intentions for pay awards for University employees for 2025-26 following the conclusion of the UCEA pay negotiations (see <https://www.ucea.ac.uk/our-work/collective-pay-negotiations-landing/2025-26-new-jncches-pay-round/>).

BC.24.36 College occupations and recent injunctions

The Committee received for information a copy of the judgement made on 24 June 2025 regarding the encampments at Trinity and St John's Colleges:

Paper 1 Approved Judgement, 23 June 2025 (Trinity and St John's College)

The Senior Bursar of Magdalene College updated the Committee on its subsequent management of a similar injunction, noting the judgement would be circulated for information in due course. Attention was also drawn to the pre-emptive judgement secured by the University of Cardiff (see: <https://www.shma.co.uk/our-thoughts/cardiff-university-secures-landmark-injunction/>).

The Committee further noted that the University's Working Group on Investments in and Research Funded by Companies belonging to the Defence Industry was now expected to report in September 2025.

BC.24.37 Colleges Fund

The Committee received for information an interim report from the Colleges Fund Working Group:

Paper 2 Second Interim Report of the Colleges Fund Working Group

The Chair summarised the changes made to the operation of the Fund in the past two years and thanked the Bursars on the Colleges Fund Committee and the Assessment Sub-Committee of the Finance Committee for their work in modelling and driving forward changes. He also thanked the officers of the Finance Division for their work in amending processes and procedures and Iona Thomas in particular for her modelling work.

He noted that future work would focus on the impact of the size of the Fund and whether adjustments to this would have an impact on recipient Colleges exiting the fund, and to set parameters for future reviews of the Fund. It was noted that the impact of grants had less of an effect on endowment size than the performance of compounded investment returns and philanthropy, making it difficult to predict accurately the exit trajectory of individual Colleges from the Fund. He further noted that he expected the Working Group to complete its tasks by the end of the next academic year.

OTHER BUSINESS**BC.24.38 Foreign Influence Registration Scheme**

The Committee received for information a paper drafted by the Secretary as guidance for the new Foreign Influence Registration Scheme coming into force on 1 July 2025:

Paper 3 FIRS – guidance to Colleges

The Secretary noted that the likelihood of Colleges needing to register was low, but non-zero, and that Colleges would need to ensure relevant officers were sufficiently appraised of when the Scheme might require College registration going forward.

BC.24.39 Current College strategic consultations**a) Operational review of undergraduate admissions**

The Committee noted that the Colleges' Standing Committee was convening a Working Group to discuss the paper and feedback from the intercollegiate committees and individual Colleges with an aim of articulating a common strategic intent across Colleges about the future of undergraduate admissions and the resource implications of current practice:

Paper 4 Admissions operational review

The Committee noted that the paper would be received at Senior Tutors' Committee and Colleges' Committee next week and thereafter formally communicated to Colleges with the request for feedback in Michaelmas Term 2025. Members were encouraged to ensure the paper was discussed within their own College governance structures.

b) Size and shape survey 2025

The Committee noted that the Colleges' Standing Committee had requested that Colleges review their responses to the recent survey in the context of the executive summary of the collated results:

Paper 5 2025 student body Size & Shape: Executive summary

The Committee noted that the paper would be received at Senior Tutors' Committee and Colleges' Committee next week and had already been communicated to Colleges with the request for feedback in Michaelmas Term 2025. Members were encouraged to ensure the paper was discussed within their own College governance structures.

Attention was also drawn to the discussions of the University and Colleges Joint Committee on 17 June 2025, where it was noted that the Committee had discussed the challenges of coming to a collective understanding of specific areas of targetted growth, and how this was communicated and agreed across the various Schools and Colleges. It noted the need for a clear locus of aggregation. It was reported that thought was now being given to this within the University's senior leadership team.

BC.24.40 Membership of Sub-Committees and Other Bodies

The Committee approved the following proposals for representation on other committees:

| <i>On ...</i> | <i>Appointment of ...</i> | <i>Replacing ...</i> |
|-------------------------------------|---------------------------|----------------------|
| Colleges Wellbeing Stimulus Fund | Graham Watson (ED) | Fiona Brockbank (R) |
| Suicide Safer Task and Finish Group | Patrick Dunne (HH) | Jonathan Newby (HH) |
| Technical Sub-Committee of the ICCA | Tony McNiff (LC) | Fiona Brockbank (R) |

Attention was drawn to the following vacancies, for which volunteers were sought:

| <i>On ...</i> | <i>Replacing ...</i> |
|------------------------------|----------------------|
| CCFPS Coordinator | Steven Morris (M) |
| Sustainability Sub-Committee | Jonathan Newby (HH) |
| Tax Sub-Committee | Fiona Brockbank (R) |

STANDING BUSINESS – MATTERS FROM other COMMITTEES for information or report

BC.24.41 Bursars' Business Committee

The minutes of the Bursars' Business Committee were received for information:

Paper 6 Minutes of the meeting on 26 June 2025

BC.24.42 Undergraduate Admissions Committee

The Committee received for information an update report on undergraduate admissions testing:

Paper 8 Update on Admissions Assessment Tests

The Committee celebrated the success of the solution introduced in 2023, noting the positive progress and feedback about the tests and the corporate structure set up to manage them.

BC.24.43 Student Support Committees

The minutes of the Joint Wellbeing Committee were received for information:

Paper 7 Minutes of the meeting on 31 March 2025

BC.24.44 Minutes and Reports from Sub-Committees and Other Intercollegiate Committees

Minutes had been received from the following committees:

| | <i>Meetings since last BC</i> |
|--|-------------------------------|
| <i>Bursar Sub-Committees</i> | |
| Fees and Student Finance Sub-Committee | <i>No minutes</i> |
| General Purchasing Sub-Committee | <i>No minutes</i> |
| Legal Affairs and Employment Sub-Committee | <i>No minutes</i> |
| Planning Sub-Committee | 5 June 2025 |
| Sustainability Sub-Committee | <i>No minutes</i> |
| <i>Other Intercollegiate Committees</i> | |
| Technical Sub-Committee of ICCA | <i>No minutes</i> |
| ICCA | <i>No minutes</i> |
| Colleges' Committee | <i>No minutes</i> |
| College Development Directors' Committee | <i>No minutes</i> |
| Colleges' IT Committee | <i>No minutes</i> |
| Colleges' Standing Committee | 10 June 2025 |
| Senior Tutors' Committee | 29 May 2025 |
| University and Colleges Joint Committee | 17 June 2025 |

Reports have been received from the following:

| Sub-Committee | Chair | Written report for this BC |
|---|-------------------------|-----------------------------------|
| Colleges' IT Committee | Jennifer Phillips (SEL) | <i>No report</i> |
| Fees and Funding Sub-Committee | Andrew Cates (PEM) | <i>No report</i> |
| Fire Protection and Health & Safety Sub-Committee | Helen Foord | <i>No report</i> |
| General Purchasing Sub-Committee | Steven Morris (M) | <i>No report</i> |
| Legal Affairs & Employment Sub-Committee | Jo Cheffins (W) | <i>No report</i> |
| Planning Sub-Committee | Tim Harvey Samuel (TH) | <i>No report</i> |
| Tax Sub-Committee | Catherine Webb (EM) | <i>No report</i> |

BC.24.45 Minutes and Reports from Committee Representatives on University Committees and Joint Committees

Minutes had been received from the following committees:

| | <i>Minutes received since last BC</i> |
|--|---------------------------------------|
| Access and Participation Plan Scrutiny Group | <i>No minutes</i> |
| Cambridge Outreach Strategy Group | <i>No minutes</i> |
| College Wellbeing Stimulus Fund | 13 June 2025 |
| Communicable Diseases, Sub-Committee for | <i>No minutes</i> |
| Digital Admissions Project Board | <i>No minutes</i> |
| Equality, Diversity & Inclusion Committee | <i>No minutes</i> |
| Human Resources Committee | <i>No minutes</i> |
| Information Services Committee | 3 April 2025 |
| Joint Committee on Childcare for Students | <i>No minutes</i> |
| Joint Student Numbers Management Group | <i>No minutes</i> |
| Joint Wellbeing Committee | <i>No minutes</i> |
| Mental Health Data Task and Finish Group | <i>No minutes</i> |
| Mental Health Funding Task and Finish Group | <i>No minutes</i> |
| Postgraduate Admissions Committee | 13 March 2025 |
| Societies Syndicate and Technical Committee | <i>No minutes</i> |

FINAL DISCUSSIONS

Future meetings

Meeting dates for 2024-25 are set out below:

| Date | Approximate times | Bursars Network Meeting | Bursars' Committee |
|--------------------|-------------------|-------------------------|--------------------|
| EASTER TERM | | | |
| 10 Jul 2025 | 2:00-3:00 | Network Zoom | |

Meeting dates for 2025-26 are set out below:

Please note that meetings in 2025-26 will commence at the later time of 3.15 pm.

| Date | Approximate times | Bursars Network Meeting | Bursars' Committee |
|------------------------|-------------------|-------------------------|------------------------|
| MICHAELMAS TERM | | | |
| 16 Oct 2025 | 2:00-3:00 | Network Zoom | |
| 30 Oct 2025 | 2:00-3:00 | Network Zoom | |
| 13 Nov 2025 | 3:15-4:30 | | Meeting St John's |
| 27 Nov 2027 | 2:00-3:00 | Network Zoom | |
| LENT TERM | | | |
| 29 Jan 2026 | 2:00-3:00 | Network Zoom | |
| 12 Feb 2026 | 2:00-3:00 | Network Zoom | |
| 26 Feb 2026 | 3:15-4:30 | | Meeting Selwyn |
| 12 Mar 2026 | 2:00-3:30 | Network Zoom | |

| Date | Approximate times | Bursars Network Meeting | Bursars' Committee |
|---|-------------------|-------------------------|-------------------------------|
| EASTER TERM | | | |
| 30 Apr 2026 [Reserve date for Levies business] | 3:15-4:30 | | Meeting St Catharine's |
| 7 May 2026 | 2:00-3:00 | Network <i>Zoom</i> | |
| 21 May 2026 | 2:00-3:00 | Network <i>Zoom</i> | |
| 4 Jun 2026 | 3:15-4:30 | | Meeting Magdalene |
| 18 Jun 2026 | 2:00-3:00 | Network <i>Zoom</i> | |
| 2 Jul 2026 | 2:00-3:00 | Network <i>Zoom</i> | |
| 9 Jul 2026 | 3:15-4:30 | | Meeting Sidney Sussex |
| 16 Jul 2026 | 2:00-3:00 | Network <i>Zoom</i> | |

Farewells

The Committee noted that this was the last meeting of the following Bursars, and wished them well for their future plans:

- Fiona Brockbank (R)
- Andrew Cates (PEM)
- Jonathan Newby (HH)
- Simon Wadsley (HO)

It further noted the departure of – and therefore wish to warmly thank – the following officers from Education Services, whose support for the work of the Colleges was noted as hugely beneficial:

- Alice Benton, Head of the University's Education Services
- Natalie Acton, Head of Student Support

Post-meeting tea and thanks

The Committee thanked the Master and Fellows of St Edmund's College for their generous hospitality.

2025-07- BC minutes

Matthew Russell
4 July 2025