1. Minutes of the Previous Meeting
   The Minutes of the meeting held on Tuesday 1 November 2016 were approved as an official record of the proceedings.

2. Matters Arising and for Report
   (a) Certification / Recognition of CULP Award (item 7, 07.01.2016)
   Ms Wyburd briefly outlined the background to this issue and asked the Committee to approve a statement (LCCM.16.09) for the General Board's Education Committee (GBEC). Following discussion of student feedback mechanisms and how they may have fed into GBEC’s initial decision the Committee agreed to postpone sending the statement to allow current CULP students’ views on this issue to be surveyed.

   Action: Ms Wyburd to survey current CULP students regarding inclusion of the CULP Award on University transcript.

3. Standing Items
   (a) Academic English Language Test
   Ms Wyburd advised that there was no significant update to make at this time while market research was undertaken by Cambridge Assessment, but that she was due to meet the new Head of Admissions Testing, Andy Chamberlain, to discuss the project within the next week. The Chair reiterated the Committee’s previous view that all efforts should be made to ensure that the Language Centre received due recognition for its role in developing the test.

   (b) Fundraising
   The Committee received a draft fundraising strategy (LCCM.16.10) which Ms Wyburd advised was a working paper developed with the Senior Team. A discussion followed regarding the difficulty in fundraising for core activities, with several additional options put forward including the possibility of a new “named” bursary scheme to enable students to access language training.

   The Committee discussed the inequity of support available from Colleges and the possibility of making a proposal to the Senior Tutors’ Education Committee for more equitable distribution of bursaries. It was noted that this had previously been discussed by the Committee and the view from the Senior Tutors had been that provision of bursaries for non-core activity was at the discretion of each College.
Action: Ms Wyburd to discuss the matter of College CULP support further with Dr Kelly and to take the proposal forward with CUDAR.

(c) Director’s Report
Ms Wyburd gave a verbal update on activity since the last meeting, highlighting a number of staff changes, including the departure of Mr Drury who was thanked for his service to this Committee and the Language Centre. Ms Wyburd confirmed her recent appointment to the University Council. She outlined an agreement being entered into for Turkish teaching services with the Yunus Emre Institute and the ongoing recruitment of a Tamil teacher for graduate students’ needs which would be supported by funds donated by Lyca Mobile.

Ms Wyburd advised that the Language Centre’s financial planning for the next five years had highlighted a less positive position than in previous years. Increases to staffing costs as a result of changes to University recharges for externally funded staff (ICCs) had made a significant impact and, as a result, current Language Centre reserves were being spent down to support core activity. Ms Wyburd reported on a number of expenditure reduction activities, including discussions with the School regarding changes to the IT support structure of the Language Centre with some services to be delivered centrally by UIS. The Committee highlighted the need for any transfer of service and/or funding to UIS should be clearly documented to ensure that Language Centre activity was well supported.

The Committee noted that a range of possible income-generating activities had been considered alongside proposals for fundraising discussed earlier in the meeting (item 3, b).

Ms Wyburd also advised that the Language Centre had collaborated with the Estate Management team to respond to a planning application submitted by the Regal pub, and that the project to improve the quality and efficiency of lighting in the Language Centre was moving forward.

4. Pressland Fund Update
(a) Update on Awards Made in 2016
The Committee noted the following:
- £10,300 awarded between 15 applicants (average award £685; range: £300-£1,000)
- Awards supported study in nine languages (Georgian, Arabic, German, Japanese, Danish, French, Spanish, Russian and Italian)
- Three awards in Biological Sciences; five in Clinical Medicine; five in Physical Sciences; and two in Technology
- 11 Colleges represented: Selwyn, Trinity, Magdalene, St Catharine’s, Hughes Hall, Jesus, Downing, Queens’, Churchill, Girton and Robinson
- Majority of awards made to undergraduates this year, with just one successful PhD student

(b) Agreement of Project Report Winner(s)
The Committee received and approved the winning report (LCCM.16.11) as reviewed by the Pressland Fund Sub-Group.

5. Learning and Teaching Review 2017-18
The Committee received the Panel Nomination Form (LCCM.16.12) for reference and noted an extract of GBEC minute 523.3.5, dated 7 December 2016.
6. **Language Centre Strategic Risk Register**
The Committee considered the risk register overview *(LCCM.16.13)*. Ms Wyburd informed the Committee that a School-level working group would soon produce a report on language teaching across the School which may result in an increase in teaching costs for the Language Centre and the Committee **agreed** that the financial risk may need to be increased when more was known. The Committee discussed School- and University-wide risks around the Prevent duty and cyber security but did not feel that these should be added to the Language Centre risk register at this time.

7. **Date of Next Meeting**
The next meeting will be held on Tuesday 16 May 2017 from 14:00 in Seminar Room E, 17 Mill Lane.

8. **Any Other Business**
The Chair advised the Committee that he would be taking sabbatical leave from 01 October 2017 and therefore a substitute appointment would need to be made to serve out the remainder of his term of office.

**Action:** Secretary to initiate process for the appointment of a replacement Chair.