UNIVERSITY OF CAMBRIDGE
COMPUTER LABORATORY

Chairman: Ms J M Samols   **Secretary: Ms J M Samols**

Minutes of the thirty second meeting of the Outreach Committee held at 13:00 on Monday 18th May 2015 in the Computer Laboratory, William Gates Building, JJ Thomson Avenue.

Present   Mr Andrius Aucinas
                 Dr RK Harle
                 Mrs D Pounds
                 Mrs M Sammons
                 Ms JM Samols

Apologies   Dr B Roma
                 Mr Raoul Urma

1. **July Open Days**

    Megan Sammons confirmed that other departments would not be exhibiting at the Computer Laboratory as they had done in 2014. Therefore, it was agreed that the Computer Laboratory would only run activities in the afternoon.

2. **Coding Summer School**

    It was confirmed that all applicants had been contacted and acceptances were now being received. It was agreed that classes should run from 9.30-5.30pm daily, bar the final day when they should finish at 4.30pm.

    - **Security**

        It was noted that the safety of the 80 attendees was paramount, the main issue being the residential girls' transport to and from the Computer Laboratory each day. It was agreed that a risk assessment should be carried out prior to the issuance of a parental consent form. Jan Samols agreed to contact Piete Brooks about the provision of a risk assessment.

        Jan Samols confirmed that she would resend all information on the DBS application process.

- **Accommodation**

  Rob Harle confirmed that while St John's College had offered accommodation for 5 nights (starting August 9th), Queens' College could only provide accommodation from August 10th. It was agreed that this was problematic for those not local to Cambridge (who needed to arrive on the 9th in time for a 9.30am start on the 10th). It was deemed impractical (and a potential risk) for girls to stay in a third college for one night before transferring to Queens'. Rob Harle was awaiting a response from other colleges regarding accommodation for the full 5 nights.

  It was agreed that those girls who needed to stay an extra night in Cambridge after the end of the course should be responsible for finding their own accommodation.

  It was noted that accommodation had been offered at two price levels. However, in the spirit of fairness it was agreed that there should be one price for all. Thus all those requiring accommodation would pay an average price to the Computer Laboratory. Colleges would then invoice the Laboratory directly.

  While the cost of residence at Queens' was inclusive of breakfast and dinner, St John's had only offered breakfast. It was agreed that St John's should be prevailed upon to provide an evening meal. Bodgan Roman, who had been organising accommodation, was asked to contact St John's.

- Catering

  Jan Samols agreed to forward details of the University's preferred suppliers to Andrius Aucinas.

  Rob Harle noted that the preferred day for the formal dinner was Thursday August 13th. However this was dependent upon college availability.

- Payment

  Rob Harle confirmed that the online payment form would be available for comment during the week of May 25th. He asked that the Committee provide comment prior to it going live.

- Guest lectures

  Rob Harle noted that both Google and CSR had agreed to deliver guest lectures. Jan Samols confirmed that she would contact Sam Aaron. Rob Harle agreed to deliver a general lecture on reading computer science.

3. Date of next meeting

The next meeting will be in SW00 on Monday June 15th at 4pm.