

ADMINISTRATION COMMITTEE**Notes of Discussion of the meeting held on 18 November at 10.00am in
the Macmillan Room [INF31]****Members present:**

Nick Smith (in the Chair)

Alex Barros-Curtis	Mary Glendon
Bob Blackman	Navendu Mishra
Bambos Charalambous	Tessa Munt
Carolyn Harris	Kirsteen Sullivan

Apologies: Alberto Costa, Max Wilkinson

1) Informal note of the meeting of Tuesday 11 November

The Committee **agreed** the Informal Note of its meeting on 11 November.

2) School Travel Subsidy and Barriers to School Bookings

Fran Jeens, Head of Education and Engagement, briefed the Committee on the work of the team, areas covered and the broad range of specialists who work for the Education team. The Committee heard recommendations had been drawn up to increase fairness of access for schools booking visits, as well as increase options to meet demand, with further research to be conducted on other recommendations, including on any financial implications of other options.

Decision

Members **agreed** to the proposal of recommendations in group A and **asked** for further research to be conducted into a number of additional recommendations.

3) Microsoft 365 (M365) Copilot Pilot: findings and next steps

Mark Lyons, Chief Technology Officer and Elizabeth Axe, Head of Innovation briefed the Committee on the three month pilot and recommendations to introduce a justification model for house staff to acquire Copilot licences where needed, with further discussions to be had around funding for Members. The Committee heard plans to use thematic training opportunities in different forms, such as drop ins and seminars, to promote the tool and clearly define its use.

Decision

Members **provided feedback** on recommendations and next steps.

The Committee will next meet on 25 November 2025 at 10.00am