

ST HUGH'S COLLEGE, OXFORD

The Second Stated Meeting of the **GOVERNING BODY** in Michaelmas
Term was held on Wednesday 3 November 2010

Present:	The Principal	Dr Paseta
	Dr Iles	Dr Macnair
	Dr Holland	Dr Wilson
	Professor Moore	Dr Rood
	Dr Garnett	Dr Perkins
	Professor Chalker	Ms Kerr
	Professor Giles	Professor Powell
	Dr Kathirithamby	Dr Capelli
	Dr Stellardi	Mr Loutzenhiser
	Professor Mitchell	Dr Conway
	Dr McDonald	Dr Friedman
	Professor Quah	Dr Baker
	Professor Duncan	Dr Gazzard
	Professor Westbrook	

Ms Moevius represented the MCR. She attended for Items 50, 51; parts of 52, 53, 54; 57, 60 and 74.

45. Apologies for Absence

Apologies were received from Dr Wong, Mrs Vainker, Dr Grainger, Dr Harnden, Dr Emerson, Professor Gershuny, Professor Marshall, Mr Marshall, Dr Leach, Dr Blunsom, Dr Pattenden and Mr O'Connor (JCR) (Professor Robertson, Dr Kuhn, Dr Getzler, Dr Stevens, Dr Martin, Dr Tarres, Dr Lewis and Dr Hammond on leave).

46. The Minutes of the First Stated Meeting in Michaelmas Term held on 7 October 2010 were approved and signed.

47. A*: summary of responses (Circ Bus 02.11.2010)

It was noted that the summary of responses had been circulated, and it was likely that not all subjects would demand an A* for the time being.

48. Chairmanship of Commission (GB 10)

[The Principal and Dr Iles left the meeting for this item, which was taken last. Professor Moore chaired.]

Dr Perkins summarized the responses that he had received about arrangements for the period when the Principal takes unpaid leave in April, May and June 2011. Most had supported the idea of appointing an Acting Principal. One had argued against this, on the grounds that it was not necessary for this relatively short period.

In discussion, it was noted that appointing an Acting Principal would still leave the college better off financially, since the Principal's leave was unpaid. It was also noted that the Principal would be back in post for the events planned to celebrate the College's 125th anniversary.

Professor Mitchell raised the question of the Principal's role in decanal appeals. While the Vice-Principal could step in to fulfil this function, it was felt more straightforward to have an Acting Principal in place. Dr Holland added that an Acting Principal could act with more authority in representing the College both inside and outside the University. The Bursar also argued that it would be simple for an Acting Principal to step in and chair the committee meetings that the Principal currently chaired *ex officio*.

In a vote on a proposal to elect an Acting Principal for April, May and June 2011, there was one abstention, and all others present voted in favour: the proposal was therefore approved.

Dr Holland proposed that the Dr Iles be offered the role of Acting Principal. This was seconded by Professor Moore and in a vote the proposal was unanimously approved.

There was a brief discussion of whether it was necessary to appoint an Acting Vice-Principal for this period. In a vote on the proposal to make such an appointment, there was one abstention, and all the others present were in favour. This proposal was therefore approved. It was further agreed that Professor Watts should be approached to see if he would consider accepting the role.

49. Conflict of Interest

Other than the Principal's and Dr Iles's interest in item 48, none was declared.

50. Report and Recommendations from Finance Committee

The Minutes of the Finance Committee held on 20 October 2010 had been circulated and were received.

51. Management Accounts (FC 4)

The Management Accounts show that the full year's operating surplus (year to 13.7.10) was £361,487 after adjustments for depreciation and development income. The Principal explained that last year's deficit was largely due to unusual events: a large rise in energy costs, and the effects of swine flu on conference income. This year, the conference business had performed very well, and there had been tight controls on costs.

52. Report and Financial Statements for the Year Ended 31 July 2010 (FC 5)

On the recommendation of the Finance Committee, the Accounts for the year ended 31 July 2010 were approved.

53. Accounts of the Permanent and Special Funds (FC 7)

The Accounts of the Permanent and Special Funds had been circulated and were received.

Dr Holland asked (in regard to the Beryl Chitty Fund) whether it was possible to build up surpluses in special funds in order to pay for a major expense, such as supporting a fellowship. The Principal replied that auditors took varying positions on this, but it may well be possible to save some money, depending on the terms of the bequest or donation. Dr Holland noted that in the current financial circumstances, using funds like this to support fellowships in collaboration with the University could be an important policy.

Professor Duncan asked about the Engineering Fellowship Fund. This derives from a pledge of £50,000 to College, made over five years.

The Bursar noted that while the Accounts of the Permanent and Special Funds were not fully audited, the auditors did check a random sample to ensure their accuracy.

54. Budget 2010/11

In discussion of the budget, the Bursar noted that the College's budgeted operating surplus was lower, even with more income expected from the conference business. In answer to a question from Professor Quah, the Principal and Bursar explained that the College currently paid very low interest charges on certain loans connected to the Maplethorpe Building. Low interest rates had been a major factor in enabling the College to post a significant operating surplus, but they were very likely to rise in future years.

It was noted that development income was very difficult to budget for. The College had established a target of 25% participation from senior members in donations rather than setting a financial target, and this was also the reason for taking development income out of the calculation of the operating surplus.

In answer to a question from Dr Holland, the Principal noted that a figure for grants to the China Centre in the Accounts related to interest on donations received for the China Centre, which could only be used for this purpose.

On the recommendation of the Finance Committee, the Budget for the 2010/11 year was adopted.

It was agreed that Governing Body should express its thanks to Mrs Alexander and her staff for the customarily efficient way in which they prepared the Accounts and Budget.

55. Garage Rent Review

On the recommendation of the Finance Committee, a 5% increase in garage rents was approved.

56. Fellows' Contracts

The Bursar reminded Governing Body that there was a requirement that all College staff had contracts, and that other paperwork was in place. Any remaining contracts would be dealt with in the next few months.

57. St Hugh's Night

The Principal reminded Governing Body that the St Hugh's Night dinner would take place on Tuesday 16 November and encouraged members of GB to attend.

58. Dickson Poon Donation

The Principal confirmed to Governing Body that Mr Dickson Poon had agreed to donate £10m for the establishment of the China Centre building, which would be named after him. A gift agreement had been received from Harvey Nicholls, which Mr Poon owned. The money would be paid in three tranches: £1.5m in December 2010; £3.5m at the end of the tax year; and £5m when the building contract was let.

It was agreed that Governing Body should express its thanks to the Development Director and her staff for their important role in securing this outstanding gift. Governing Body also thanked the Principal and Bursar for their indefatigable efforts.

59. New Building Steering Committee

It was agreed to add Professor Moore and Dr Holland to the New Building Steering Committee. The committee would meet the architect soon, and report back to Governing Body.

60. Professor Anthony Watts

The Principal reported that Professor Anthony Watts has been elected a fellow of the Biophysical Society, only the second non-US scientist to be awarded such an honour.

61. Dean's Business

The Dean asked members of Governing Body to check with him the records of any student who asked for permission to run in JCR or MCR elections. He noted that there had been several incidents of drunken behaviour and damage to College property this term, in particular involving first year students. He asked members of GB to reinforce any messages or warnings that their students received from him.

62. Charity Registration

The Bursar drew the attention of Fellows to the requirement for all members of Governing Body to sign the Trustee Details and Declaration forms as part of the application for registration. The Governing Body authorized the Principal, Vice-Principal and Bursar to submit the application for Charity Registration once all Trustee Declaration forms have been received.

63. Admissions Business

The Principal reported that the Senior Tutor would soon be sending a circular by email about changes to admissions procedures for this round and, in particular, giving details about the arrangements for interviewing candidates from overseas.

64. SCR Events

Professor Moore informed Governing Body that the SCR Staff Christmas Drinks and the SCR Christmas Dinner would take place on Friday 17 December 2010.

65. College Gardener

Professor Moore noted that there would be drinks on Monday 8th November at 12pm in the SCR for Mr Brooke, who was retiring after 36 years of service to the College.

66. Conference of Colleges

Dr Iles drew the attention of Governing Body to several pieces of business discussed at the Conference of Colleges. These included student number planning; the implications of the Browne review and subsequent Government proposals; proposals on the University teaching fund; and mechanisms for mitigating the impact of funding bodies' withdrawal of payment for the college fee.

67. Report and Recommendations from Academic Committee

The Minutes of the Academic Committee held on 20 October 2010 had been circulated and were received.

68. Conference of Colleges: Report of Academic Provision 2009/10 (AC 4)

On the recommendation of the Academic Committee, it was agreed that one representative from the JCR and one from the MCR would be invited to attend a meeting of the Academic Committee during which anonymised, collated responses from undergraduate and graduate feedback forms would be considered.

69. Six-Hour Stipendiary Lectureship in Medicine (AC6)

On the recommendation of the Academic Committee, it was agreed to appoint Professor Morris to a six-hour Stipendiary Lectureship from 1 November 2010 for one year.

70. Non-Stipendiary Lectureship in Physics (AC 7)

On the recommendation of the Academic Committee, it was agreed to appoint Ms Moevius to a non-stipendiary Lectureship to cover teaching needs during Dr Walker's maternity leave.

71. Sabbatical Leave

On the recommendation of the Academic Committee the following applications for leave were agreed:

- a. Dr Holland for Hilary and Trinity Terms 2011
- b. Dr Garnett for the academic year 2011/12
- c. Dr Xiang for the academic year 2011/12.

72. Report and Recommendations from Library Committee

The Minutes of the Library Committee held on 27 October 2010 had been circulated and were received.

73. Report and Recommendations from Risk Committee

The amended Risk matrix had been circulated and was received.

74. MCR Business

Miss Moevius noted that MCR elections were due to be held soon, and hoped that members of Governing Body would support requests from their students to stand for election where appropriate.

This ended the business of the meeting.