

ST HUGH'S COLLEGE, OXFORD
The Third Stated Meeting of the **GOVERNING BODY** in Michaelmas
Term was held on Wednesday 3 December 2014

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| Present: | Professor Westbrook (Chair) | Professor Capelli |
| | Dr Holland | Professor Lewis |
| | Professor Moore | Professor Perera |
| | Professor Garnett | Professor Leach |
| | Dr Kuhn | Professor Loutzenhiser |
| | Professor Getzler | Professor Conway |
| | Professor Stellardi | Professor Friedman |
| | Professor Mitchell | Professor Mann |
| | Mrs Vainker | Dr Sanders |
| | Professor Grainger | Ms Stott |
| | Professor Wilson | Dr Parkin |
| | Dr Perkins | Professor Husband |
| | Dr Emerson | |

Mr Flint represented the MCR and Mr Kondragunta and Miss Harvey the JCR. They attended for items 93, 97-109, 117, 118, 120, 124, 126, and 129-136.

93. Apologies for Absence

Apologies were received from the Principal, Professor Watts, Professor Chalker, Professor Duncan, Professor Macnair, Professor Harnden, Mr Marshall, Professor Kim, Professor Biro, Professor Doyle and Professor Sullivan (Professor McDonald, Professor Quah, Dr Paseto, Professor Stevens, Professor Rood and Professor Blunsom on leave).

94. Finance Bursar (Circ Bus 20.11.14)

It was noted an email advising that the Bursar and Finance Bursar had made the mutual decision to terminate her probation had been circulated and was received.

95. Conference of Colleges (Circ Bus 24.11.14)

Unconfirmed Minutes of the Meeting of Conference of Colleges held on 13 November 2014 had been circulated and were received.

96. Financial Statements for Year End 31 July 2014 (Circ Bus 25.11.14)

It was noted it had been agreed by circulation to delegate authority to Finance Committee to approve and sign off the Year End accounts to ensure the College met its reporting deadline of the end of November 2014.

97. The Minutes of the Second Stated Meeting in Michaelmas Term held on 5 November 2014 were approved and signed.

98. The Minutes of the Special Meeting in Michaelmas Term held on 5 November 2014 were approved and signed. It was noted that the meeting had not been quorate but it was agreed that given the nature of the Meeting, the Minutes were still a valid record of the new Scholars and Exhibitioners who had made their declarations and who had signed the Register held for this purpose.

99. MCR Accommodation Proposal (GB 66)
- An amended proposal from the Bursar and MCR President to guarantee a minimum of 74 study bedrooms to graduates had been circulated and was received. It was agreed to implement this guarantee from 2015/16.
100. Library Weeding Policy (GB 92)
- The Vice-Principal advised that, with diary commitments, Library Committee had not yet had an opportunity to review the comments made in light of the draft Weeding Policy being considered by Governing Body at its meeting in 4th week. It was agreed that the matter be brought forward to Hilary Term.
101. Conflict of Interest
- Fellows declared a potential conflict in items 114 and 121.
102. Report and Recommendations from Finance Committee
- The Minutes of the Finance Committee held on 26 November 2014 had been circulated and were received.
103. Accounts of the Permanent and Special Funds (FC 6)
- On the recommendation of the Finance Committee, the Accounts of the Permanent and Special Funds were approved.
104. Management Accounts Period 1 (FC 7)
- The Management Accounts for Period 1 show an operating surplus of £22k, £113k behind budget mainly due to conference and development income being behind schedule.
105. Report and Recommendations from Student Support Committee (FC 8)
- The Minutes of the Student Support Committee held on 19 November 2014 had been circulated and were received.
106. Report and Recommendations from Estates Committee (FC 9)
- The Minutes of the Estates Committee held on 19 November 2014 had been circulated and were received.
107. JCR and MCR Subscriptions for 2014/15 (FC 10)
- On the recommendation of the Finance Committee, it was agreed to increase the JCR and MCR subscriptions for 2014/15 by 2%.
108. Scheme of Delegation (FC 11)
- On the recommendation of the Finance Committee, it was agreed to adopt the Scheme of Delegation.

109. Living Wage (FC 12)

On the recommendation of the Finance Committee, it was agreed that the College become a living wage employer with immediate effect.

110. Report and Recommendations from Academic Committee

The Minutes of the Academic Committee held on 19 November 2014 had been circulated and were received.

111. Proposed Part-Time MSc in Tax Law (AC 6.2)

On the recommendation of the Academic Committee, it was agreed to offer up to 10 places on the MSc in its first year and to host one residential per year.

112. Teaching in Spanish (AC 13)

On the recommendation of the Academic Committee, it was agreed that the terms of Dr Curtis' appointment to a non-stipendiary lectureship for Hilary Term 2015 should include a stipulation that 2.5 hours per week of teaching will be carried out for St Hugh's.

113. Teaching in Medicine (AC 15)

On the recommendation of the Academic Committee, it was agreed to appoint Professor John Morris to a five-hour Stipendiary Lectureship for the academic year 2015-16.

114. Leave (AC 17)

On the recommendation of the Academic Committee, it was agreed to grant sabbatical leave to

- a. Professor Wilson for the academic year 2015-16 with continued use of his room
- b. Professor Getzler for Michaelmas Term 2015 and Hilary Term 2016 with continued use of his room.

115. Teaching in Philosophy (AC 19)

On the recommendation of the Academic Committee, it was agreed to appoint Dr Jordan Bell to a two-hour Stipendiary Lectureship from 1 October 2015, for one year.

116. Hurry Prize

On the recommendation of the Hurry Prize Committee, it was agreed to award the Hurry Prize jointly to Nicholas Dixon (Bachelor of Arts in History) and to Isabelle Xavier (Bachelor of Arts in Jurisprudence).

117. New Building Update

The Bursar advised that work was still ongoing to finalise the lease and that the College was still waiting to receive notification from Galliford Try about any counterclaim on the liquidated damages.

118. Report and Recommendations from Nominations for Vacancies Committee
- The Minutes of the Nominations for Vacancies Committee held on 25 November 2014 had been circulated and were received.
119. Vice-Principalship
- On the recommendation of the Nominations for Vacancies Committee, it was agreed to appoint Professor Antony Watts as Vice-Principal from 1 January 2015.
120. GB Prep
- On the recommendation of the Nominations for Vacancies Committee, it was agreed to request that Statutes and Bylaws Committee formalise the position of GB Prep so that its membership, terms and reference and function was better understood.
121. Senior Tutor
- On the recommendation of the Nominations for Vacancies Committee, it was agreed to appoint Professor Peter Mitchell as Acting Senior Tutor while the position remains vacant during the recruitment of a replacement Senior Tutor.
122. Book Prize
- On the recommendation of the Education Committee, it was agreed to award a Book Prize to Isabelle Assirati (3rd year Biochemistry) in recognition of outstanding Collection marks.
123. Organ Scholarship
- On the recommendation of the Education Committee, it was agreed to appoint Toni Lehtonen (2nd year Music) as Junior Organ Scholar.
124. Report to ICT Committee
- The report to ICT Committee, which outlined progress made during Michaelmas Term, had been circulated and was received.
125. Recruitment of a Replacement Senior Tutor
- The draft Further Particulars for the role of Senior Tutor had been circulated and were received. It was agreed that an entitlement to sabbatical leave for the postholder would be included and subject to the Selection Committee's final approval of these, the recruitment process would begin before the Christmas Closure period.
126. Recruitment of a Replacement Finance Bursar
- It was agreed that the role of Finance Bursar would be renamed Chief/Head/Senior Accountant and that it would become a full time position. The Bursar advised that the recruitment process would begin without any further delay.
127. Admissions Business
- The Bursar advised that gin and tonic would again be available in the SCR on Thursday and Friday of 9th and 10th weeks.

128. Wine Tasting

Dr Sanders, on behalf of the Wine Fellow, advised that the next Wine Tasting event would be held in Trinity Term.

129. Report and Recommendations from Welfare Committee

The Minutes of the Welfare Committee held on 25 November 2014 had been circulated and were received.

130. JCR International Rep (WC 2f)

On the recommendation of the Welfare Committee, it was agreed that the College should fund a week's vacation residence for the International Representative prior to Michaelmas Term to enable him/her to contact international students who arrive before Freshers' Week, thereby helping them to settle into college.

131. Welfare Room (WC 5)

On the recommendation of the Welfare Committee, it was agreed to ask the Bursar to look into the possibility of finding an appropriate space for Peer Supporters to use to meet students, either by appointment or in surgery hours.

132. Gender Equality Working Group

The Minutes of the Gender Equality Working Group held on 26 June 2014 had been circulated and were received.

133. Gender Equality Working Group

The Minutes of the Gender Equality Working Group held on 17 November 2014 had been circulated and were received.

134. MCR and JCR Committees

A note of the new MCR and JCR Committees from January 2015 had been circulated and was received.

135. MCR President

The Vice-Principal congratulated Mr Flint on his reappointment as MCR President and thanked him for his work to date.

136. JCR Presidents

The Vice-Principal noted that this was Mr Kondragunta's last meeting as JCR President and thanked him for his hard work and contribution over the last 12 months. The Vice-Principal welcomed the new JCR President, Ms Carezza Harvey.

137. Vice Principal and Senior Tutor

The Governing Body recorded its thanks to the Vice Principal, Professor Westbrook, and the Senior Tutor, Dr Emerson, for their outstanding contribution to College.

This ended the business of the meeting.