

ST HUGH'S COLLEGE, OXFORD
The Second Stated Meeting of the **GOVERNING BODY** in Michaelmas
Term was held on Wednesday 5 November 2014

Present:	Principal	Professor Powell
	Dr Holland	Dr Emerson
	Professor Moore	Professor Perera
	Dr Garnett	Professor Loutzenhiser
	Dr Kuhn	Professor Conway
	Professor Chalker	Professor Mann
	Professor Getzler	Dr Sanders
	Professor Wong	Professor Kim
	Professor Stellardi	Ms Stott
	Professor Duncan	Dr Parkin
	Professor Westbrook	Professor Husband
	Professor Macnair	Professor Biro
	Dr Perkins	Professor Doyle

Mr Flint represented the MCR and Mr Kondragunta the JCR. They attended for items 47, 50-60, 62-66, 80, 82, 83 and 86-91.

47. Apologies for Absence

Apologies were received from Professor Watts, Professor Mitchell, Professor Grainger, Professor Wilson, Professor Harnden, Professor Martin, Professor Capelli, Professor Marshall, Professor Lewis, Mr Marshall, Professor Leach, Professor Friedman, and Professor Sullivan (Professor McDonald, Professor Quah, Dr Paseta, Professor Stevens, Dr Rood and Professor Blunsom on leave).

48. Senior Tutor and Academic Registrar: arrangements for Michaelmas Term (Circ Bus 16.10.14)

It was noted an email outlining arrangements during Michaelmas Term while the Senior Tutor was working three days a week had been circulated and was received.

49. Recommendations from Nominations for Vacancies (Circ Bus 20.10.14)

It was noted it had been agreed by circulation that the following would sit on the Selection Panel to recruit a replacement Senior Tutor:

Principal (Chair)
Professor Plunkett
Professor Mitchell
Dr Perkins
Professor Leach
Professor Conway
Dr Sanders
Bursar
Dr Parkin
Prof Biro
External member

50. The Minutes of the First Stated Meeting in Michaelmas Term held on 9 October 2014 were approved and signed.

51. College Ball Update (GB 46)

The Bursar advised that the Ball Committee had set up an online system for selling tickets to the May Ball. It was agreed that the Ball Committee would be given permission to set off fireworks during the Ball, on the assumption that adequate Health and Safety provision was in place and that the supplier of the fireworks had sufficient insurance to cover the College buildings.

52. Conflict of Interest

Fellows declared a potential conflict in items 75, 76 and 84.

53. Report and Recommendations from Finance Committee

The Minutes of the Finance Committee held on 22 October 2014 had been circulated and were received.

54. Draft Report and Financial Statements for the Year Ended 31 July 2014 (FC 4)

The draft Report and Financial Statements for the Year Ended July 2014 had been circulated and was received. The Bursar advised that the final audited version of the Accounts would be considered by Finance Committee at its meeting in 7th week prior to Governing Body being asked to approve the Report and Financial Statements at its meeting in 8th week.

55. College Auditors (FC 5)

On the recommendation of the Finance Committee, it was agreed to reappoint Critchleys as the College Auditors for a further year before reviewing the contract from 2015/16.

56. Value for Money

The Governing Body of St Hugh's College has considered the processes in place during the financial period ending 31 July 2014 and is satisfied that, with regard to public and publically accountable funds, the processes for achieving economy, efficiency and effectiveness were appropriate.

In making this confirmation, members of the Governing Body are cognisant of their obligations as Charity Trustees to ensure that funds are correctly applied, in line with the objects of the College.

57. Management Accounts Period 7 (FC 6)

The Management Accounts for Period 7 show a full year operating surplus of £316,980. Owing to several one-off factors, this level of surplus is unlikely to be repeated in 2014/15.

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

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

59. Budget 2014/15 (FC 8)

On the recommendation of the Finance Committee, the Budget for 2014/15 was agreed.

60. Consumer Credit (FC 11)

On the recommendation of the Finance Committee, it was agreed that the standard terms of the hardship loan agreements should be amended to make clear that we only ever charge interest at a maximum of Bank of England base rate on the 28 days before each repayment, plus 1%.

61. Vice-Principalship

The Principal advised that she would be recommending the appointment of a replacement Vice-Principal on the retirement of the current Vice-Principal based on Seniority.

62. Recognition of Distinction Exercise 2014

The Principal reported that the following had all received the title of Full Professor under last year's Recognition of Distinction Exercise and warmly congratulated them:

Dr George Garnett (Professor of Medieval History)
Professor Anthony Harnden (Professor of Primary Care)
Professor Rhodri Lewis (Professor of English Literature)
Professor Rafael Perera-Salazar (Professor of Medical Statistics)
Dr Timothy Rood (Professor of Greek Literature)
Professor Stuart Conway (Professor of Organic Chemistry)

63. Update on Burmese Summer School

The Principal advised that the Burmese Summer School will not take place here at College this year, but that it was hoped the University will again be able to send a number of students to teach at the University of Yangon in the summer of 2015.

64. College Affiliations

It was agreed that the Principal would request more detailed proposals from two individuals who are both seeking affiliations with the College in association with their work on Burma prior to Governing Body considering these at a future meeting.

65. Honorary Fellowship

It was agreed unanimously to elect June Tabor to an Honorary Fellowship.

66. MCR Accommodation Proposal

A draft proposal from the Bursar and MCR President to guarantee a minimum of 74 study bedrooms to graduates had been circulated and was received. The Bursar advised that a further modification to the proposal was required given the length of leases available within the Dickson Poon Building. Governing Body, on balance, agreed to retain the undergraduate accommodation guarantee across all years.

67. Report and Recommendations from Academic Committee

The Minutes of the Academic Committee held on 22 October 2014 had been circulated and were received.

68. Teaching in Spanish (AC 3)

On the recommendation of the Academic Committee, it was agreed that the College would seek to fill an Associate Professorship in Spanish. The Senior Tutor reported that, subsequent to the meeting of the Academic Committee, it was hoped this post would be filled from October 2015, rather than from October 2016 as reported in Academic Committee Minutes.

69. Teaching Fund Post (AC 4.2)

On the recommendation of the Academic Committee, it was agreed that the Teaching Fund for the post in Modern Languages be renamed the Chitty Jacobs Ottley Fellowship reflecting bequests from Margaret Beryl Chitty, Peggy Jacobs and Sheila Ottley.

70. Associate Professorship (ULTF) in Palaeoanthropology (AC 5.1)

On the recommendation of the Academic Committee, it was agreed to make a bid for an association with this post.

71. Associate Professorship (ULNTF) in Chinese Archaeology (AC 5.2)

On the recommendation of the Academic Committee, it was agreed to make a bid for an association with the forthcoming Peter Moores Associate Professorship in Chinese Archaeology in association with a Fellowship by Resolution.

72. Career Development Fellowship in Experimental Psychology (AC 6)

On the recommendation of the Academic Committee, it was agreed to extend the duration of Dr Althaus' non-stipendiary post by two months with effect from 1 September 2014. This would mean that Dr Althaus would commence her research under the Fell Fund award from 1 November 2014, resuming her stipendiary Career Development Fellowship from 1 November 2015 and completing this on 31 July 2016.

73. Career Development Fellowship in Philosophy (AC 7)

On the recommendation of the Academic Committee, it was agreed that this post be advertised from late Michaelmas Term 2014 or early Hilary Term 2015 and that there should be no specification of a particular field for this appointment.

74. Non-Stipendiary Lecturer in Law (AC 8)

On the recommendation of the Academic Committee, it was agreed to appoint Mr Aleksi Ollikainen to a non-stipendiary Lectureship in Law for Trinity Term 2015.

75. Leave (AC 10)

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

- a. Professor Chalker for Michaelmas Term 2015
- b. Professor Grainger for the 2016 calendar year

c. Professor Lewis for the 2015-16 academic year with continued use of his room.

76. Professor Moore (AC 10)

On the recommendation of the Academic Committee, it was agreed to permit Professor Moore to use a portion of the remuneration for the editorship of the journal MIND for relief of college teaching and that a two hour stipendiary lecturer be appointed for one year from October 2015 and that remuneration costs for that year be held over with a view to using the accrued funds to appoint a four hour stipendiary lecturer for the academic year 2017-18.

77. Visiting Fellowship (AC 12.1)

On the recommendation of the Academic Committee, it was agreed to elect Professor Marc Silberman to a Visiting Fellowship for Trinity Term 2016.

78. Teaching in Physical Chemistry (AC 12.2)

On the recommendation of the Academic Committee, it was agreed to appoint Dr Mark Ford to a six hour stipendiary lectureship from 1 October 2014.

79. Career Development Fellowships/Junior Research Fellowships: Allowance of Guest Meals (AC 12.3)

On the recommendation of the Academic Committee, it was agreed to permit Career Development Fellows and Junior Research Fellows to bring up to two academic guests per term to lunch in College without charge.

80. New Building Update

The Bursar advised that work on the lease was ongoing; that she and the Principal had a meeting with the Quantity Surveyor and Solicitor in 5th week to agree a strategy on the liquidated damages; and that the items on the snagging list were being progressed.

81. The Alison Sheppard Prize for Mathematics

On the recommendation of the Education Committee, it was agreed to award the 2014 Alison Sheppard Prize for Mathematics to Kit Harris (Mathematics, 2011).

82. Proposal from the Development Office

A proposal from the Development Office seeking permission to host a new event as part of the College's parents/guardians engagement strategy during Trinity Term's entertainment ban had been circulated and was received. It was agreed to permit the informal brunch and drinks reception on Saturday of 8th week in Trinity Term.

83. Right to Work Checks

The Senior Tutor reminded Fellows of the need to ensure Out-Tutors' documents proving their right to work in the UK are checked prior to any teaching being commissioned.

84. Equity Housing

Draft documents from Mills and Reeve for a proposed new scheme to replace the Royal

Bank of Scotland's Equity Housing scheme had been circulated and were received. The Bursar reported that she was expecting to soon receive Mills and Reeve's advice on how these would work with the College's constitution which would mean Governing Body could consider the replacement scheme in full at its meeting in 8th week.

85. Governing Body Papers for the MCR and JCR Presidents

It was agreed that the MCR and JCR Presidents should henceforth receive copies of papers of unreserved Governing Body business.

86. SCR President's Business

Professor Chalker advised that he had recently been elected as President of the SCR and that Dr Althaus had been elected as Secretary to the SCR.

87. Forthcoming SCR Dinners

The SCR President reminded Fellows that St Hugh's Night would take place on 18 November and advised that the SCR Christmas Dinner would be held on Friday of 10th week, 19 December.

88. Wine Fellow's Business

Dr Sanders, on behalf of the Wine Fellow, advised Fellows that there would be a wine tasting evening on 1 December 2014 at which it would be agreed which wines would be served at the SCR Christmas Dinner.

89. Risk Committee

The Minutes of the Risk Committee held on 29 October 2014 had been circulated and were received.

90. Risk Matrix

On the recommendation of the Risk Committee, the amendments to the Risk Matrix were agreed.

91. Report and Recommendations from Library Committee

The Minutes of the Library Committee held on 29 October 2014 had been circulated and were received.

92. Draft Library Weeding Policy (LC 4)

A draft Library weeding policy had been circulated and was received. Both Dr Perkins and Professor Stellardi had some suggested amendments and after a brief discussion, it was agreed to remit the draft policy back to the Library Committee prior to Governing Body considering this again at its meeting in 8th week.

This ended the business of the meeting.