

ST HUGH'S COLLEGE, OXFORD  
The Third Stated Meeting of the **GOVERNING BODY** in Hilary  
Term was held on Wednesday 6 March 2013

Present:	Principal	Dr Martin
	Dr Holland	Dr Emerson
	Professor Moore	Dr Lewis
	Dr Garnett	Dr Perera
	Dr Kuhn	Dr Loutzenhiser
	Dr Wong	Dr Friedman
	Dr Stellardi	Dr Blunsom
	Professor Westbrook	Dr Mann
	Dr Macnair	Professor Riddoch
	Dr Wilson	Ms Stott
	Dr Rood	Dr Parkin
	Mr Ovenden	Dr Husband
	Dr Perkins	Dr Thomas

Mr Pope represented the JCR. He attended for Items 207, 208, 212-217, 227-230, 240 and 242-244.

205. Apologies for Absence

Apologies were received from Professor Chalker, Professor Plunkett, Professor Getzler, Mrs Vainker, Professor Duncan, Dr Grainger, Dr Harnden, Dr Tarres, Dr Capelli, Mr Marshall, Dr Sanders, Professor Kim and Mr Liefelaender (Dr Iles, Professor Giles, Professor Mitchell, Professor McDonald, Dr Paseta, Professor Marshall, Professor Leach, Dr Conway and Dr Hammond on leave).

206. The Minutes of the Second Stated Meeting in Hilary Term held on 6 February 2013 were approved and signed.

207. Secretary to Governing Body

The Principal noted that Dr Sanders had sent his apologies to this meeting and that Dr Rood had kindly agreed to act as Secretary to Governing Body in his place. She thanked him for taking on this additional responsibility.

208. LGBT Flag (Circ Bus 19.02.13)

It was noted it had been agreed by circulation to support the JCR's motion that the LGBT flag be flown from the College flagpole on 28 February in support of Lesbian Gay Bisexual Trans History Month which takes place every year in February.

209. Conference of Colleges (Circ Bus 25.02.13)

Unconfirmed Minutes of the Meeting of Conference of Colleges held on 14 February 2013 had been circulated and were received.

210. Archive Collection Policy (GB 188)

A paper detailing the College's Archive Collection Policy had been circulated and was received. It was agreed to adopt the policy.

211. Conflict of Interest

None was declared.

212. Report and Recommendations from Finance Committee

The Minutes of the Finance Committee held on 27 February 2013 had been circulated and were received.

213. Management Accounts Period 3 (FC 4)

The Management Accounts for Period 3 show an operating surplus of £11,637. A donation of £0.5m to the China Centre would be reflected in Period 4, thus improving the legacies and donations income line. Expenditure continued ahead of budget as a result of savings in non-pay costs and good cost controls.

214. Report and Recommendations from Student Support Committee (FC 5)

The Minutes of the Student Support Committee held on 20 February 2013 had been circulated and were received.

215. Estates Committee (FC 6)

The Minutes of the Estates Committee held on 20 February 2013 had been circulated and were received.

216. Conference Office Report (FC 7)

A report on the Conference Office's business, sales and marketing had been circulated and was received.

217. Draft Peer Review (FC 10)

The Bursar reported that the Deputy Director of Finance at the University of Birmingham had undertaken a peer review of the Finance Office's operation, the report from which had been circulated and was received. The Bursar advised that Mrs Conway would be attending the first meeting of the Finance Committee in Trinity Term to answer any questions it or anybody from Governing Body may wish to ask about the review or her report.

218. Proctor 2015/16

The Principal advised that the College will be responsible for electing a Proctor to serve during 2015-16. Anybody wishing to take on this role should notify the Principal.

219. UL in Biological Sciences

On the recommendation of the Selection Committee, it was agreed unanimously to elect Dr Dora Biro to a UL in Biological Sciences with effect from 1 October 2013.

220. Professorial Fellowship

On the recommendation of the Academic Committee, it was agreed unanimously to elect Professor Li Jin to a Professorial Fellowship with effect from Trinity Term 2013.

221. Professor Plunkett

The Principal advised that a Fellow's spouse had been diagnosed with terminal cancer. The College had granted a period of compassionate leave of six months in the first instance. It was agreed that the Principal would write to express Governing Body's support at this difficult time.

222. Avril Bruten Prize

The Principal advised that this year's Avril Bruten Prize had been won jointly by Sophie-Heloise Bennett (3rd year Psychology) and Gabriel Pinos (2nd year English).

223. UL in Comparative Politics

On the recommendation of the Selection Committee, it was agreed unanimously to elect Dr David Doyle to a UL in Comparative Politics with effect from 1 October 2013.

224. Financial Guarantee in Current Admissions Round

The Principal advised that at the instigation of St Hugh's College, the University and colleges were currently considering undertaking a review of the financial guarantee to become effective from 1 September 2013. In the meantime, it was hoped an interim position would be agreed for the current round of admissions, failing which Governing Body agreed that the Principal and Bursar could act unilaterally on behalf of the College with regard to any interim measures affecting the College.

225. Modern Languages Fund

The Principal advised that the Development Office had raised all but the final £2,326 of the necessary £1.2m to unlock the matched funding of £800k from the University in order to endow a Fellowship in Modern Languages in perpetuity.

226. Burmese Scholarship

The Principal advised that Prospect Burma had agreed to fund a Graduate Scholarship, to be named the Oxford-Lady-Gore-Booth Memorial Graduate Scholarship, for a MSc/MSt student from Burma commencing in 2014.

227. Dean's Business

The Dean asked that members of Governing Body remind their students about the importance of security within College given some students' belief that they did not need to lock their study bedrooms when not in their rooms. This is particularly important at this time given forthcoming exams and deadlines for written work which will be kept on laptops which are easily taken from rooms.

228. Tables in the Library Lobby

The Library Fellow advised that tables had been reinstalled in the Lobby area of the Library to encourage communal study by students.

229. Recruitment of a Replacement Librarian

The Library Fellow advised that the Acting Librarian, Ms Nora Khayi, had been successful in the recent recruitment process and that she had been offered and accepted the permanent post of Librarian.

230. Health and Safety Policy

A draft copy of the revised Health and Safety Policy had been circulated and was received. It was agreed to formally implement this revised policy.

231. Closure of the SCR

The SCR President advised that the SCR would be closed for a period of the Easter Vacation for it to be redecorated. The Emily Wilding Davison Room and Boardroom would be available for use as a common room throughout the works.

232. Consultation on Sport

The Bursar reported that a review of the provision of sports facilities had been conducted by Claire Taylor (an Oxford 'blue' and international sportswoman, who is a consultant based at the University of Reading) on behalf of the University. It was agreed that the Bursar would take on the role of Sports Fellow and members of Governing Body indicated they were happy with the other recommendations.

233. New Building Update

The Bursar provided an update on the current works, which are now slightly behind schedule. She also advised that the funding gap currently remains unchanged at £6.5m, but there is a proposal currently being considered for a donation of £1m to name the courtyard and outside space. It was hoped a decision would be made prior to the next meeting of the Governing Body.

234. Report and Recommendations from Statutes and Bylaws Committee

The Minutes of the Statutes and Bylaws Committee held on 13 February 2013 had been circulated and were received.

235. Report and Recommendations from Academic Committee

The Minutes of the Academic Committee held on 20 February 2013 had been circulated and were received.

236. University Proposals on Merit Pay and Distinction Titles (AC 4)

It was agreed that the Senior Tutor would draft a reply on behalf of the College to the proposals to change the grade of lecturer to that of associate professor and that those who receive the distinction title of full professor should receive a one off payment of £2,600. It was noted that responses to the consultation could also be submitted by individuals.

237. Undergraduate Admissions Round 2012: Statistics (AC 7)

A paper detailing the Offers and Application Summary 2013 for the College had been circulated and was received. On the recommendation of the Academic Committee, it was agreed that the University's statistical reports be considered annually by the Committee at its second meeting in Hilary Term.

238. Graduate Scholarship Extensions (AC 8.2)

On the recommendation of the Academic Committee, it was agreed that the unspent surplus in the Rawnsley Fund be used to extend a graduate student's Rawnsley Studentship for the 2013-14 academic year.

239. Sabbatical Leave

On the recommendation of the Academic Committee, it was agreed to grant sabbatical leave to Dr Rood for the 2014-15 academic year with continued use of his room.

240. Report and Recommendations from ICT Committee

The Minutes of the ICT Committee held on 26 February 2013 had been circulated and were received.

241. WiFi Coverage (ICT 3)

On the recommendation of the ICT Committee, it was agreed that Fellows should be able to use their unspent Computer allowance to purchase the necessary equipment through the IT Office to allow wireless connectivity in their rooms.

242. Report and Recommendations from Equalities Committee

The Minutes of the Equalities Committee held on 4 March 2013 had been circulated and were received.

243. Preliminary Equality Report 2012 (EC 3)

A copy of the Preliminary Equality Report 2012 had been circulated and was received.

244. Disability Equality Scheme (EC 4)

A copy of the revised Disability Equality Scheme had been circulated and was received.

This ended the business of the meeting.