

ST HUGH'S COLLEGE, OXFORD
The Third Stated Meeting of the **GOVERNING BODY** in Hilary
Term was held on Wednesday 12 March 2014

Present:	Principal	Dr Emerson
	Professor Moore	Professor Marshall
	Dr Garnett	Dr Lewis
	Professor Plunkett	Dr Perera
	Professor Getzler	Mr Marshall
	Dr Wong	Dr Loutzenhiser
	Dr Stellardi	Dr Blunsom
	Professor Duncan	Dr Mann
	Professor Westbrook	Ms Stott
	Dr Wilson	Dr Biro
	Dr Rood	Professor Sullivan

Mr Flint represented the MCR and Mr Kondragunta the JCR. They attended for Items 153, 154, 161, 163-169, 176, 183-188 and 193-197.

153. Secretary to Governing Body

The Principal advised that Dr Sanders has sent his apologies and that Dr Rood had kindly agreed to act as Secretary to Governing Body for this meeting.

154. Professor Marilyn Butler

The Principal informed members of Governing Body of the sad news of the death of Honorary Fellow, Professor Marilyn Butler.

155. Apologies for Absence

Apologies were received from Dr Iles, Professor Watts, Dr Kuhn, Professor Chalker, Professor McDonald, Mrs Vainker, Dr Paseta, Dr Grainger, Dr Macnair, Dr Harnden, Dr Perkins, Dr Martin, Dr Capelli, Professor Leach, Dr Conway, Dr Friedman, Dr Baker, Dr Sanders, Professor Kim, Dr Parkin, Dr Husband, Professor Ballentine and Dr Doyle (Dr Holland, Professor Mitchell, Dr Tarres and Dr Hammond on leave).

156. Draft Further Particulars for the Post of Director of Development (Circ Bus 13.02.14 and 20.02.14)

The first and second drafts of the further particulars for the post of Director of Development had been circulated.

157. Recommendations from Nominations for Vacancies Committee (Circ Bus 26.02.14)

It was noted it had been agreed by circulation, on the recommendation of the Nominations for Vacancies Committee, to elect the following to sit on the Selection Panel to recruit a replacement Director of Development:

Principal (Chair)
Vice-Principal
Bursar
Senior Tutor
Liesl Elder (Director of Development for Oxford University)
Jacky Lambert (member of the College's Development Board; alumna)
Dr Perkins

158. Conference of Colleges (Circ Bus 03.03.14)

Unconfirmed Minutes of the Meeting of Conference of Colleges held on 20 February 2014 had been circulated and were received.

159. Minutes of the First Stated Meeting in Hilary Term

The Principal advised that an item of Education Committee business had been omitted from the Minutes of the First Stated Meeting in Hilary Term held on 16 January 2014. It was therefore agreed to formalise, on the recommendation of the Education Committee, the appointment of Bethan Griffiths (3rd year Music) and Taylor Thompson (1st year Music) as Junior Organ Scholars.

160. The Minutes of the Second Stated Meeting in Hilary Term held on 12 February 2014 were approved and signed.

161. Matters Arising – Community Penalties (GB 135)

The Principal advised that the Dean had recently attended the termly meeting of college Deans with the Proctors and Assessor at which the issue of community penalties was discussed. None of those present (about 15 college deans) used community-based penalties because of the problems caused with wasting staff time, health and safety and liability risks, and proportionality. It was noted that a number of colleges in Cambridge do use community penalties, and agreed that enquiries be made into how they were used.

162. Conflict of Interest

A number of Fellows declared a conflict with Item 170.

163. Finance Committee

The Minutes of the Finance Committee held on 5 March 2014 had been circulated and were received.

164. Report and Recommendations from Student Support Committee (FC 4)

The Minutes of the Student Support Committee held on 26 February 2014 had been circulated and were received.

165. Report and Recommendations from Estates Committee (FC 5)

The Minutes of the Estates Committee held on 26 February 2014 had been circulated and were received.

166. Smoking on Balconies (EC 8)

On the recommendation of the Estates Committee, it was agreed to prohibit smoking on balconies from September 2014.

167. Bicycles on West Lawn (EC 10)

On the recommendation of the Estates Committee, it was agreed to remove the bicycle

racks on West Lawn and to install racks on the stretch of grass to the rear of 78 and 80 Woodstock Road.

168. Conference Office Report (FC 6)

The Conference Business, Sales and Marketing Report had been circulated and was received. Answers to the outstanding questions would be brought to Governing Body at its meeting in 0th week of Trinity Term.

169. Audit Requirements (FC 8)

On the recommendation of the Finance Committee, it was agreed that College would submit the following statement annually to the University's Audit and Scrutiny Committee:

"The Governing Body of St Hugh's College has considered the processes in place during the financial period ending 31 July [year] 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."

170. Housing Equity Scheme (FC 12)

The Bursar advised that the College has joined a number of other colleges to explore the legal position and benefits of entering into an agreement with the Newbury Building Society to offer a joint mortgage arrangement. She would also look at other options and would make recommendations for Finance Committee and then Governing Body to consider in Michaelmas Term.

171. Proctorship

[Dr Garnett left the meeting for this item] Dr Garnett was unanimously elected to the Proctorship for the 2015-16 year.

172. Honorary Fellowship

Mrs Jacky Lambert was unanimously elected to an Honorary Fellowship.

173. Emeritus Fellowship

It was agreed that a proposal to consider electing Professor Riddoch to an Emeritus Fellowship would be considered at the meeting of the Governing Body in 0th week of Trinity Term.

174. Elizabeth Wordsworth Fellowships

It was agreed to award Elizabeth Wordsworth Fellowships to Dickson Poon, Wendy Li, Henry Chan and Vincent Cheng.

175. Proposals for Honorary Degrees and Degrees by Diploma

The Principal advised that the deadline for submitting suggestions for Honorary Degrees

at Encaenia in 2015 was the beginning of May and encouraged Fellows to consider people the College could nominate with a view to considering any suggestions at the meeting in 0th week of Trinity Term.

176. Avril Bruten Award

The Principal advised that Joshua Newman (1st year Biomedical Sciences) had been awarded the Avril Bruten Award by Daljit Nagra for his short story 'The Last Corridor in Luzira'.

177. Report and Recommendations from Academic Committee

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

178. Conflicts of Interest in Admissions (AC 4.2)

On the recommendation of the Academic Committee, it was agreed that the Senior Tutor would institute a system of notifying and managing conflicts of interest during Admissions.

179. Associate Professorships (AC 7)

On the recommendation of the Academic Committee, it was agreed that Fellows who did not wish to be known as 'Professor' should notify the Senior Tutor if they wish to opt out of using this title.

180. Term Lists (AC 10)

On the recommendation of the Academic Committee, it was agreed to publish two separate lists of fellows; one by Seniority by category; the other in alphabetical order by category.

181. Teaching in Economics (AC 12)

On the recommendation of the Academic Committee, it was agreed to appoint Professor Guido Ascari to a 1.5 hour Stipendiary Lectureship.

182. Leave

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

- a. Dr Martin for Hilary Term 2015; and
- b. Dr Parkin for the academic year 2015-16.

183. Welfare Committee

The Minutes of the Welfare Committee held on 4 March 2014 had been circulated and were received.

184. Sexual Assault Referral Centre Taxi Fund (WC 5)

On the recommendation of the Welfare Committee, it was agreed that College would allow students wishing to use the Sexual Assault Referral Centre in Slough to order a taxi

through the Lodge on the College's account.

185. Security (WC 8.2)

On the recommendation of the Welfare Committee, it was agreed that repairs to the Banbury Road fence should be made a priority.

186. New Building Update

The Bursar advised that the estimated final account is currently 1% below the contract price and that there is approximately £215k unspent in the contingency fund. However, she also advised that the contractors are now reporting a further delay, with a revised completion date of 21 April due to a combination of circumstances. The Bursar is negotiating with the contractors to provide alternative accommodation for business already booked in that period.

187. Travel Plan

The Travel Plan that had been submitted to the City Council's Planning Department for approval ahead of occupying the new building had been circulated and was received.

188. New Building Opening Ceremony

The Bursar advised that the organising team for this event was meeting weekly to ensure the programme of events is delivered to the highest standard. The outline programme comprises

Day 1 – architect tours, welcome drinks, lecture by Chancellor, lecture by Director of China Centre, drinks reception and official launch, concert, art exhibition; and
Day 2 – series of 9 lectures/talks, architect tours, afternoon tea, main panel debate, drinks reception, seated Chinese celebration dinner with speech by the Chancellor and Principal, VIP dessert at Principal's Lodgings (with Chancellor/VC), art exhibition.

The Principal advised that anybody wishing to help out with the planning process was very welcome to join the Working Group.

189. Update on Recruitment

The Bursar advised that

a. Head of Estates

Mr Colin Bailey had been offered and had accepted the role as Head of Estates, with a start date of early to mid June.

b. Finance Bursar

47 applications had been received and it was hoped shortlisting would take place this week with a view to holding interviews later in March.

c. Director of Development

The Selection Panel had approved an advert and the Further Particulars. The Panel was now considering the possibility of using a Head Hunter to help with this recruitment and would make a recommendation, if appropriate.

190. Strategy

The Bursar advised that work on the draft strategy paper was continuing and a first draft should be ready for consideration by members of Governing Body next term.

191. Website

The Bursar advised that the ICT Manager and the Marketing and Communications Manager had met with the website supplier and it was hoped the new website would be live in approximately three months.

192. Thames Water

The Bursar advised that a report was now available in her office for those wishing to review the processes and outcome of the investigations.

193. Equality Committee

The Minutes of the Equality Committee held on 17 February 2014 had been circulated and were received.

194. Equality Action Plan

On the recommendation of the Equality Committee, the updated Action Plan was approved.

195. ICT Committee

The Minutes of the ICT Committee held on 4 March 2014 had been circulated and were received.

196. Risk Committee

The Minutes of the Risk Committee held by circulation on 6 March 2014 had been circulated and were received.

197. Risk Matrix

On the recommendation of the Risk Committee, the updated Risk Matrix was approved.

This ended the business of the meeting.