

ST HUGH'S COLLEGE, OXFORD
The Second Stated Meeting of the **GOVERNING BODY** in Trinity
Term was held on Wednesday 21 May 2014

Present:	Principal	Dr Rood
	Professor Moore	Dr Perkins
	Dr Garnett	Professor Martin
	Dr Kuhn	Professor Tarres
	Professor Chalker	Dr Emerson
	Professor Plunkett	Professor Capelli
	Professor Getzler	Professor Perera
	Professor Stellardi	Professor Loutzenhiser
	Professor Quah	Professor Baker
	Mrs Vainker	Professor Mann
	Professor Duncan	Dr Sanders
	Professor Westbrook	Ms Stott
	Professor Paseta	Professor Husband
	Professor Macnair	Professor Biro
	Professor Wilson	Professor Doyle

Mr Flint represented the MCR. He attended for Items 239, 241, 242, 248, 260-262, 265, 267-271, 279 and 281-283.

230. Apologies for Absence

Apologies were received from Professor Iles, Professor Watts, Professor Mitchell, Professor McDonald, Professor Grainger, Professor Harnden, Professor Marshall, Professor Lewis, Mr Marshall, Professor Leach, Professor Conway, Professor Friedman, Dr Parkin, Professor Ballentine and Professor Sullivan (Dr Holland, Professor Hammond and Professor Blunsom on leave).

231. Stipendiary Lecturer in Classics (Circ Bus 02.05.14)

It was noted it had been agreed by circulation on the recommendation of the Academic Committee to appoint an eight-hour Stipendiary Lecturer in Classics for one year from 1 October 2014.

232. Remuneration Committee (Circ Bus 13.05.14)

It was noted it had been agreed by circulation on the recommendation of the Nominations for Vacancies Committee to elect Professor Jin to sit on Remuneration Committee (*vice* Mr Ovenden).

233. Conference of Colleges (Circ Bus 16.05.14)

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

234. Gender Working Group (Circ Bus 16.05.14)

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 new Gender Working Group:

Principal (Chair)
Professor Paseta

Dr Emerson
Ms Stott
Professor Husband
Professor Sullivan
Professor Biro
Dr Althaus
Dr Raymond

235. Committee Vacancies (Circ Bus 16.05.14)

It was noted that the list of committee vacancies which it is necessary to fill from Michaelmas Term 2014 had been circulated. The Principal encouraged Fellows to consider to which committee they could best contribute and to notify the Academic Registrar accordingly.

236. College Funding Formula (Circ Bus 20.05.14)

It was noted a letter signed by a number of Heads of House had been circulated and was received.

237. The Minutes of the First Stated Meeting in Trinity Term held on 24 April 2014 were approved and signed.

238. Booking of Teaching Rooms (GB 217)

The Bursar advised that she would be undertaking a review over the summer of how teaching rooms are booked.

239. Accommodation Working Group (GB 229)

The Bursar advised that a group, Chaired by the Principal and comprising Fellows, non-academic staff and students, had met regularly since the meeting in 0th week and that a solution to allocate rooms in the short term acceptable to both student Common Rooms had been agreed. A review of the over-arching policy would be conducted over the summer and a revised policy would be brought for consideration at the 0th week meeting in Michaelmas Term.

240. Conflict of Interest

A number of Fellows declared a potential conflict with Items 257 and 259.

241. Report and Recommendations from Finance Committee

The Minutes of the meeting of the Finance Committee held on 7 May 2014 had been circulated and were received.

242. Management Accounts for Periods 4 and 5 (FC 4)

The Management Accounts in Period 4 show income £125k ahead of budget and expenditure £70k less than budget, thus producing an operating surplus for the period £40k ahead of budget. Period 5 shows income £1.6mn ahead of budget with expenditure £75k less than budget, thus producing a current operating surplus of £53k.

243. Honorary Fellowship (GB 207)

It was agreed to elect Mr Ovenden to an Honorary Fellowship.

244. Committee Vacancies

The Principal reminded Fellows that the list of committee vacancies had been circulated and would be considered by Nominations for Vacancies Committee at its meeting in 5th week.

245. ADEX Working Group (GB 102)

The Principal advised that the report considering attrition rates of flagged candidates would be published soon.

246. Burma Group

The Principal advised that the collegiate university's group on Burma had met recently and asked Fellows to encourage students who had yet to make plans for the summer to volunteer to be one of eight students from the University to visit Yangon University to teach English to the students there.

247. Review of Statute 11 (GB 70)

The Principal advised that her review of the University's Statute 11, relating to sexual misconduct, was now complete and had been submitted to the University.

248. Death of Anjam Rana, Scout

The Principal advised that following the sudden death of Mr Rana, the College would be arranging some form of ceremony as a mark of respect.

249. Report and Recommendations from Academic Committee

The Minutes of Academic Committee held on 7 May 2014 had been circulated and were received.

250. Admissions Executive Working Group of Feedback (AC 3.2)

On the recommendation of Academic Committee it was agreed that College should comply with the recommendation that bespoke feedback be provided without request to flagged applicants, but that beyond that, the current system of feedback on request should continue.

251. Proposed Removal of 'opt-out' for applicants from consideration by Permanent Private Halls (AC 3.3)

On the recommendation of Academic Committee it was agreed that the opt-out for applicants should remain in place and that the University's admissions website should offer additional information to help applicants understand what the opt-out would mean for them.

252. Master of Fine Art Degree (AC 4.1)

On the recommendation of Academic Committee it was agreed that College should

indicate it would be willing in principle to offer one place per year for the Master of Fine Art degree if it is re-launched.

253. Teaching in History (AC 8)

On the recommendation of Academic Committee it was agreed to appoint a five-hour Stipendiary Lecturer in Medieval History to cover the period of Dr Garnett's Proctorship and subsequent leave; and to appoint a three-hour Stipendiary Lecturer in Modern History to cover the period of Professor Paseta's leave.

254. Teaching in English (AC 9)

On the recommendation of Academic Committee it was agreed to appoint a seven-hour Stipendiary Lecturer in English to cover the period of Professor McDonald's Leverhulme Research Fellowship; and to renew Dr Gazzard's appointment as a Stipendiary Lecturer at a reduced level of five hours.

255. Non-Stipendiary Lecturer in Engineering (AC 11)

On the recommendation of Academic Committee it was agreed to appoint Dr Darren Kavanagh to a Non-Stipendiary Lectureship in Engineering to cover the period of Professor Stevens' leave.

256. Powys Roberts Research Fellowship: Division of QR Funding (AC 12)

On the recommendation of Academic Committee it was agreed that the income generated as a result of the REF and resulting JRAM distribution should be split on the basis of 70% to the College and 30% to the Faculty.

257. Arrangements for Funding of Associate Professorship in Tax Law (AC 14)

On the recommendation of Academic Committee it was agreed to cover the usual salary costs and associated costs for an Associate Professorship for this post from October 2015.

258. Fellowships by Resolution (AC 15)

On the recommendation of Academic Committee it was agreed to elect Professor Riddoch and Dr Jenkins to Fellowships by Resolution.

259. Leave (AC 16)

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

- a. Dr Garnett for the academic year 2016-17, with continued use of his room
- b. Professor McDonald for the academic years 2014-16 during his period of Leverhulme Research Fellowship, with continued use of his room
- c. Professor Paseta for Michaelmas Term 2014 and Hilary Term 2015, with continued use of her room
- d. Professor Stevens for Michaelmas Term 2014 and Hilary Term 2015, with continued use of his room

260. New Building Update

The Bursar advised that the expected date of handover was still 27 May 2014 although

concerns were expressed as to the deliverability of this date.

261. New Building Opening Ceremony

A progress report on the administration for the Opening Ceremony had been circulated and was received.

262. Joseph and Nancy Burton Prize

On the recommendation of the PPE tutors, it was noted that this year's prize had been awarded to Ms Catrin Gibson (3rd year, PPE), Ms Carolina Flores Henrique (2nd year, Mathematics and Philosophy) and Ms Olga Lenczewska (2nd year, Philosophy and Modern Languages).

263. College Office Staffing

The Senior Tutor reminded members of Governing Body that following the departure of Laura Murphy as Admissions and Outreach Officer, the role of Admissions and Outreach Officer had now been taken by Mary Foord-Weston (previously Administrative Officer). Jane Whitehead's post as Administrative Officer had now been upgraded to that of Deputy Academic Registrar, and the post of Administrative Office would, it was hoped, be filled very shortly. Any questions about these roles should be addressed to the Senior Tutor or the Academic Registrar.

264. Determination of Appointments

The Senior Tutor reminded members of Governing Body that the annual determination of academic appointments exercise would be carried out shortly, such that Academic Committee could review the schedule of proposed appointments at its meeting in 6th week and make recommendations accordingly. Senior subject tutors would be asked to make a brief case for retention of lecturers, and, in the case of stipendiary lecturers, it would be particularly important to outline the ongoing teaching need that warranted the continuation of an appointment. Emails to tutors would be sent from the Academic Registrar, and questions could be addressed to the Senior Tutor or the Academic Registrar.

265. Decanal Team

The Dean advised that he would be recruiting additional members for the Decanal team following the departure at the end of this academic year of either two or three members of the current team.

266. Student Belongings

The Dean requested Tutors to reiterate his message to students that they should be mindful of their possessions, including data and any related backup, to ensure these were not stolen easily from unlocked rooms.

267. Business of the Library Fellow

The Library Fellow advised that the small room has now been filled with the most sought after periodicals and editions from the Stack and that the room was being used extensively by both undergraduates and postgraduates.

268. Business of the IT/Computing Fellow

The IT/Computing Fellow advised on ongoing projects, including the roll out of wireless and the installation of CCTV both of which had been delayed due to staff shortages in the Estates team and other priorities within the IT team, most notably the new building.

269. Licence Application (GB 215)

The Bursar advised that the Council's Planning Department had agreed to issue a second licence to cover entertainment and the sale and serving of alcohol for the new building.

270. Strategy

The Bursar advised that the draft Strategy paper would be circulated to members of Governing Body to allow Fellows to consider this prior to a full discussion at the 8th week meeting.

271. Website Project

The Bursar advised that the design for the new website had been approved by the Website Project Board and that visuals of this would be available in the SCR following the meeting of the Governing Body.

272. Update on Recruitment

The Bursar advised that Morgan Hunt had submitted CVs from seven applicants for the post of Director of Development, which would be considered by members of the Selection Panel following the meeting of the Governing Body.

273. ISIS College Fund

The Bursar advised that following College's investment of £121,309 in the ISIS College Fund, which has made speculative investments in new ventures, we would soon receive a return on this of £134,458.

274. Open Days

The Senior Tutor advised that the dates of the undergraduate admissions Open Days this year would be Wednesday 2 July, Thursday 3 July and Friday 19 September. An email asking tutors to volunteer to meet prospective applicants in College during lunchtime on these days would be sent from the Admissions and Outreach Officer shortly. It was understood that tutors would not necessarily be available in College, given the tight schedule of the Open Days, and it would be helpful to know if tutors would, instead, be available in their faculties or departments. This year, for the first time, the College would offer an additional 'welcome' talk in the late afternoon, to encourage those travelling home from visiting departments, faculties and other colleges to visit the College.

275. Date of Notification of Offers

At the agreement of Academic Committee, the Senior Tutor had emailed all tutors to canvass views about the forthcoming vote in the Admissions Committee of the Conference of Colleges regarding the possibility of moving the notification date permanently to January. Thirteen tutors had responded, of whom 12 had expressed a preference for retaining a December date whenever possible.

276. Retirement and Leaving Dinners

The SCR President advised that a dinner would be held on Monday of 9th week to mark the retirement of Professor Iles and the departure of Professor Tarres. It was also advised that a dinner would be arranged in due course for Mr Ovenden.

277. Development Office Staff

The SCR President advised that Mrs Heather Ebner, Development Adviser, Major Gifts, had recently started in the Development Office and wishes to meet as many Fellows as possible.

278. Conference of Colleges – College Funding Formula

It was agreed that the Principal should vote in favour of Model GXi at the upcoming Conference of Colleges' meeting at which a binding vote would be taken on proposals to amend the College Funding Formula for 2014-15 and 2015-16.

279. Report and Recommendations from Library Committee

The Minutes of the Library Committee held on 14 May 2014 had been circulated and were received.

280. Library Staffing (LC 5)

On the recommendation of the Library Committee, it was agreed that the post of Senior Library Assistant be offered on a permanent basis to the current temporary Library Assistant at a salary of Grade 2, Point 10 on the College's salary scale.

281. Report and Recommendations from Risk Committee

The Minutes of Risk Committee held on 14 May 2014 had been circulated and were received.

282. Risk Matrix

A copy of the updated Risk Matrix had been circulated and was received.

283. Bursar Sport Working Group

A paper detailing guidance on provision for sports had been circulated and was received. The Sport Fellow advised that the College was providing at least the minimum suggested by the report and that he would be liaising with both the JCR and MCR about a noticeboard on which to display notices regarding sports and related facilities.

This ended the business of the meeting.