

ST HUGH'S COLLEGE, OXFORD  
The Second Stated Meeting of the **GOVERNING BODY** in Michaelmas  
Term was held on Wednesday 2 November 2011

Present:	Principal	Mr Ovenden
	Dr Iles	Dr Perkins
	Dr Holland	Ms Kerr
	Professor Moore	Dr Emerson
	Dr Kuhn	Dr Capelli
	Dr Kathirithamby	Dr Perera
	Professor Getzler	Mr Marshall
	Dr Stellardi	Professor Leach
	Professor Mitchell	Dr Loutzenhiser
	Professor McDonald	Dr Conway
	Professor Quah	Dr Blunsom
	Professor Westbrook	Dr Gazzard
	Dr Wilson	Dr Sanders
	Dr Rood	

Mr Pomerantz represented the MCR and Mr Greenstreet the JCR. They attended for Items 53, 60-62, 64, 72-74, 83, 84, 87 and 88.

48. Apologies for Absence

Apologies were received from Professor Robertson, Professor Watts, Professor Giles, Professor Duncan, Dr Paseta, Dr Grainger, Dr Macnair, Dr Harnden, Professor Marshall, Dr Friedman, Dr Baker, Dr Pattenden and Dr Mann (Dr Garnett, Professor Chalker, Professor Plunkett, Dr Wong, Mrs Vainker, Dr Martin, Dr Tarres, Dr Lewis and Dr Hammond on leave).

49. The Minutes of the First Stated Meeting in Michaelmas Term held on 6 October 2011 were approved and signed once the following amendments had been made:

Carla Plasberg-Hill, David Hinton, Gemma Bailey, Rachel Jenkins and Philip Crowley are already in receipt of Scholarships and should therefore be omitted from the list of new award holders.

50. Response to the Humanities Review (Circ Bus 25.10.2011)

The revised version of the College's response to the Humanities Review, together with additional comments from the Head of Division, had been circulated and was received. Any additional comments on behalf of College should be sent to the Senior Tutor by 9 November.

51. Conflict of Interest

None was declared.

52. Philanthropic Fellowships (GB 28)

A paper providing further details on Philanthropic Fellowships had been circulated and was received. Members of Governing Body agreed with the proposals to award Philanthropic Fellowships in appropriate circumstances, to be named Elizabeth Wordsworth Fellowships. Further consideration would be given

to detailed matters such as how the £1mn threshold will be adjusted over time.

53. Report and Recommendations from Finance Committee

The Minutes of the Finance Committee held on 19 October had been circulated and were received.

54. Management Accounts (FC 4)

The Management Accounts for Period 7 show a full year operating surplus of £117k, which was £1k below budget.

55. Report and Financial Statements for the Year Ended 31 July 2011 (FC 5)

On the recommendation of the Finance Committee, the Report and Financial Statements for the year ended 31 July 2011 were approved and signed. Members of Governing Body asked the Principal to formally thank the College Accountant for her hard work and contribution in preparing the new format of the accounts.

56. Accounts of the Permanent and Special Fund (FC 7)

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

57. Budget 2011/12 (FC 8)

On the recommendation of the Finance Committee, the Budget for the 2011/12 year was approved.

58. Summer School

Governing Body noted a decision had been taken with regret that the Summer School should cease. Numbers had declined significantly over the last few years and the decision had been taken on that basis plus the fact that, despite considerable efforts, it had not been possible to identify a successor to Dr Speck.

59. Bank Mandates (FC 10)

On the recommendation of the Finance Committee, the new bank signatories of Mr Dilnot, Ms Kerr, Dr Iles, Dr Perkins, Dr Conway and Mrs Alexander were approved.

60. Marilyn Butler

The Principal reported that Professor Butler wished to leave a sum of £5,000 to the College. The English Fellows would consider how best to use such a gift.

61. St Hugh's Night

The Principal reminded Governing Body that the St Hugh's Night dinner would take place on Tuesday 15 November and encouraged members of GB to attend.

62. Varsity Ski Trip

The Senior Tutor informed members of Governing Body that the Proctors had made it clear to colleges that students wishing to go on the Varsity Ski Trip should not be seeking permission from their college to leave before 6.00 pm on Friday of 8<sup>th</sup> week.

63. Student Systems Replacement Programme

A paper from the University about the Student Systems Replacement Programme had been circulated and was received. The Senior Tutor advised those members of Governing Body who wished to become a part of a workstream group, that they should contact Emma Sabzalieva in the first instance.

64. Dean's Business

The Dean asked members of Governing Body to check with him the records of any student who asked for permission to run in JCR or MCR elections.

65. Appointment of Archivist

On the recommendation of the Archive Fellow and Senior Tutor, it was agreed to appoint the current Archivist, Ms Amanda Ingram, to a permanent post from March 2012.

66. Electronic Signing in for Meals

After detailed discussions, it was agreed that the Computing/IT Fellow would email members of Governing Body with a time at which he will be available to continue the discussions on how to facilitate the electronic signing in for meals.

67. Electronic Copies of GB Papers

It was agreed that a more detailed proposal about members of Governing Body opting-in if they wished to receive electronic copies only of GB papers would be prepared for consideration at the next meeting of the Governing Body.

68. Margaret John Bequest

On the recommendation of the Modern Languages' Tutors, Governing Body agreed that the capital amount of the £100,000 bequest from Margaret John should be preserved and that expenditure should be limited to income each year as per the College's normal spending.

69. Admissions Business

The Senior Tutor reminded members of Governing Body that they should not interview admissions applicants by themselves and that they should contact the Senior Tutor with any questions. Furthermore, the University is being asked by UCAS for its views on a possible move in due course to post-qualification application. The Senior Tutor would circulate further details in due course.

70. SCR Events

Professor Moore informed Governing Body that the SCR Christmas Dinner would take place on Friday 16 December 2011.

71. Conference of Colleges

Dr Iles advised that there would be a vote at the next meeting of Conference on the Humanities Divisional Review.

72. New Building Steering Group

Members of Governing Body noted that the local planning meeting was scheduled for the evening of Tuesday 8 November.

73. Report and Recommendations from IT Committee

The Minutes of the IT Committee held on 1 July 2011 had been circulated and were received.

74. Report and Recommendations from Equalities Committee

The Minutes of the Equalities Committee held on 10 October 2011 had been circulated and were received. The Bursar advised that the updated and new policies were all available on the College's website.

75. Report and Recommendations from Academic Committee

The Minutes of the Academic Committee held on 19 October 2011 had been circulated and were received.

76. Career Development Fellowship in Economics (AC 6)

On the recommendation of the Academic Committee, it was agreed to advertise the post of Career Development Fellow in Economics as soon as discussions with the Department of Economics had been concluded.

77. Career Development Fellowship in Psychology (AC 6)

On the recommendation of the Academic Committee, it was agreed to advertise the post of Career Development Fellow in Psychology in Michaelmas Term 2011, with shortlisting and interviews in Hilary Term 2012.

78. Size and Shape 2006-11 and Proposal for a five-year Academic Strategy (AC 7)

Members of Governing Body noted the recommendations from Academic Committee about the future plans for the size and shape of the College. It was agreed that the Senior Tutor would email a copy of the document to members of Governing Body, as well as putting a hard copy in the SCR.

79. Annual Schedule of Statistical Reports (AC 7)

On the recommendation of the Academic Committee, it was agreed that the second meeting of the Academic Committee in Michaelmas Term should contain

a standing item for report of statistics on the gender balance, ethnicity of the student body and on teaching hours by postholder type. Furthermore, it was agreed that JCR and MCR representatives should be invited to attend this meeting of the Academic Committee.

80. Appointment of Stipendiary Lecturers (AC 8)

On the recommendation of the Academic Committee, it was agreed that Stipendiary Lecturers should normally be appointed to cover the teaching duties and the full range of duties in personal tutoring, directing of studies (as required) and admissions that would be undertaken by a Tutorial Fellow. The three exceptions to this were also agreed.

81. Appointment of Non Stipendiary Lecturers (AC 8)

On the recommendation of the Academic Committee, it was agreed that Non Stipendiary Lecturers should normally be appointed to secure an on-going teaching need that is not covered by the Tutorial Fellows in a particular subject and where continuity or quality of tuition is not easy to secure from external tuition alone.

82. Applications for Leave (AC 12)

On the recommendation of the Academic Committee, the following applications for leave were approved:

- a) Professor Mitchell            2012/13 and Hilary Term 2014
- b) Professor Leach                HT/TT 2013 and MT 2013, subject to application to Fell Fund

83. Report and Recommendations from Library Committee

The Minutes of the Library Committee held on 26 October 2011 had been circulated and were received.

84. Library Expenditure (LC 6)

A summary of expenditure by subject area had been circulated and was received.

85. Periodicals

On the recommendation of the Library Fellow, it was agreed that the Library should cancel its print subscription to periodicals except where those periodicals enable students to gain ready access to a field of knowledge outside their own discipline, or those periodicals that tutors in a particular subject feel are vitally important to maintain as print subscriptions.

86. Back Issues of Periodicals

On the recommendation of the Library Fellow, it was agreed that if a print periodical is cancelled, the back issues should also be removed from the Library. Furthermore, it was agreed that if a print periodical is continued, consideration will be given on a case-by-case basis about the length of time the back catalogue should be retained.

87. Report and Recommendations from Risk Committee

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

88. Major Risks Matrix (RC 1)

The revised Major Risks Matrix had been circulated and was received.

89. Anti-Bribery Policy (RC 2)

On the recommendation of the Risk Committee, the Anti-Bribery policy was agreed.

90. Admissions: New Course in Psychology, Philosophy and Linguistics

On the recommendation of the Academic Committee, it was agreed that the College would admit up to two undergraduates per year for the new course of PPL from Michaelmas Term 2013.

91. Graduate Studentships

On the recommendation of the Academic Committee, it was agreed that the College would honour its commitment to the Medical Sciences Joint Award scholarship for a DPhil student and that the College would enter into a partnership with the Clarendon Fund to host a Home/EU Scholarship for a DPhil student in the MPLS Division. Furthermore, it was agreed that the College should plan to appoint a three-year Clarendon Partnership Scholarship in Michaelmas Term 2015, but that the College should not offer linked funding with Research Council awards, but to review the position in 2014-15.

This ended the business of the meeting.