

ST HUGH'S COLLEGE, OXFORD
The Third Stated Meeting of the **GOVERNING BODY** in Michaelmas
Term was held on Wednesday 28 November 2012

Present:	Principal	Dr Perkins
	Dr Iles	Dr Emerson
	Dr Holland	Dr Capelli
	Professor Moore	Professor Marshall
	Dr Garnett	Dr Perera
	Professor Chalker	Mr Marshall
	Professor Plunkett	Dr Loutzenhiser
	Professor Getzler	Dr Blunsom
	Professor McDonald	Dr Sanders
	Professor Quah	Professor Riddoch
	Professor Westbrook	Ms Stott
	Dr Grainger	Dr Parkin
	Dr Macnair	Dr Husband
	Dr Wilson	Dr Thomas
	Dr Rood	

Mr Liefelaender represented the MCR and Ms Polakova and Mr Pope the JCR. They attended for Items 99, 105-110, 112, 113, 120-124, 130 and 142-149.

96. Apologies for Absence

Apologies were received from Professor Watts, Dr Wong, Dr Harnden, Professor Powell, Dr Tarres, Dr Conway, Professor Leach, Dr Conway and Dr Mann (Dr Kuhn, Dr Stellardi, Professor Mitchell, Mrs Vainker, Professor Duncan, Dr Paseta, Dr Martin, Dr Friedman and Dr Hammond on leave).

97. The Minutes of the Special Meeting held on 31 October 2012 were approved and signed.

98. The Minutes of the Second Stated Meeting in Michaelmas Term held on 31 October 2012 were approved and signed.

99. Admission of Fellow

The following made his declaration and was admitted to his Fellowship:

Dr Antoine Jérusalem (Supernumerary Fellow in Engineering Science)

100. Conference of Colleges (Circ Bus 19.11.12)

Unconfirmed Minutes of the Meeting of Conference of Colleges held on 8 November 2012 had been circulated and were received.

101. Moritz-Heyman Scholarships (Circ Bus 21.11.2012)

A paper summarising the terms of the Moritz-Heyman Scholarships and attaching the University's most recent paper outlining how the money donated and pledged for the programme is linked to 'matched' funding and 'challenge' funding to increase funds available for disadvantaged undergraduates had been circulated and was received.

102. Moritz-Heyman Scholarships (GB 74)

Members of Governing Body had considered a cover note and paper from the Conference of Colleges, giving details of the Moritz-Heyman Scholarship scheme and outlining broad principles on which college fundraising for disadvantaged students might be carried out. The Senior Tutor reported that one member of Governing Body had noted the preference given in the Moritz-Heyman scheme for those studying STEM (Science, Technology, Engineering and Medicine) subjects, and had emphasised the importance of ensuring the future fundraising is also targeted at the humanities, in order to ensure that these degree subjects do not become the preserve of the wealthy. It was agreed that this issue would be raised at the discussion due to take place in the Conference of Colleges in 9th Week.

103. Foundation Fellowships (GB 92)

The Bursar advised that there was only one couple who have donated the required £1m. It was agreed that the Principal would consult Professor Green and Dr Luke about the appropriateness of offering such a Fellowship to them.

104. Conflict of Interest

The Bursar declared a conflict in relation to the proposed discussion of the Equity Housing Scheme, for which she excused herself. Otherwise no further conflict was declared.

105. Report and Recommendations from Finance Committee

The Minutes of the Finance Committee held on 21 November 2012 had been circulated and were received.

106. Management Accounts Period 1 (FC 4)

The Management Accounts for Period 1 show a deficit of £135,578, mainly because donations are lower than those received in the same period of the previous year and Conference income is behind schedule, both of which should be rectified in Period 2.

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

The Minutes of the Student Support Committee held on 14 November 2012 had been circulated and were received.

108. Vacation Residence Policy (FC 5C)

On the recommendation of the Finance Committee, it was agreed to implement the new Vacation Residence Policy with effect from Michaelmas Term 2013.

109. Report and Recommendations from Estates Committee (FC 6)

The Minutes of the Estates Committee held on 14 November 2012 had been circulated and were received.

110. Modern Languages Teaching Fund (FC 7)

On the recommendation of the Finance Committee, it was agreed to use the funds from

the Herdman legacy and the Ottley legacy to complete the funding needed to release £800,000 matched funding from the University to fully endow a CUF Lectureship and Tutorial Fellowship in Modern Languages if sufficient additional donations are not forthcoming by 1 March 2013.

111. Equity Housing Scheme (FC 12)

[The Bursar absented herself for this item of business] On the recommendation of the Finance Committee, it was agreed to raise the cap for the Equity Housing Scheme by £300,000 to £2.05m and that any application by the Bursar to participate in the scheme should be reviewed by Finance Committee.

112. College Visitor

The Principal advised that the Visitor, Lord Brown of Eaton-Under-Heywood, had attended the Formal Hall marking St Hugh's Night, before which she had made her declaration in his presence, with Dr Iles, as the Senior Fellow, in attendance.

113. Headley Trust

The Principal advised that the College had received a donation of £1,500 for the Hardship fund from the Headley Trust, organised by a Senior Member.

114. Hurry Prize

On the recommendation of the Hurry Prize Committee, it was agreed to award this year's prize to Patrick Roberts (Archaeology and Anthropology).

115. Burma Summer School

The Principal advised she had been liaising with Mr Anthony Aris on practical ways the College could support Burma following Aung San Suu Kyi's speech during Encaenia. The College was therefore looking to hold a two week summer school for 14-16 year old Burmese students so they could learn English and experience campus life, both of which were specifically mentioned by Daw Suu. The Development Office is currently fundraising to support this programme, which will be announced during a Book Festival in Burma in February, at which the Vice Principal would represent the College.

116. Dr Tom Kuhn

The Principal advised that Dr Kuhn had recently been awarded an AHRC grant for a project entitled 'Brecht into English' and warmly congratulated him.

117. Dr Matt Friedman

The Principal advised that Dr Friedman had won a Philip Leverhulme Prize and warmly congratulated him.

118. Secretary to Governing body

The Principal advised that Dr Conway would be on sabbatical leave for Hilary and Trinity Terms and asked for a volunteer to take over as Secretary during this period.

119. Chancellor of the University of the West of Scotland

The Principal advised that she had been asked to become the next Chancellor of the University of the West of Scotland, with effect from September 2013. No conflict was seen with the duties of Principal of St Hugh's. The Principal was congratulated by the Governing Body on this appointment.

120. Business of the Library Fellow

The Library Fellow advised that the recruitment of a new Librarian is underway and that it is hoped an advert will be is likely to be placed early in the new year.

121. New Starters

The Bursar advised that the replacement Domestic Bursar, Rahele Mirnateghi, and the new Communications and Marketing Manager, Kate Pritchard, had both started and she hoped members of Governing Body would have an opportunity to meet them both soon.

122. Presentation to the JCR

The Bursar advised that she had given a presentation on the College's financial position to the JCR.

123. Residents of Wolfson Building

The Bursar advised that she had met with the residents of Staircase 6 in Wolfson Building and that she had agreed with them she would review the Tenancy Agreement currently used by College.

124. JCR President and President Elect

The Bursar advised she had met with Ms Polakova and Mr Pope, the JCR President and President Elect respectively, to discuss Mr Pope's election manifesto and how College can help him to achieve his promises.

125. Electronic Signing in for Formal Halls

The Bursar advised that electronic signing in for Formal Halls would replace the 'red book' in the SCR from Hilary Term 2013.

126. SCR President's Business

Dr Sanders reminded members of Governing Body of the SCR Christmas Dinner, being held on 14 December, and the farewell dinner for Professor Robertson, being held on 24 January 2013, and encouraged Fellows to sign in for both events.

127. Additional Bursary Funding for Clinical Medics

It was agreed that at 9th week's meeting of the Conference of Colleges the Principal would support the binding vote to extend the current Oxford Opportunity Bursary to clinical medical students in their 5th and 6th years of study and to graduate entry medics in their 2nd, 3rd and 4th years.

128. Oxford's Student Support Package for 2014-15

It was agreed that at 9th week's meeting of the Conference of Colleges the Principal would support the binding vote to rollover the support package contained within the access agreement from 2013-14 for 2014-15.

129. The Approach to Operating the JRAM for 2013-14

It was agreed that at 9th week's meeting of the Conference of Colleges the Principal would support the binding vote to continue with the current methodology for a further year.

130. New Building Update

The Bursar gave an update on progress to date, and was particularly pleased to report that there have been over 550 traffic movements within the past few weeks with no reports of any inconvenience to local residents, which was of particular concern to the College.

131. New Building Business Plan

A copy of the Business Plan for the New Building had been circulated and was received. The Bursar advised that, following a meeting with the China Centre Working Group, she would be making a few minor revisions to the business plan. The Bursar also advised she is currently liaising with University Estates about the possibility of leasing out 74 Woodstock Road as an overspill space to the main building. It was agreed that further consideration would be given to how best to utilise this space once the new building is open.

132. Report and Recommendations from Statutes and Bylaws Committee

The Minutes of the Statutes and Bylaws Committee held on 7 November had been circulated and were received.

133. Report and Recommendations from Academic Committee

The Minutes of the Academic Committee held on 14 November 2012 had been circulated and were received.

134. Undergraduate Academic Feedback (AC 5.1)

On the recommendation of Academic Committee, it was agreed that the Principal and Senior Tutor will review annually the written comments on the Undergraduate Academic Feedback questionnaires and action taken as necessary.

135. Student Engagement Survey Pilot (AC 5.2)

On the recommendation of Academic Committee, it was agreed that the College would participate in the University's pilot scheme for a different model of student survey designed to focus less on 'student satisfaction' and more on 'student engagement'.

136. Examination Regulations (AC 5.3)

On the recommendation of Academic Committee, it was agreed that undergraduates and graduates will no longer receive individual copies of the Examination Regulations;

instead the weblink to the online copy will be supplied. Paper copies will still be available in the College Office and Library.

137. Said Business School Post-Graduate Diploma Students (AC 6.1)

On the recommendation of Academic Committee, it was agreed that for a one-off fee of £500 students of the part-time Post Graduate Diploma in Financial Strategy would be granted an association with the College. For £400 alumni would be able to obtain a College association retrospectively, thus allowing them access to events open to Senior Members.

138. Membership of Academic Committee (AC 8)

On the recommendation of the Academic Committee, it was agreed that Statutes and Bylaws Committee should amend the Bylaws relating to Membership of the Committee to make the Bursar a full member of the Committee.

139. Sabbatical Leave (AC 10)

On the recommendation of Academic Committee, it was agreed to grant sabbatical leave to Dr Kuhn for Michaelmas Term 2013, with continued use of his room.

140. Stipendiary Lecturer in Economics

On the recommendation of the Academic Committee, it was agreed to appoint Mr Igor Zurimendi to a one-hour Stipendiary Lectureship for the academic year 2012/13.

141. Stipendiary Lecturer in Mathematics

On the recommendation of the Academic Committee, it was agreed to reduce Dr Cotton Barratt's 12 hour Stipendiary Lectureship to six hours for Hilary and Trinity Terms 2013.

142. Report and Recommendations from ICT Committee

The Minutes of the ICT Committee held on 20 November 2012 had been circulated and were received.

143. Report and Recommendations from Welfare Committee

The Minutes of the Welfare Committee held on 23 November had been circulated and were received.

144. Counselling Service Agreement (WC 5)

On the recommendation of the Welfare Committee it was agreed that the arrangement by which the College Counsellor works would be formalised with a service agreement between the College and the University's Counselling Service.

145. Proposed Welfare Review (WC 6)

On the recommendation of the Welfare Committee it was agreed to undertake a review in Hilary Term of welfare provision available to members of the College and that appropriate recommendations would be made to the Committee at its meeting in Hilary Term.

146. Peer Supporters

On the recommendation of the Welfare Committee it was agreed to fund eight training places for Peer Supporters, being an additional two places for this year, given the fact that the majority of current Peer Supporters are finalists who will be leaving at the end of this year.

147. MCR and JCR Committees

A note on the new MCR and JCR Committees had been circulated and was received. The Principal also reported that elections had now taken place to fill the two MCR posts which had not previously been filled.

148. MCR and JCR Presidents

The Principal noted that this was the last meeting for the JCR President, Ms Sara Polakova, and thanked her for her hard work and commitment during her time in office. She welcomed her replacement, Mr Thomas Pope and congratulated Mr Thomas Lieflander on his re-election as MCR President.

149. JCR Business

The JCR President advised that the new Committee would take on the task of reviewing the current Constitution.

This ended the business of the meeting.