

ST HUGH'S COLLEGE, OXFORD

The Third Stated Meeting of the **GOVERNING BODY** in Michaelmas Term was held on  
Wednesday, 30 November 2016

Present:	The Principal (Chair)	Professor Perera
	Professor Watts	Mr Marshall
	Dr Kuhn	Professor Loutzenhiser
	Professor Getzler	Professor Mann
	Professor Mitchell	Dr Sanders
	Professor McDonald	Ms Stott
	Mrs Vainker	Dr Parkin (Secretary)
	Professor Duncan	Professor Husband
	Professor Westbrook	Professor Biro
	Professor Macnair	Professor Doyle
	Professor Rood	Professor Sullivan
	Dr Perkins	Professor Jérusalem
	Professor Capelli	Professor Saupe
	Professor Marshall	Professor Llewellyn
In attendance:	Ms Carthew	Dr Pavlova
	Dr Ohta	Dr Atack
	Dr Chow	

Ms Lyon represented the MCR and Ms Pavlova the JCR. They attended for items 96-105, 107-120, 125 and 132-148. Mr Leighton represented the JCR May Ball Committee and attended for item 146.

96. Apologies for Absence

Apologies were received from Professor Chalker, Professor Wong, Professor Wilson, Professor Harnden, Professor Eidenmüller and Professor Oberhauser (Professor Moore, Professor Garnett, Professor Plunkett, Professor Stellardi, Professor Pašeta, Professor Grainger, Professor Lewis, Professor Leach, Professor Blunsom and Professor Baker on leave).

Apologies were also received from Mr Bull, representing the MCR and Ms Chatterjee, representing the JCR.

Ms Pavlova was welcomed to her first Governing Body meeting as the incoming JCR President from 1 January 2017. Ms Chatterjee was thanked for her contribution and work for the College and Governing Body over the past year while she has been JCR President.

97. St Hugh's Future Project – Architects' Competition Day, 5 December 2016 (Circ Bus 08.11.16)

It was noted that an invitation to take part in the St Hugh's Future Project Architects' Competition Day on 5 December 2016 had been circulated.

98. Invitation to the Launch of Career Development Fellowship in Chinese Commercial Law (Circ Bus 17.11.16)

It was noted that information about the launch of Career Development Fellowship in Chinese Commercial Law at the House of Commons on 1 December 2016 had been circulated.

99. Honorary Fellowships and Distinguished Friends of St Hugh's College (Circ Bus 18.11.16)

It was noted that a request for proposals for new Honorary Fellowships and Distinguished Friends of St Hugh's College had been circulated.

100. St Hugh's Future Project – Architects' Competition, Hamlin Gallery Display (Circ Bus 22.11.16)

It was noted that information about the display of submissions for the St Hugh's Future Project Architects' Competition in the Hamlin Gallery from 22-30 November 2016 had been circulated.

101. SCR Wine Tasting Evening, 1 December 2016 (Circ Bus 22.11.16)

It was noted that an invitation to take part in the SCR Wine Tasting Evening on 1 December 2016 had been circulated.

102. Christmas Arrangements (Circ Bus 22.11.16)

It was noted that information about Christmas arrangements in College had been circulated.

103. The Minutes of the Second Stated Meeting in Michaelmas Term held on 2 November 2016 were approved and signed.

105. Conflicts of Interest

None were declared.

106. Report and Recommendations from Disciplinary Committee

The Report of the Disciplinary Committee held on 18 November 2016 had been circulated and was received. The recommendation with regard to the penalties imposed was approved.

107. Report and Recommendations from Finance Committee

The Minutes of the Second Stated Meeting of Finance Committee in Michaelmas Term held on 22 November 2016 had been circulated and were received.

108. Management Accounts for Period 3 (FC 5)

The Management Accounts for Period 3, to 31 October 2016, had been circulated and were approved.

109. Consolidated Cashflow Forecast, Year to 31 July 2017 (FC 6)

The Consolidated Cashflow Forecast, for the year to 31 July 2017 had been circulated and was approved. It was noted that cashflow was expected to remain healthy throughout the rest of the year ending July 2017, even assuming that the drawdown from the endowment is not taken.

110. Accounts of the Permanent and Special Funds 2015-16 (FC 7)

The Accounts of the Permanent and Special Funds 2015-16 had been circulated and were approved.

111. Report and Recommendations from Student Support Committee (FC 8)

The Minutes of the Stated Meeting of Student Support Committee in Michaelmas Term held on 16 November 2016 had been circulated and were received.

112. Report and Recommendations from Infrastructure Committee (FC 9)

The Minutes of the Stated Meeting of Infrastructure Committee in Michaelmas Term held on 15 November 2016 had been circulated and were received.

113. Mordan Hall Stair Lift (FC 10b)

The recommendation from Infrastructure Committee that the Mordan Hall stair lift should be replaced by a platform lift was approved.

114. Report and Recommendations from Investment Committee (FC 15)

The Minutes of the Stated Meeting of Investment Committee in Michaelmas Term held on 25 October 2016 had been circulated and were received.

115. Income Drawdown from the Endowment (FC 16 )

The recommendation from Investment Committee that the income drawdown from the endowment should be maintained at its current level of 3.77%, with the proviso that the whole amount should not be utilised unless required, was approved. It was anticipated, given the healthy Cashflow Forecast, that the drawdown would not have to be used.

116. Development Report

The Principal advised that:

- i. Academic Lecture, 23 November 2016  
Dr Collin Raymond had delivered a very entertaining and informative lecture on the topic of "Lies, Damn Lies and Economics". 64 guests had attended and Dr Sanders was thanked for his introduction.
- ii. Visits to Hong Kong, Michaelmas Term 2016  
The Principal and the Director of Development had both visited Hong Kong on a couple of occasions recently.
- iii. Thanksgiving Dinner, 24 November 2016  
A very successful Thanksgiving Dinner had been held in the Principal's Lodgings for 60 guests including American students and staff.
- iv. Fangda CDF in Chinese Commercial Law  
A recruitment day was being held in College on 30 November and the Fellowship is being launched at the House of Commons on 1 December.
- v. Development Office Visit to USA, 7-10 December 2016  
The Director of Development and the Executive Director of International Alumni Engagement and Development will be meeting potential donors for the Biodiversity CDF at two large events in Washington, DC and New York.

vi. Chinese New Year, 1 February 2017  
College celebrations will include a Chinese orchestra from the Chinese University of Hong Kong playing Chinese musical instruments.

vii. Alumni International Weekends, March 2017  
International weekends will be held in Hong Kong and Singapore in March 2017.

117. Legacies and Donations

An update was received from the Principal.

118. Christmas Arrangements

The Principal advised that the SCR Christmas Dinner was being held on Friday, 16 December and that the deadline for signing-in is noon on Tuesday, 13 December. The Staff Christmas Lunch will be on Tuesday, 20 December at Somerville College. Governing Body Members are cordially invited to attend the Christmas Lunch, and their participation will be much appreciated by staff. No food will be available in College that lunch-time.

The Principal further advised that in recognition of the hard work by staff during 2016, the Christmas closure had been extended by one day, to start on the afternoon of Tuesday 20 December (after the Staff Christmas Lunch) and that College would re-open on the morning of Tuesday, 3 January 2017.

119. Hilary Haworth Prize

On the recommendation of the Haworth Prize Committee, it was agreed to award the Haworth Prize, for a student in the second or penultimate year of a Mathematics or Science degree, to Jin Xia (Chemistry).

120. Hurry Prize

On the recommendation of the Hurry Prize Committee, it was agreed to award the Hurry Prize for the most distinguished finalist jointly to Ondrej Cerny (Classics) and to Claudia Sanchez Jimenez (Archaeology and Anthropology).

121. Election to Emeritus Fellowship (GB 152, AY 2015-16)

Dr Susanna Millar was elected to an Honorary Fellowship by Governing Body in January 2016, as the College Statutes do not currently allow her to become an Emeritus Fellow. Governing Body unanimously approved the proposal that Dr Millar is immediately elected to an Emeritus Fellowship as soon as the Statute changes have been approved by Privy Council. Governing Body also approved the proposal for the Principal to write to Dr Millar to this effect.

122. Election to Fellowship by Resolution

It was agreed to elect Dr G De Luca to a Fellowship by Resolution.

124. Honorary Fellowships and Distinguished Friends of the College

Governing Body was reminded that further nominations for new Honorary Fellowships and new Distinguished Friends of the College would be considered in Hilary Term.

125. Report and Recommendations from Academic Committee

The Minutes of the Second Stated Meeting of Academic Committee in Michaelmas Term held on 16 November 2016 had been circulated and were received.

126. Workload Working Group Report (AC 12)

On the recommendation of the Academic Committee, it was agreed that the College should express concern about the proposals in their current form.

127. Tutorial Fellowship in Biochemistry (AC 13)

The Senior Tutor advised of the retirement of the Vice-Principal with effect from 30 September 2017. On the recommendation of the Academic Committee, it was agreed that St Hugh's should continue to offer the subject of Biochemistry and be associated with the joint post.

128. Teaching in French (AC 14)

On the recommendation of the Academic Committee, the appointment of Mr Cameron Quinn to a Non-Stipendiary Lectureship in French for Hilary and Trinity Terms of this academic year was approved.

129. Tutorial Fellowship in Economics - vice Professor Quah (AC 15)

The Senior Tutor advised that the appointment panel had met in 7<sup>th</sup> Week and that an offer has been made to one of the candidates, whom it is hoped will accept the position.

130. Education Committee

The Minutes of the Meeting of Education Committee in Michaelmas Term held by circulation on 24 November 2016 had been circulated and were received.

131. Awards and Prizes (EC 1)

On the recommendation of Education Committee, it was agreed to award the following:

(a) Exhibitions

Corina Hadjicharalambous	Biology
Elizabeth Freeman	Philosophy & Modern Languages
Anna Bellettato	Modern Languages

132. Postgraduate Diploma in Strategy and Innovation: Request for Associate Membership of College

A proposal for students enrolled for the part-time Postgraduate Diploma in Strategy and Innovation to become Associate Members of College had been circulated and was approved for an initial period of three years from February 2017, with a review of this arrangement after two years of operation.

133. HR Advisor (GB 78)

The Bursar advised that HR has moved to the former SCR Computer Room (the SCR Computer Room now being in Meeting Room 1 of the Dickson Poon Building). The HR Advisor, Mrs Felicity

Walker, begins her maternity leave at Christmas and her maternity cover, Ms Sally Charman, will begin on Monday, 5 December, to allow a short hand-over period. A new part-time HR Assistant, Melina Kapsala, has now begun working in College, funded by the savings from the HR Advisor becoming part-time upon her return from maternity leave.

134. Interim Communications Manager (GB 79)

The Bursar advised that Ms Kate Mellersh has now joined College as Interim Communications Manager for the next three months, working in the same office as Mrs Amanda Moss.

135. St Hugh's Future Project (GB 81)

The Bursar advised that entries for the Architects' Competition from the five shortlisted architectural practices were now being displayed in the Hamlin Gallery and that a question-and-answer session with the Project Managers was being held after this meeting of Governing Body.

Judging will take place on Monday, 5 December by a panel of Fellows from the St Hugh's Future Project Working Group. Members of Governing Body had also been invited to attend the presentations, to gain an informed view of the strengths and weaknesses of the various proposals.

The Bursar further advised that Gardiner and Theobald LLP had been appointed as Quantity Surveyors and would be involved in costing the architectural competition designs.

136. Standardised College Continuation Charge

The Bursar advised that Conference of Colleges has been reinforcing the principle of a standardised College continuation charge, agreed by a binding vote of Conference. The recommendation that the College continuation charge is set at 25% of the University continuation charge (i.e. £110 per term) is supposed to be applied for this year, but given the late recommendation, it was agreed that College sets the charge at 25% of the University charge from next year. The website will be amended accordingly and the central University notified.

137. Oxfordshire County Council Workplace Parking Levy

Information about the Oxfordshire County Council proposals for a Workplace Parking Levy had been circulated and was received.

138. Admissions Business

The Senior Tutor advised that preparations were all in place for the admissions interviews that would be taking place in 9<sup>th</sup> and 10<sup>th</sup> Weeks. The Bursar advised that refreshments would be available in the SCR during the Admissions period from 5.30 pm.

139. Report and Recommendations from Welfare Committee

The Minutes of the Stated Meeting of Welfare Committee in Michaelmas Term held on 22 November 2016 had been circulated and were received.

140. Safe Haven Scheme (WC 4)

On the recommendation of Welfare Committee, it was agreed to support the Safe Haven Scheme, proposed by the Head Porters' Liaison Group, and to advertise its participation to students.

141. Report and Recommendations from Equality Committee

The Minutes of the Stated Meeting of Equality Committee in Michaelmas Term held on 21 November 2016 had been circulated and were received.

142. Gender Equality Committee (EC 5)

The Minutes of the Stated Meeting of Gender Equality Committee in Michaelmas Term held on 7 November 2016 had been circulated and were received.

143. Governing Body (EC 7)

Equality Committee, on the recommendation of the Gender Equality Committee, had recommended that all Fellows by Resolution should be invited to attend Governing Body, for reserved and unreserved business, but in a non-voting capacity. This was approved.

144. Conference of Colleges (EC 11)

It was noted that Conference of Colleges is setting up a Diversity Committee, which will look into the attainment gap by gender in the University.

145. MCR and JCR Committees

A list of the new MCR and JCR Committees had been circulated and was received.

146. May Ball 2017

A proposal from the JCR May Ball Committee for fireworks, fire-eaters and fire dancers had been circulated and was received. The proposal for fireworks, given the plan to replicate the successful arrangements for the 2015 May Ball, was approved. However, the May Ball Committee was required to complete more detailed risk assessments for the fire-eaters and fire dancers, to be submitted to the Bursar and considered by Governing Body by circulation.

147. Equality and Diversity Issues Arising

No issues were identified.

148. Date of Next Meeting

The First Stated Meeting of the Governing Body in Hilary Term will be held on Thursday, 12 January 2017 at 11.00 am in the Mordan Hall.

This ended the business of the meeting.

DR J PARKIN  
Secretary