

ST HUGH'S COLLEGE, OXFORD

The Third Stated Meeting of the **GOVERNING BODY** in Hilary Term was held on
Wednesday, 7 March 2018

Present:	The Principal (Chair)	Professor Capelli
	Professor Moore	Professor Marshall
	Professor Garnett	Professor Perera
	Dr Kuhn	Professor Loutzenhiser
	Professor Chalker	Professor Baker
	Professor Getzler	Professor Mann
	Professor Wong	Dr Sanders
	Professor Stellardi	Ms Stott
	Professor Mitchell	Dr Parkin (Secretary)
	Mrs Vainker	Professor Husband
	Professor Westbrook	Professor Ballentine
	Professor Grainger	Professor Biro
	Professor Macnair	Professor Llewellyn
	Professor Wilson	Professor McMahon
	Professor Rood	Professor Cousins
In attendance:	Professor Riddoch	Dr Pavlova
	Professor Carvalho	Dr Atack
	Dr Ohta	

Ms Walnicki represented the MCR and Mr Yeandle the JCR. They attended for items 222-238, 241-242, 247-249 and 257-269.

222. Apologies for Absence

Apologies were received from Professor Plunkett, Professor McDonald, Professor Harnden, Mr Marshall, Professor Sullivan, Professor Eidenmüller, Professor Jérusalem, Professor Saupe, Professor Morisi, Professor Thompson, Professor Cook, Ms Carthew and Dr Zou (Professor Duncan, Professor Pašeta, Dr Perkins, Professor Martin, Professor Leach, Professor Blunsom and Professor Doyle on leave).

223. Minutes of Conference of Colleges Meeting, 5 December 2017 (Circ Bus 09.02.18)

The unconfirmed minutes of the meeting of Conference of Colleges held on 5 December 2017 had been circulated and were received.

224. Oxford Colleges' Healthcare Scheme, Invitation to Membership/Renewal (Circ Bus 16.02.18)

It was noted that updated information about the Oxford Colleges' Healthcare Scheme had been circulated.

225. Minutes of Conference of Colleges Meeting, 15 February 2018 (Circ Bus 01.03.18)

The unconfirmed minutes of the meeting of Conference of Colleges held on 15 February 2018 had been circulated and were received.

226. The Minutes of the Second Stated Meeting in Hilary Term held on 7 February 2018 were approved and signed.

227. College Statutes (GB Special Meeting, 30.11.16)

It was noted that the revisions to College Statutes have now been approved by Her Majesty the Queen, on the advice of her Privy Council. Professor Macnair was thanked for his work on the Statutes and for guiding the revisions through the approval processes.

228. Emeritus Fellowship (GB 121, 30.11.18)

It was noted that as the revisions to the College Statutes had been approved, Dr Susanna Millar has now been elected to an Emeritus Fellowship.

229. Conflicts of Interest

No conflicts were declared.

230. Report and Recommendations from Finance Committee

The Minutes of the Second Stated Meeting of Finance Committee in Hilary Term held on 28 February 2018 had been circulated and were received.

231. Management Accounts, Period 6 - Six Months to 31 January 2018 (FC 5)

The Management Accounts for Period 6 (1 August 2017–31 January 2018) had been circulated and were approved.

232. Forecast for 12 Months (5+7), to 31 July 2018 (FC 6)

The Forecast for the 12 months to 31 July 2018 (5 months of actual accounts to 31 December 2017 and 7 months of Forecasts to 31 July 2018) had been circulated and was received.

233. Report and Recommendations from Student Support Committee (FC 7)

The Minutes of the Stated Meeting of Student Support Committee in Hilary Term held on 21 February 2018 had been circulated and were received.

234. Report and Recommendations from Infrastructure Committee (FC 8)

The report and recommendations from the Stated Meeting of Infrastructure Committee in Hilary Term held on 20 February 2018 had been circulated and were received.

(a) Recommendations of the Custos Hortulorum

The Hilary Term report from the Custos Hortulorum had been circulated and was received.

It was agreed that an extra staff member for the Gardening Team, as recommended by the Peer Review of the gardens, was a high priority for this year, especially with the departure of one of the Gardeners in March. While it was noted that the gardens are generally magnificent, especially given the very small Gardening Team, an additional staff member would also be able to help improve the appearance of the front gardens of the Victorian houses.

(b) Health and Safety Policy Statement of Intent

The revised Health and Safety Policy Statement of Intent had been circulated and was approved.

(c) Environmental Policy Statement

The revised Environmental Policy Statement of Intent had been circulated and was approved.

(d) Estates Masterplan

It was agreed that the Principal should write to the College Contributions Committee, to ask for a one-year extension in fulfilling this requirement.

235. Student Rents 2018-19 (FC 10)

A proposal for student rents for 2018-19 and a response from the MCR and JCR Committees had been circulated and were received. On the recommendation of Finance Committee, the proposal to increase student rents for 2018-19 by 2%, compared with the 2017-18 rents agreed in May 2017, was approved. The MCR and JCR were thanked for the time and attention they gave to this issue and for their thoughtful inputs into the process.

236. Food Purchasing Procurement - Six Month Review (FC 11)

The Bursar advised that the Domestic Bursar had undertaken a six-month review of College's food purchasing procurement, and that there was an expected annual saving of 14% on food costs, representing around £70,000 of savings, although such savings were not guaranteed and it is expected that inflation will drive up food prices in the coming year.

237. Conference Income Report (FC 12)

The Bursar advised that the Domestic Bursar had undertaken an analysis of conference activity in colleges with greater conference income than St Hugh's. This had revealed that some of the other colleges earn income from activity that our College does not have, such as visitor entrance fees or self-managed summer schools. In the case of self-managed summer schools, these generate high income but low surplus as significant staffing costs are incurred.

238. Review of Private Placement Loan Strategy (FC 13)

A review paper examining strategies for using the Private Placement Equity Loan received in September 2017, now that that the Future Project has been transformed, had been circulated and was received. It was noted that this report remained highly confidential at this time. The Bursar and Senior Accountant were thanked for their work on the review.

241. Development Report

The Principal advised that:

- i. Dr Mok Hing Yiu Lecture and Dinner, 22 February 2018
90 attended the lecture, which was followed by dinner for VIPs including Edwin Mok.

- ii. Donors' Dinner, 24 February 2018
This dinner, to recognise some of College's most generous donors, was attended by 97 guests.
- iii. London Breakfast Event with Ms Addy Loudiadis (Chemistry, 1982), 28 February 2018
This was the first of the College's London-based Business Breakfast Series for alumni and St Hugh's graduate students on Said Business School courses. The event was hosted by Addy Loudiadis (Chemistry, 1982) of Rothesay Life and chaired by Professor Westbrook.
- iv. Oxford European Alumni Weekend in Rome, 16-18 March 2018
St Hugh's alumni and friends are attending a private tour at Palazzo Colonna, followed by an informal dinner hosted by the Principal in Princess Isabelle's Apartment on the evening of Friday, 16 March. This event is fully booked with 41 people. There are also 23 guests for the University Gala Dinner.
- v. Oxford North American Alumni Weekend in San Francisco, 6-8 April 2018
The Principal will host a College dinner for alumni, friends and guests on the Saturday evening. The inaugural meeting of the newly-established St Hugh's College North American Alumni Association will take place on 8 April. There will also be a launch for Professor Kathirithamby's new book on Maria Sibylla Merian.
- vi. London Breakfast Event with Owen Tudor, 26 April 2018
Mr Owen Tudor, Head of European Union and International Relations at the TUC, will provide a briefing on Brexit, the current situation and implications for business and employees.
- vii. The Royal Collection Trust has confirmed the College loan of Sir Godfrey Kneller's *The Chinese Convert* painting for an exhibition in the China Centre this autumn. The Director of Development was thanked for her work in securing this loan.

242. Legacies and Donations

An update was received from the Principal.

246. Election of New Distinguished Friends of St Hugh's College (GB 208)

It was agreed to elect Mrs Susan Clear, Dr Gianetta Corley, Mrs Joan Swindells, Dr Sue Brown, Dr Ann Soutter, Mrs Mary Clapinson and Mrs Ilse Kagan as Distinguished Friends of St Hugh's College.

247. Report and Recommendations from Academic Committee

The Minutes of the Second Stated Meeting of Academic Committee in Hilary Term held on 21 February 2018 had been circulated and were received.

248. Margaret Belcher Legacy (AC 2.1)

The Senior Tutor advised that Dr Belcher's executors had been unable to approve the proposal suggested at the previous meeting (that the legacy be in part used to underwrite Professor McDonald's fellowship, as well as supporting a visiting fellowship programme) (GB 212); but that interest from the legacy should be used exclusively for 'the establishment of a Visiting Fellowship for a post-doctoral scholar in any field of Victorian studies'. It was agreed that the legacy be accepted on these terms, and that the College should seek to establish a Visiting Fellowship, which would be available to early-career as well as established academics in the field.

249. Outreach and School Types (AC 4.1)

The proposal that the College's outreach work with fee-paying schools should be limited to only those events and visits which also included non-fee-paying institutions was discussed. It was agreed that this issue should be reconsidered by Academic Committee, to bring a proposal with a more positive approach back to Governing Body.

250. Teaching in Mathematics (AC 11)

On the recommendation of Academic Committee, it was agreed that Dr Tom Crawford's nine-hour Stipendiary Lectureship should be extended for the 2018-19 academic year. The current arrangement whereby one hour of the Lectureship is given to outreach activities would continue. Dr Crawford's reappointment will meet teaching needs created by Professor Baker's leave.

On the recommendation of Academic Committee, it was further agreed that Mr Frederik Sørensen is appointed to a Non-Stipendiary Lectureship in Mathematics for Trinity Term 2018.

251. Teaching in Portuguese (AC 12)

On the recommendation of Academic Committee, the creation of a Non-Stipendiary Lectureship in Portuguese was agreed, in light of the increasing regularity with which students are admitted to study the language. This appointment will be for three years in the first instance.

252. Teaching in Italian (AC 13)

On the recommendation of Academic Committee, the appointment of Dr Bazzoni to a two-hour Stipendiary Lectureship for the 2018-19 academic year to meet teaching needs created by Professor Stellardi's sabbatical leave (Michaelmas Term 2018) and buyout while he serves as Chair of FHS was agreed.

253. Leave and Buyouts (AC 14)

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

- i. to Professor Kuhn sabbatical leave from her St Hugh's duties for Trinity Term 2019, the same period as for her role at LMH.
- ii. to Professor Stellardi sabbatical leave, according to entitlement, for Michaelmas Term 2018

254. Report and Recommendations from Academic Committee Meeting held by Circulation

The Minutes of the Meeting of Academic Committee held by circulation on 2 March 2018 had been circulated and were received.

255. Teaching in Linguistics (AC 1)

On the recommendation of Academic Committee, the appointment of a six-hour Stipendiary Lecturer for the 2018-19 academic year to meet teaching needs created by Professor Husband's sabbatical leave was agreed.

256. APTF-U in Biochemistry (GB 35)

The Senior Tutor advised that interviews for the APTF-U in Biochemistry (*vice* Watts) had been held on 27 February, with a Panel including the Principal and Professor Conway. The successful candidate had yet to indicate acceptance.

257. College Research Fund

The Senior Tutor advised that the College has a general fund, from a donation from an Honorary Fellow, to dispense for Fellows' research needs. Bids should be sent to the Senior Tutor and the Academic Registrar by the end of 0th Week in Trinity Term (20 April 2018).

258. PGR Bursaries

The Senior Tutor advised that College is considering ways of obtaining more PGR student bursaries, in line with our stated ambition to increase the number of PGR students at St. Hugh's. Fellows are requested to inform the Senior Tutor whether they would *personally* be interested in supervising such a student, with an indication of the broad research topic they would be especially keen to pursue.

259. Certificate of Immunity for the Wolfson Building

The Bursar advised that the Secretary of State for Digital, Culture, Media and Sport has made the decision not to list and is minded to issue a Certificate of Immunity for the Wolfson Building.

260. China Centre Lease (GB 173, 14.01.16)

The Bursar advised that the lease had now been engrossed and was ready for signing in College.

261. Senior Accountant

The Bursar advised that the Senior Accountant would be retiring at the end of term and that interviews for his replacement would be taking place on 12 March. A number of excellent candidates have been shortlisted and invited to interview. Fellows were thanked for their help with shortlisting and joining the interview Panel.

262. Smoking in College (GB 92, 02.11.16)

A map of the College grounds showing proposed designated smoking areas had been tabled and was received. The Bursar advised that there had been issues about where smoking was allowed within the exterior areas of College and that concerns had been raised about smoking outside of people's windows and close to buildings. It was agreed that a pilot policy should be implemented, allowing smoking only in designated areas around the perimeter of the College site, and that a report should be received by Governing Body at the conclusion of the trial period. It was further agreed that the Bursar and the Dean would ascertain staff views on such a policy and would work on the presentation of the Policy before it is launched in College.

263. Report and Recommendations from Statutes and Bylaws Committee

The Minutes of the Stated Meeting of Statutes and Bylaws Committee in Hilary Term held on 14 February 2018 had been circulated and were received.

264. Student Academic Standards: Probation and Suspension (SB 4)

The amendment to the Bylaws Appendix B, 'Guidelines for Procedure - Academic Standards', was agreed. The revised text is to add at the end:

"IX Suspension of Course

If the Student Member's course is suspended, then he or she remains on probation throughout the period of the suspension. New conditions of probation may be specified in accord with IV. Normally, failure to meet the conditions for return from the suspension will lead to the termination of the Student Member's course, unless new and demonstrably extenuating circumstances have arisen."

It was noted that where a student temporarily withdraws on health grounds, it is normal that the letter authorising the withdrawal will contain a requirement that a doctor should certify the student's fitness to proceed with her or his studies before she or he returns.

It was noted that this amendment makes explicit the existing situation.

265. Attendance at Governing Body (SB 5)

The amendment to Bylaws Part I, 'Meetings of Governing Body and Transaction of Business', was agreed, to replace the existing No. 15:

"15. The Junior Common Room and the Middle Common Room may each by prior arrangement with the Principal send two representatives to a Governing Body Meeting to make a submission. Such representatives shall not be present for any vote."

with:

"15. The Governing Body may by resolution invite any person not a member of Governing Body to attend a meeting or meetings of Governing Body with voice but without vote.

Without prejudice to the generality of the rule just stated:

- a) Representatives of the Junior Common Room and the Middle Common Room shall be regularly invited to attend for Unreserved Business but not for Reserved Business.
- b) The Director of Development shall be regularly invited to attend for Unreserved and for Reserved Business.
- c) Junior Research Fellows and Career Development Fellows shall be regularly invited to attend for Unreserved and Reserved business, provided that they shall give undertakings of confidentiality in relation to Reserved business. "

It was noted that this amendment makes explicit the existing situation.

266. Report and Recommendations from Welfare Committee

The Minutes of the Stated Meeting of Welfare Committee in Hilary Term held on 27 February 2018 had been circulated and were received.

267. Wellbeing Coordinator (WC 4)

The Senior Tutor advised that the College Nurse has been appointed to the new part-time role of Wellbeing Coordinator, with effect from 1 April 2018, and that she will continue with her current duties as College Nurse.

268. Equality and Diversity Issues Arising

No issues were identified.

269. Date of Next Meeting

The First Stated Meeting of the Governing Body in Trinity Term will be held on Thursday, 19 April 2018 at 11.00am in the Mordan Hall.

This ended the business of the meeting.

DR J PARKIN
Secretary