

ST HUGH'S COLLEGE, OXFORD

The Third Stated Meeting of the **GOVERNING BODY** in Trinity Term was held on  
Wednesday, 13 June 2018

Present:	The Principal (Chair)	Professor Loutzenhiser
	Professor Moore	Professor Baker
	Professor Garnett	Professor Mann
	Dr Kuhn	Dr Sanders
	Professor Chalker	Ms Stott
	Professor Getzler	Dr Parkin (Secretary)
	Professor Mitchell	Professor Husband
	Professor McDonald	Professor Ballentine
	Professor Westbrook	Professor Biro
	Professor Grainger	Professor Saupe
	Professor Macnair	Professor Llewellyn
	Professor Wilson	Professor Morisi
	Professor Rood	Professor Cousins
	Professor Martin	
In attendance:	Ms Carthew	Dr Pavlova
	Dr Ohta	Dr Zou

Ms Dobson represented the MCR and Mr Yeandle the JCR. They attended for items 361-370, 379-380, 388-392, 402-412 and 415-420. Mr Whittaker, JCR Ball President-designate, attended for item 389.

361. Apologies for Absence

Apologies were received from Professor Plunkett, Mrs Vainker, Professor Harnden, Professor Capelli, Professor Marshall, Professor Perera, Mr Marshall, Professor Conway, Professor Sullivan, Professor Eidenmüller, Professor Jérusalem, Professor Oberhauser, Professor McMahon, Professor Cook, Professor Riddoch, Professor De Luca, Dr Atack and Mr Petit (MCR President) (Professor Duncan, Professor Pašeta, Dr Perkins, Professor Leach, Professor Blunsom and Professor Doyle on leave).

362. General Data Protection Regulation (GDPR) (Circ Bus 24.05.18)

It was noted that information about GDPR, the new data protection policy, had been circulated, together with the College's updated Data Protection Policy and a link to the College's new Data Breach Policy.

363. Governing Body Membership

The Principal advised that this would be the final Governing Body meeting for Professor Walmsley, Professor Lewis, Professor Llewellyn, Dr Ohta and Dr Pavlova, who are leaving College at the end of the academic year. All were thanked for their service to College and to Governing Body and wished well in their future careers. A dinner will be held in College at the beginning of Michaelmas Term to mark this occasion.

364. The Minutes of the Second Stated Meeting in Trinity Term held on 16 May 2018 were approved and signed.

365. Conflicts of Interest

Fellows declared potential conflicts of interest with regard to minutes 375, 376, 387 and 398.

366. Report and Recommendations from Finance Committee

The Minutes of the Second Stated Meeting of Finance Committee in Trinity Term held on 6 June 2018 had been circulated and were received.

367. Management Accounts, Period 9 - 9 Months to 30 April 2018 and Forecast to 31 July 2018 (FC 6)

The Management Accounts for Period 9 (1 August–30 April 2018) and the Forecast to 31 July 2018 had been circulated and were approved. The Bursar advised that College is on schedule to finish the current financial year to budget.

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

The Minutes of the Stated Meeting of Student Support Committee in Trinity Term held on 30 May 2018 had been circulated and were received.

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

The Minutes of the Stated Meeting of Infrastructure Committee in Trinity Term held on 29 May 2018 had been circulated and were received.

(a) Recommendations of the Custos Hortulorum (FC 9a)

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

(b) Recommendations of the Head Gardener and Grounds Manager (FC 9b)

The Trinity Term report from the Head Gardener and Grounds Manager had been circulated and was received.

On the recommendation of Finance Committee, the following proposals were approved:

- a. to remove the pyracantha growing on the exterior wall of College Office this summer and to replace it with wisteria or a climbing rose this autumn
- b. to erect a small, permanent sign to request that China Centre terrace furniture outside the Wordsworth Tea Room, is not removed during Tea Room opening hours and must be returned to the terrace after use at other times, and
- c. **not** to purchase additional garden furniture. It was considered that it would damage the lawns, that garden furniture would spoil the current appearance of the gardens, and add an extra burden to staff when it needed to be moved for mowing, watering, or for storage and maintenance during the winter.

(c) Recommendations of the Head of Estates (FC 9c)

The Trinity Term report from the Head of Estates had been circulated and was received and the work for the 2017-18 planned maintenance programme was noted.

On the recommendation of Finance Committee, the following proposals were approved:

- a. to form a small focus group, to discuss the priorities in the capital programme, based on the recent Stock Condition Survey, and
- b. the Bursar to explore the use of 74 Woodstock Road, about to be vacated by the Centre for Time Use Research, for additional office space for academic colleagues, which is in short supply in 2018-19. It was agreed that this would be more beneficial to College, even though not seeking a new tenant will represent a loss of revenue to College.

(d) Recommendations of the Head of ICT NOSCS (FC 9d)

The Trinity Term report from the Head of ICT NOSCS had been circulated and was received. The report outlined progress during 2017-18 against the ICT business plan for the year.

It was noted that College migration to Office 365 for staff had now been completed and the proposed migration for continuing UG and PGT students was provisionally scheduled for 13 August.

(e) GDPR (FC 9e)

The College's Data Breach Policy and revised Information Security Policy had been circulated and were approved. It was noted that both policies had been drafted with reference to advice provided by Mills and Reeve LLP.

(f) Curator of Pictures (FC 9f)

It was noted that the Curator of Pictures had been working with the Archivist on the College art collection and that reports were now received at Library Committee. On the recommendation of Finance Committee, it was agreed that the Curator of Pictures should leave Infrastructure Committee and instead become an *ex officio* member of Library Committee. It was noted that issues concerning art in the gardens should continue to be reported to Infrastructure Committee.

370. Tutor for Equality Stipend (FC 12)

On the recommendation of Finance Committee, it was agreed that the Tutor for Equality should receive a teaching buyout and no stipend in the first instance.

371. Selected Staff Pay Reviews (FC 15)

Proposals for staff salary reviews and one-off payments to individual members of College's non-academic staff had been circulated and were approved.

372. Report and Recommendations from Remuneration Committee

The Minutes of the Stated Meeting of Remuneration Committee in Trinity Term held on 22 May 2018 had been circulated and were received.

379. University Annual Admissions Statistical Report 2018 and Access Plan 2018

The University's Annual Admissions Statistical Report 2018 and University's Access Plan 2018 had also been circulated and were received. It was noted that the First Stated Meeting of Academic Committee in Michaelmas Term will consider these reports more fully.

380. Development Report

The Principal advised that:

- i. Afternoon Tea for Donors, 19 May 2018  
36 guests had attended the annual celebration of regular donors to College, hosted by the Principal in the Wordsworth Tea Room. Fellows attending this event were thanked for their participation.
- ii. Elizabeth Wordsworth Fellowship Ceremony, 30 May 2018  
Alumni, Friends, Fellows and guests had joined the Principal at the Hong Kong Club for a ceremony to confer Fellowships on Mr Zhujun Chen and Mrs Joey Chen. There were 70 attendees and Professor Marshall and Professor McMahon were thanked for their help and support during the visit.
- iii. Concert of Music by Dame Ethel Smyth, Suffragette and Composer, 3 June 2018  
50 people attended this talk and concert, hosted by Professor Westbrook. After the event, alumni and guests enjoyed a picnic lunch in the gardens.
- iv. Leavers' Drinks Reception, 15 June 2018  
Prior to the Leavers' Formal Hall, the Development Office will host a drinks reception to welcome leavers to the alumni community.
- v. Reunion Dinner 1988-91, Friday 22 June 2018  
This Dinner is for alumni who matriculated between 1988 and 1991. Dr Parkin (Modern History, 1988) was thanked for agreeing to be the after-dinner speaker.
- vi. Summer Garden Party, Saturday 23 June 2018  
550 alumni, Fellows and current staff and students, and their guests and family members have booked to attend this event, with a further 100 people on the waiting list.
- vii. Dr Kathirithamby Book Launch, Monday 25 June 2018, Weston Library  
This event marks the release of *Maria Sibylla Merian: Artist, Scientist, Adventurer*, co-authored by Dr Kathirithamby. Dr Kathirithamby will give a public lecture at the Weston Library, followed by Professor Pařeta's introduction to the *Sappho to Suffrage: women who dared exhibit*. A drinks reception will be hosted by the Principal in the SCR afterwards.
- viii. Chemistry Summer Exchange Programme, Sunday 24 June to Friday 10 August 2018  
Five Chemistry students from South Carolina University are attending a summer exchange programme led by Professor Stuart Conway and organised by the Executive Director of International Alumni Engagement and Development.

It was noted that in future the Development Update report will be circulated with the agenda and papers for Governing Body.

383. University Draft Strategic Plan

The Principal reminded Governing Body that the University's draft Strategic Plan was available on the University's website and that all members of the University had been invited to contribute.

384. Proposal for New Honorary Fellowship

It was agreed that the Principal would approach informally a new nominee, to ascertain his willingness to accept an Honorary Fellowship should members of Governing Body elect him to such a Fellowship.

386. Report and Recommendations from Nominations for Vacancies Committee

The Minutes of the Stated Meeting of the Nominations for Vacancies Committee in Trinity Term held on 5 June 2018 had been circulated and were received.

387. Changes to College Officers and Committee Memberships (NVC 5)

On the recommendation of the Nominations for Vacancies Committee, the following nominations were approved, subject to the consent of individuals to undertake the role. Anyone wishing to discuss their nomination was invited to do so with the Principal. Those Fellows whose term of office serving on College committees had come to an end were thanked for all their hard work and service to the work of the committees and the College.

College Officers

Position	Current Officers to TT18	Proposed Officers from MT18
Governing Body Representative to Alumni Association & Fellow for Senior Member Relations	Prof Marshall (Leave 2018-19)	The Principal to ask Prof Marshall if he is able to continue in post
Library and Archive Fellow	Prof Doyle	Prof Garnett
Tutor for Equality	New Post	Expressions of interest to be sought
Wine Fellow	Prof Harnden	Prof Leach and Prof Conway
Harassment Officer	Prof Baker	Mrs Vainker

Committee Memberships

Committee	Current Members to TT18	Proposed Members from MT18
Academic Committee	Dr Sanders	Prof Leach
Academic Standards Committee	Prof Baker	Prof Doyle
	Prof Plunkett	Prof Capelli
	Prof Mitchell	Prof Saupe
Disciplinary Committee	Prof Stellardi	Prof Stellardi to continue in post
	Prof Mitchell	Prof Mitchell to continue in post
Equality Committee	Members of Gender Equality Committee to join the merged Equality Committee	Prof Mitchell (until TT20)
		Dr Jenkins (until TT19)
		Prof Carvalho (until TT20)
		Dr Hein (until TT19)
Finance Committee	Prof Conway	Prof Doyle
	Prof Giles	Dr Sanders
	Prof Marshall (Leave 2018-19)	Prof Wilson (for 2018-19)
Fundraising Committee	Prof Husband (Leave 2018-19)	Prof Garnett

Infrastructure Committee	Curator of Pictures to leave the Committee as <i>ex officio</i> member, to join Library Committee	-
Investment Committee	Prof Getzler (Leave MT18, HT19)	Prof McMahon (for 2018-19)
	Prof Loutzenhiser (Leave HT19, TT19)	Prof Capelli
Library Committee	Prof Husband (Leave 2018-19)	Prof Morisi
		Curator of Pictures to join <i>ex officio</i>
Nominations for Vacancies Committee	Prof Doyle	Prof Garnett
	Prof Wong (Leave 2018-19, but happy to return thereafter)	Prof Moore (for 2018-19)
Statutes & Bylaws Committee	Prof Moore	Dr Kuhn
Student Members' Appeals Committee	Prof Grainger	Prof Garnett
	Prof Macnair	Prof Chalker
	Prof Biro	Prof Baker
	Prof Rood	Prof Giles
Student Support Committee	Prof Eidenmüller	Prof Saupe
Welfare Committee	Prof Rood (Leave 2018-19)	Prof Cousins

388. Review of Designated Smoking Areas in College Policy (GB 306)

The Review of Designated Smoking Areas in College Policy, which had been piloted in College in Trinity Term 2018, had been circulated and was received. It was noted that feedback had been received from many areas of College, including the MCR and JCR, and that the feedback had been largely, but not exclusively, positive. In the light of the pilot and the feedback, it was agreed that the Designated Smoking Areas in College Policy should become permanent, but that the area for smoking by the main entrance should end at the bicycle racks in front of Main Building, so that smoke did not enter the gym. It was confirmed that smoking shelters would not be provided.

It was agreed that an exception to the Policy would be made for JCR Balls, when smoking would be allowed in the grounds only for the duration of the event. It was noted that the Ball Committee had agreed to cover the costs of clearing up cigarette butts and any other associated waste.

389. JCR Summer Ball 2019 (GB 358)

Mr Whittaker, JCR Ball President-designate, was welcomed to Governing Body for this item.

A proposal for a Summer Ball to be held on Saturday, 4 May 2019 had been circulated and was approved.

390. Report and Recommendations from Academic Committee

The Minutes of the Second Stated Meeting of Academic Committee in Trinity Term held on 30 May 2018 had been circulated and were received.

391. Randall MacIver Junior Research Fellowship (AC 5)

The Senior Tutor advised that he had requested sight of the legal advice received by the Humanities Division regarding the proposal to remove the gender stipulation for this post, to comply with equality legislation.

392. Undergraduate Interview Travel Expenses (AC 6.1)

The Senior Tutor advised that all colleges have agreed to subscribe to the University's centralised scheme for assisting some UK interview candidates with the cost of travelling to Oxford.

393. Teaching Arrangements for 2018-19 (AC 13)

On the recommendation of Academic Committee, the re-appointment of the following lectureships for one year from 30 September 2018 was approved:

Archaeology and Anthropology	Dr Alexander, Stipendiary Lecturer (6hr)
Archaeology and Anthropology	Dr Erb-Satullo, Non-Stipendiary
Biochemistry	Dr Stanley, Stipendiary Lecturer (4hr)
Biochemistry	Dr Bird, Non-Stipendiary
Chemistry	Dr Stewart, Stipendiary Lecturer (2hr)
Chemistry	Dr Ford, Stipendiary Lecturer (6hr)
Classics	Dr Stylianou, Non-Stipendiary
Classics	Dr Fowler, Non-Stipendiary
Economics	GTA - Mr Lanier, Stipendiary Lecturer (2hr)
Economics	GTA - Mr Waltmann, Stipendiary Lecturer (2hr)
Engineering	Mr Scott, Non-Stipendiary
English	Dr Lazikani, Stipendiary Lecturer (8hr)
History	Professor Bentley, Stipendiary Lecturer (6hr)
Management	Dr Brooks, Stipendiary Lecturer (3hr)
Management	Dr Robertson, Stipendiary Lecturer (3hr)
Medicine	Dr Jenkins, Stipendiary Lecturer (6hr)
Medicine	Professor De Luca, Non-Stipendiary
Medicine	Dr Holdsworth, Non-Stipendiary
Medicine	Mr Murphy, Non-Stipendiary
Medicine	Dr Hamblin, Non-Stipendiary
Medicine	Dr Palmer, Non-Stipendiary
Medicine	Dr Watts, Non-Stipendiary
Medicine	Dr Buckler, Non-Stipendiary
Medicine	Dr Jenkins, Non-Stipendiary
Medicine	Dr Cibulskas, Non-Stipendiary
Medicine	Dr Chapman, Non-Stipendiary
Modern Languages	Mrs Adams, Stipendiary Lecturer (5hr)
Modern Languages	Ms Schuchter, Lektorin
Modern Languages	Ms Merouani, Lectrice
Modern Langs - Ling	Dr Wolfe, Stipendiary Lecturer (1hr)
Music	Dr Harper-Scott, Non-Stipendiary
Philosophy	Dr Bell, Stipendiary Lecturer (5hr)
Psychology	Dr O'Neill, Stipendiary Lecturer (3hr)
Psychology	Dr Fanshawe, Stipendiary Lecturer (2hr)

On the recommendation of Academic Committee, the following new appointments were noted:

Biology	Dr Phillips, Stipendiary Lecturer (3hr)
Chemistry	Dr Laidlaw, Stipendiary Lecturer (6hr)
Classics	Dr Westwood, Departmental Lecturer
Economics	TBC, Stipendiary Lecturer (4hrs)
English	Dr Ghosh, Stipendiary Lecturer (6hr)
Linguistics	Mr Findlay, Stipendiary Lecturer (6hr)
Mathematics	Dr Crawford, Stipendiary Lecturer (8hr)
Mathematics	TBC, Stipendiary Lecturer
Medicine	Professor Morris, Stipendiary Lecturer (4hr) (increased hours)
Modern Languages	Dr Dirscherl, Stipendiary Lecturer (5hr)
Modern Languages	Dr Kaiser, Stipendiary Lecturer (2hr)
Modern Languages	Dr Bazzoni, Stipendiary Lecturer (2hr)
Modern Languages	Dr Bateman, Stipendiary Lecturer (3hr)
Music	Dr Coombes, Stipendiary Lecturer (4hr)
Physics	TBC, Stipendiary (6hr)

On the recommendation of Academic Committee, a list of appointments which will terminate on or before 30 September 2018 and which will not be renewed was noted.

394. Teaching in Classics (AC 13)

On the recommendation of Academic Committee, the appointment of Dr Guy Westwood as a Departmental Lecturer in Classics was approved.

395. Teaching in Linguistics (AC 13)

On the recommendation of Academic Committee, the appointment of Mr Jamie Findlay to a six-hour Stipendiary Lectureship in Linguistics was approved.

396. Teaching in German Language and Literature (AC 13)

On the recommendation of Academic Committee, the appointment of Dr Margit Dirscherl to a five-hour Stipendiary Lectureship in German Language and Literature was approved.

397. Teaching in French (AC 14)

On the recommendation of Academic Committee, the appointment of Dr Chimène Bateman to a three-hour Stipendiary Lectureship in French for the coming academic year was approved.

398. Leave and Buyouts (AC 16)

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

- i. to Professor Biro sabbatical leave, according to entitlement, for Hilary Term 2019
- ii. to Professor Capelli sabbatical leave, according to entitlement, for Hilary Term and Trinity Term 2020 academic year. It was noted that this was a revision to his previous request for leave (GB 347).



399. Hooke Professorship in Experimental Physics

The proposal from the Senior Tutor that Professor Moore and Professor Chalker represent Governing Body on the selection panel was approved.

400. Report and Recommendations from Education Committee

The Minutes of the Meeting of Education Committee held by circulation on 31 May 2018 had been circulated and were received.

401. Awards and Prizes (EC 1)

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

(a) Joseph and Nancy Burton Essay Prize

Alexander Yeandle (2<sup>nd</sup> Year PPE) for the 2017-18 academic year.

402. Report and Recommendations from Equality Committee

The Minutes of the Stated Meeting of Equality Committee in Trinity Term held on 4 June 2018 had been circulated and were received.

403. Equality Report, Trinity Term 2018 and Review of Action Plan (EC 5)

The Equality Report, Trinity Term 2018 and the Review of the Action Plan had been circulated and were received. The Bursar advised that while there were only a few changes to the Equality Report, there were a number of updates to the Action Plan. There were no particular items to be brought to the Governing Body's attention.

404. Report and Recommendations from Gender Equality Committee, 13 February 2018 (EC 6)

The Minutes of the Extraordinary Meeting of the Gender Equality Committee in Hilary Term held on 13 February 2018 had been circulated and were received.

405. Tutor for Equality (EC 7; GB 300)

The proposal to replace the Tutor for Women role with a new Tutor for Equality position had been approved by Governing Body at its meeting on 19 April 2018. A discussion note concerning the role of the Tutor for Equality, drafted by the Senior Tutor, had been circulated and was received.

On the recommendation of Equality Committee, it was agreed that the role of Tutor for Equality should run for two years with the option to extend, but there should be a review of the workload after one year. It was agreed that the post-holder should ideally be a Fellow of the College, to allow close working with Governing Body, and that the post will attract a buyout. It was also agreed that the Tutor for Equality should report direct to Governing Body.

Expressions of interest in the post were invited from Fellows.

406. Report and Recommendations from Gender Equality Committee, 22 May 2018 (EC 8)

The Minutes of the Stated Meeting of the Gender Equality Committee in Trinity Term held on 22 May 2018 had been circulated and were received.

407. Gender Equality Committee (EC 9)

It was agreed that Equality Committee and Gender Equality Committee are amalgamated from Michaelmas Term 2018, and that Gender Equality should become a standing item on the Equality Committee Agenda. It was further agreed that there should be a standing item on the agenda for each of the protected characteristics that will fall under the remit of the new Tutor for Equality.

It was noted that there are only four Fellows (the Senior Tutor, Dean, Tutor for Women and Bursar) who are currently members of Equality Committee and that the Fellows who are currently members of Gender Equality Committee will be invited to join Equality Committee.

408. Equality and Diversity Champions Project (EC 14)

A proposal to launch a College-wide equalities project for all Fellows, students and staff, to build on the work undertaken through the Staff Engagement Project and the Champions Group, had been circulated and was approved.

It was agreed that the Bursar will create a Sponsor Board of three or four people to oversee the project. The Board will include at least one student, one senior Fellow (possibly the Tutor for Equality) and one senior Staff member/manager.

409. Riot Squad Exhibition (EC 17)

A report concerning the 'Riot Squad Exhibition' had been circulated and was received. The proposal that College should financially support the exhibition in London, as well as the subsequent display of the same exhibition in Oxford, was approved. It was noted that a commitment has already been made to support an online exhibition and offer free rooms in College for another exhibition and meetings in Oxford.

410. College Accountant (GB 350)

The Bursar advised that the new College Accountant, Mr Jeremy Weeks, will start working in College on 18 June.

411. College Office

The Bursar advised that interviews had been held for the new roles in the College Office of full-time Outreach Officer and Administrative Officer and that offers had been made to suitable candidates.

412. GDPR (GB 90)

The Bursar advised that the College's GDPR Working Group had ensured College compliance with the requirements of the new General Data Protection Regulation, introduced on 25 May 2018. Governing Body expressed its gratitude for the work that has been undertaken to make College GDPR-compliant.

413. Report and Recommendations from Fundraising Committee

The Minutes of the Stated Meeting of Fundraising Committee in Trinity Term held on 24 May 2018 had been circulated and were received.

414. Report and Recommendations from the Colin Matthew Fund Committee

The Notes of the Meeting of the Colin Matthew Fund Committee held on 23 May 2018 had been circulated and were received.

415. Report and Recommendations from Welfare Committee

The Minutes of the Stated Meeting of Welfare Committee in Trinity Term held on 5 June 2018 had been circulated and were received.

416. SCR

The SCR President advised that his term of office as President was coming to an end and that a new SCR President is being sought. The President expressed his appreciation of the support he had received from the Secretary to the SCR and from the Executive Assistant to the Principal.

417. MCR Interim Committee

A list of the new MCR Interim Committee members, 1 August – 31 December 2018, had been circulated and was received. It was noted that elections for the two vacant posts were being held shortly.

418. Governing Body Meeting Dates 2018-19

Meeting dates for Governing Body in the academic year 2018-19 had been circulated and were received.

419. Equality and Diversity Issues Arising

No issues were identified.

420. Date of Next Meeting

The First Stated Meeting of the Governing Body in Michaelmas Term will be held on Thursday, 4 October 2018 at 11.00am in the Mordan Hall.

This ended the business of the meeting.

DR J PARKIN  
Secretary