

ST HUGH'S COLLEGE, OXFORD

The Second Stated Meeting of the **GOVERNING BODY** in Michaelmas Term was held on  
Wednesday, 31 October 2018

Present:	The Principal (Chair)	Professor Mann
	Professor Moore	Dr Sanders
	Professor Garnett	Ms Stott
	Dr Kuhn	Dr Parkin (Secretary)
	Professor McDonald	Professor Biro
	Professor Duncan	Professor Doyle
	Professor Wilson	Professor Saupe
	Professor Capelli	Professor McMahan
	Professor Perera	Professor Cousins
	Professor Leach	Professor Cont
	Professor Loutzenhiser	Dr Taylor
In attendance:	Professor Riddoch	Dr Atack
	Ms Carthew	Dr Zou
	Dr Hein	

Miss Crapper (Academic Registrar) attended the meeting in place of the Senior Tutor, who had sent his apologies.

Mr Bailey (Head of Estates), Ms Khayi (College Librarian), Mrs Mirnateghi (Domestic Bursar), Mrs Moss (Executive Assistant to the Principal) and Mr Weeks (College Accountant) attended for item 74.

Ms Powell represented the MCR and Mr Yeandle the JCR. They attended for items 56-57, 64-71, 73-90, 92-95, 104-111 and 114-122.

56. Apologies for Absence

Apologies were received from Professor Chalker, Professor Plunkett, Professor Westbrook, Professor Grainger, Professor Macnair, Professor Harnden, Mr Marshall, Professor Conway, Professor Sullivan, Professor Eidenmüller, Professor Jérusalem, Professor Oberhauser, Professor Morisi, Professor Cook, Professor Carvalho and Professor De Luca (Professor Getzler, Professor Wong, Professor Stellardi, Mrs Vainker, Professor Rood, Dr Perkins, Professor Powell, Professor Marshall and Professor Husband on leave).

57. UUK Consultation on USS Pensions (Circ Bus 05.10.18)

It was noted that the Bursar had circulated further information about the UUK consultation and whether the College should submit a separate response to the consultation.

58. Minutes of Education Committee Meeting, 4 October 2018 (Circ Bus 10.10.18)

The unconfirmed minutes of the meeting of Education Committee held on 4 October 2018 had been circulated and were received.

59. Withdrawals (EC 2.2)

A list of withdrawals was noted.

60. Suspensions (EC 2.2)

A list of students whose status is currently suspended was noted.

61. Returns (EC 2.2)

A list of students scheduled to return to study this term was noted.

62. Change of Course (EC 2.2)

A list of students who had changed course was noted.

63. Awards and Prizes (EC 5)

It was noted that the following had been approved on the recommendation of Education Committee:

(a) Scholarships

Matthew Grant	Biochemistry
Harry Orrin	Biochemistry
Michael Culbert	Biological Sciences
Rowan Green	2 <sup>nd</sup> year Biological Sciences
Emma Brass	Chemistry
Yonglin Lai	Chemistry
Asher Winter	Chemistry
Molly Stock-Duerdoth	Classics and English
Kieran Vernon	Classics and Oriental Studies
Laura Bishop	Earth Sciences
Vaibhav Chandak	Economics and Management
Yit Teh	Economics and Management
Hizkia Susanto	Engineering
Brigitte Beaumont Epstein	Fine Art
Oscar Baker	History
James Bellhouse	History
Georgie Bowen	History
Josh Cowland	History
Matthew D'Aloisio-Montilla	History (AMH)
Harrison Engler	History
Emma O'Callaghan	History
Ben Phillips	History
Eleanor Piggott	Human Sciences
Sydney Vennin	Human Sciences
Alice Worsley	Human Sciences
Karolina Bassa	Mathematics and Philosophy
Lydia Watson	Music
Yeonwook Jung	Physics
Sida Tian	Physics
Ibrahim Abdu	PPE
Sara Dube	PPE
Cheri Wee	PPL

(b) Exhibitions

Hiba Aslam	Chemistry
Maxim Mallerman	Chemistry
Lois Robinson	Classics

(c) Other Awards and Prizes

*Elizabeth Francis Prize (best 2<sup>nd</sup> year improvement in French)*  
French no award

*The Jonathan Boulter Award (top first BM performance)*  
Medicine Charlotte Acheson

*The John Morris Medical Award (best Preclinical Finals)*  
Medicine Eleanor Vickers

*The Jones Award (best Clinical Finals)*  
Medicine Dhruv Sarma

*Lois Vernon Chemistry Prize (Part IA)*  
Chemistry Joseph Silcock

*Lois Vernon Chemistry Prize (Practical Work)*  
Chemistry Michelle Keller

*Mary Lunt Prize for Practical Biochemistry*  
Biochemistry Stephanie Gover

*Alison Sheppard Prize*  
Mathematics Chen-Wei Lun

*The Joseph and Nancy Burton FPE Prize* Sara Dube

*The Joseph and Nancy Burton FHS Prize* No award

64. Oxford University Response to the UUK Consultation (Circ Bus 11.10.18)

It was noted that the University's response to the UUK consultation had been circulated and received.

65. Minutes of Conference of Colleges Meeting, 21 June 2018 (Circ Bus 12.10.18)

The unconfirmed minutes of the meeting of Conference of Colleges held on 21 June 2018 had been circulated and were received.

66. Tutor for Equality and Diversity (Circ Bus 16.10.18)

It was noted that the appointment of Dr Atack as Tutor for Equality and Diversity for the academic year 2018-19 had been approved by circulation.

67. Governing Body Special Meeting and Lunches, 31 October (Circ Bus 18.10.18)

It was noted that information had been circulated and received about the Special Meeting of Governing Body on 31 October, at which Scholars and Exhibitioners made their Declarations, and about the Scholars' Lunch preceding the Special Meeting.

68. Additional Research Expenses Fund (Circ Bus 26.10.18)

It was noted that information about the Research Fund had been circulated and received.

69. Admission of Fellows

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

Professor R Cont (Professorial Fellow in Mathematical Finance)

70. The Minutes of the First Stated Meeting in Michaelmas Term held on 4 October 2018 were approved and signed.

71. Conflicts of Interest

None was declared.

72. St Hugh's Future Project (GB 15, 04.10.18)

The Principal advised that the Elizabeth Wordsworth Fellows in Hong Kong plan to form a Hong Kong Society, including an event in March 2019 in Hong Kong, to raise funds for a scholarship at St Hugh's. It is hoped that a Fellow will be able to present a short lecture on their research work at this event.

73. Report and Recommendations from Finance Committee

The Minutes of the First Stated Meeting of Finance Committee in Michaelmas Term held on 17 October 2018 had been circulated and were received.

74. Annual Report and Financial Statements for the Year Ended 31 July 2018 (FC 6)

Members of the Senior Management Team, Mr Bailey, Ms Khayi, Mrs Mirnateghi, Mrs Moss and Mr Weeks, were welcomed to the meeting for this item. The Annual Report and Financial Statements for the Year Ended July 2018 had been circulated and were approved. It was noted that the amendments to the Annual Report agreed by Finance Committee had now been incorporated into the final version of the Annual Report.

It was noted that the cash operating surplus had reached 5.7%, well above both the 5% target set in 2013-14, which had been exceeded every year since 2014. College income had been boosted by a superb performance by the Conference and Accommodation Teams, who had achieved revenues of £2.1m, well above the target set. It had also been a good year for the Development Office, with legacies and fundraising, and the endowment had risen to £37.5m (excluding the loan facility) which was moving towards the £50m endowment target in the strategic plan.

However, it was also noted that some costs had risen significantly during the year. Additional costs had been incurred by the independent investigation, the refurbishment of Kenyon bedrooms (although this benefitted conference business as well as students), refurbishment of

the Boathouse, GDPR training for Managers, and extra costs incurred from the servicing of the increased conference and accommodation business. The coming financial year was expected to be challenging with greatly increased pensions contributions.

The Senior Management Team was congratulated on the hard work and commitment that had led to the current very healthy financial position of the College.

75. Letters of Representation (FC 8)

The Letter of Representation for Governing Body to reappoint the Auditors, Critchleys, had been circulated and was approved.

76. Letter Providing HEFCE Assurance on the Use of Public Funds (FC 9)

The letter providing HEFCE assurance on the use of public funds had been circulated and was approved.

77. Management Letter from the Auditors to Governing Body (FC 10)

The Management Letter from the Auditors, Critchley's, to Governing Body had been circulated and was received. It was noted that none of the issues raised was of serious concern, but that they had been highlighted to assist the College to continue to improve its practices.

78. Economy, Efficiency and Effectiveness Letter (FC 11)

The Economy, Efficiency and Effectiveness Letter to the University had been circulated and was approved.

The Governing Body of St Hugh's College has considered the processes in place during the financial year ended 31 July 2018 and is satisfied that, with regard to public and publicly accountable funds received from the University of Oxford (out of grants from Office of the Student and student fees) for the year ended 31 July 2018, the arrangements for achieving economy, efficiency and effectiveness were appropriate.

In making this confirmation, members of the Governing Body are cognisant of their obligations as Charity Trustees to ensure that funds are correctly applied, in line with the objects of the College.

79. Conference Sales Report 2017-18 (FC 13) (GB 74, 31.10.18))

A report on conference sales 2017-18 had been circulated and was received. The highly successful year for the Conference and Accommodation Teams had been noted in the discussion of the Annual Report and Financial Statements.

80. Management Accounts Period 12, 2017-18 (FC 14)

The Management Accounts for Period 12 (financial year ending 31 July 2018) had been circulated and were approved.

81. Five-Year Review of Endowments and Unrestricted Reserve Funds (FC 15)

A summary of the College's financial results over the past five years had been circulated and was received.

82. Accounts of the Permanent and Special Funds 2017-18 (FC 16)

The Accounts of the Permanent and Special Funds 2017-18 had been circulated and were approved.

83. Management Accounts, Period 2 - Two Months to 30 September 2018 (FC 17)

The Management Accounts for Period 2 (1 August–30 September 2018) had been circulated and were approved.

84. Report and Recommendations from Investment Committee

The Minutes of the Stated Meeting of Investment Committee in Michaelmas Term held on 23 October 2018 had been circulated and were received. Professor McMahon was thanked for chairing this meeting of Investment Committee, and was also thanked for chairing this Committee during 2017-18 while the Principal had been Deputy Chair of Conference of Colleges.

85. Transfer of Funds Between Funds Managed by a Fund Manager (IC 7)

On the recommendation of Investment Committee, it was agreed that the funds invested in the short-term fund be transferred into the long-term fund, to generate greater investment income and capital growth, as market conditions were now right to do this.

86. Drawdown from the Endowment (IC 15)

On the recommendation of Investment Committee, it was agreed that the level of income drawdown from the endowment be maintained at its current level of 3.77%.

87. Student Members Attending Investment Committee Meetings (IC 16)

On the recommendation of Investment Committee, it was agreed that student members be invited to attend meetings of Investment Committee from Hilary Term 2019, one representative from the MCR and one from the JCR.

88. Principal's Report and Development Update

The Principal's Report and Development Update report had been circulated was received.

The Principal advised that:

- i. Fireworks Party for Finalists, Friday 2 November 2018  
The Principal is hosting a fireworks party at the Lodgings for 90 finalists.
- ii. Freshers' Lunch, Sunday 4 November 2018  
120 bookings had been made to date for this lunch for first-year students, their parents and many of their Tutors. Fellows are cordially invited to join this lunch to meet parents of their tutees.

89. Legacies and Donations

An update was received from the Principal.

90. St Hugh's Night Dinner, 13 November 2018

The Principal advised that the St Hugh's Night dinner will be held on Tuesday, 13 November. The Visitor, the Rt Hon Lord Brown of Eaton-under-Heywood, will be attending.

92. Report and Recommendations from Academic Committee

The Minutes of the First Stated Meeting of Academic Committee in Michaelmas Term held on 17 October 2018 had been circulated and were received.

93. Randall Maclver Junior Research Fellowship (AC 2.1)

On the recommendation of Academic Committee, it was agreed that the Senior Tutor write to the newly-formed Randall Maclver Committee, to encourage them to consider retaining some reflection of the Fellowship's original criteria, perhaps by noting that 'applications from women are particularly encouraged, in line with the original benefaction'.

94. Belcher Legacy (AC 6)

On the recommendation of Academic Committee, it was agreed that the interest from the Belcher legacy be used to establish the Belcher Visiting Fellowship in Victorian Studies from 2019-20. It was also agreed that that the Belcher Visiting Fellowship in Victorian Studies should, for its first year, be open to applications from all disciplines, with the option to draw up an annual rota of subject areas should applications prove too numerous.

95. Cockshoot Scholarship Proposal (AC 8.1)

On the recommendation of Academic Committee, it was agreed that the Cockshoot legacy be invested to establish two Clarendon Scholarships, one for taught, and one for research graduate students in Music.

96. Fellowship for Renewal (AC 10) (GB 10, 04.10.18)

It was noted that the renewal of Professor Morisi's Fellowship, should have been minuted thus:

Fellowships for Renewal

The following fellowships are due for renewal at the end of September 2018: Professor Ève Morisi (*for **two years** from 2017*).

97. Education Committee (AC 12) (GB 32, 04.10.18)

Following discussion at Governing Body of low attendance at the 0<sup>th</sup> Week meeting of Education Committee, Academic Committee had proposed that the Education Committee be subsumed into the Academic Committee. Academic Committee had also proposed that lists and results would be circulated to the entire academic mailing list at the start of the year in the usual way, and any business requiring consideration by all those involved in undergraduate teaching would be brought to an extraordinary, expanded, meeting of the Academic Committee.

Governing Body, however, expressed some concern that the wider discussion of academic matters at Education Committee might be lost. It was agreed that Academic Committee should consider the proposal further, to ensure that this element of the Committee's work was still retained.

98. Additional Research Expenses Fund (AC 13) (GB 68, 31.10.18)

It was noted that an additional donation had restored the fund to its original level, and that the Senior Tutor had invited applications from the Fellowship.

99. Teaching in Clinical Medicine (AC 14)

On the recommendation of Academic Committee, the appointment of Dr Chris Turnbull to a Non-Stipendiary Lectureship for the coming academic year was agreed. Dr Turnbull will provide teaching to the College's Clinical students.

100. Teaching in Human Sciences (AC 15)

On the recommendation of Academic Committee, the appointment of Dr Maria Vázquez Montes to a Non-Stipendiary Lectureship for the coming academic year was agreed. Dr Vázquez Montes will teach Quantitative Methods for Human Sciences Prelims.

101. Graduate Entry Medicine (AC 17)

It was noted that Academic Committee had agreed that the College would move to taking three candidates for Graduate Entry Medicine each year, meaning 12 GEM St Hugh's students at any one time, an increase of two on current figures.

102. Leave and Buyouts (AC 18)

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

- i. to Professor Chalker, sabbatical leave, according to entitlement, for Michaelmas Term 2019.
- ii. to Professor Stevens, leave from his duties for Hilary and Trinity Terms 2019.

104. Governing Body Timings (AC 21.1)

Academic Committee had recommended that the 0<sup>th</sup> Week meeting of Governing Body each term be moved from Thursday to Wednesday to make it consistent with its 4<sup>th</sup> and 8<sup>th</sup> Week meetings, and to reduce clashes with departmental meetings and induction sessions. It was agreed that a wider consultation of the full Governing Body membership should be undertaken before making such a change.

105. Tutor for Equality and Diversity

An update report from the newly-appointed Tutor for Equality and Diversity had been circulated and was received.

106. Assistant Catering Manager

The Bursar advised that Mr Antony Barrett had started work in College as the new Assistant Catering Manager.

107. Deputy Director of Development

The Bursar advised that interviews had taken place the previous day for the post of Deputy Director of Development, to support the work of the Director of Development during the Future Project. An appointment had been made and it was anticipated that the new Deputy Director would be joining College before Christmas.



108. PREVENT Annual Review, December 2018

The Bursar advised that the PREVENT Annual Review was due in December 2018 and that the draft report would be considered by Governing Body at its 8<sup>th</sup> Week meeting.

109. College Cats

The Bursar advised that two kittens were now living in College, to provide welfare support for students. Homes were sought for the kittens at weekends and the Christmas break until January, when they would have become more self-reliant.

110. Trustee Eligibility and Automatic Disqualification Declaration (GB 31, 04.10.18)

The Bursar advised that almost all Fellows had now signed the Trustee Eligibility and Automatic Disqualification Declaration. Fellows were thanked for this.

112. Admissions Training

The Principal reminded Fellows of the need for all those involved in Undergraduate Admissions interviews to have undertaken the University's training before 1 December.

113. UCAS Applications

The Academic Registrar advised that the University and College had received more UCAS applications this year than ever before.

114. SCR

The Principal advised that the SCR Annual General Meeting had taken place on 29 October. Professor Plunkett had been elected as the new President. The outgoing President, Professor Getzler, was thanked for his year of service to the SCR.

115. Report and Recommendations from Library Committee

The Minutes of the Stated Meeting of Library Committee in Michaelmas Term held on 23 October 2018 had been circulated and were received.

116. College Librarian's Maternity Leave (LC 2)

The plan, recommended by Library Committee, to cover the College Librarian's maternity leave, was noted.

117. Replacement of Library Self Issue and Security System (LC 3)

On the recommendation of Library Committee, it was agreed that Bibliotheca be purchased for the replacement of the Library self issue and security system.

118. Library Provision for Graduates (LC 4)

The swift rise in the number of graduate students and the impact that this has had on the Library in terms of services and staff was noted.

119. MCR Mentoring Scheme

The MCR President advised that the MCR had begun a mentoring programme for students considering graduate study, i.e. Undergraduate students planning Graduate studies or taught-course Graduates looking to undertake a DPhil.

120. JCR Elections

The JCR President advised that JCR elections were being held in November and that he and the incoming President would both attend the 8<sup>th</sup> Week meeting of Governing Body.

121. Equality and Diversity Issues Arising

No issues were identified.

122. Date of Next Meeting

The Third Stated Meeting of the Governing Body in Michaelmas Term will be held on Wednesday, 28 November 2018 at 2.00pm in the Mordan Hall.

This ended the business of the meeting.

DR J PARKIN  
Secretary