

ST HUGH'S COLLEGE, OXFORD

The Second Stated Meeting of the **GOVERNING BODY** in Michaelmas Term was held on Wednesday, 4 November 2020.

The Meeting was held virtually by Video Conference in Microsoft *Teams* as a result of the Coronavirus (COVID-19) pandemic.

Present:	The Principal (Chair)	Professor Perera, Dean
	Professor Moore	Professor Leach
	Professor Garnett, Vice-Principal and Library and Archive Fellow	Professor Loutzenhiser
	Dr Kuhn	Professor Conway
	Professor Plunkett	Professor Baker
	Professor Wong	Professor Mann
	Professor Mitchell	Dr Sanders
	Professor McDonald	Dr Parkin
	Mrs Vainker	Professor Husband
	Professor Westbrook, Senior Tutor	Professor Doyle (Secretary)
	Professor Grainger	Professor Saupe
	Professor Macnair	Professor Morisi
	Professor Rood	Dr Taylor, Tutor for Equality
	Dr Perkins	Professor Kornmann
	Professor Powell	Mr Myring, Bursar
	Professor Martin	Professor Abate
	Professor Marshall	Professor Kocsis
In attendance:	Professor Blunsom	Dr Vandi
	Professor De Luca	Mr Lawrence, Director of Development
	Ms Aitken	

Mr Brandts represented the MCR and Mr O'Hanlon the JCR. They attended for items 64, 66-70, 72-85, 89-94, 111, 114 and 116-123.

64. Apologies for Absence

Apologies were received from: Professor Getzler, Professor Duncan, Professor Wilson, Professor Harnden, Mr Marshall, Professor Eidenmüller, Professor Jérusalem, Professor Chalker, Professor McMahan, Professor Bentley, Dr Large, Professor Thompson, Dr Hein, Professor Alemany and Dr Smyth (Professor Stellardi, Professor Stevens, Professor Biro, Professor Oberhauser, Professor Cousins and Professor Carvalho on leave).

65. Recommendations from Nominations for Vacancies Committee (Circ Bus 13.10.20)

It was noted that it had been agreed by circulation to appoint Professor Mitchell to the Library Committee.

66. The Minutes of the First Stated Meeting in Michaelmas Term held on 8 October 2020 had been circulated and were approved.

67. Conflicts of Interest

None were declared.

68. Sous Chef

The Principal advised that Ms Cummins, Sous Chef, was being married in the College Chapel that afternoon. Governing Body sent Ms Cummins its very best wishes and congratulations for the happy occasion.

69. Recognition of Distinction Exercise

The Principal advised that Professor Doyle and Professor Jérusalem had recently succeeded in the Recognition of Distinction exercise.

70. Coronavirus (COVID-19) Pandemic Update (GB 18, 08.10.20)

The Bursar advised that there had been 49 positive test results received by students since the beginning of term, but that the number was reducing week-on-week from the peak at the start of term. More than 50% of the student population on site had now had experience of self-isolating, either while awaiting a test result or as part of a household in isolation. There were only 11 cases currently, while around 70 students were in isolation. The household system seemed to be working well, and students and staff all knew what to do. There had been no evidence of the spread of the virus from household to household, nor from students to staff. The Bursar praised the student body over their response when asked to isolate, noting that they have taken their responsibilities seriously.

The University's EAS (COVID-19 Early Alert Service) system was working well. The College was taking some responsibility for contact tracing as the Public Health England Track and Trace system was too slow in responding to be of any meaningful help in this regard. EAS is increasing its capacity to support colleges with the initial contacting of students who test positive and the full service will be in place over the Christmas vacation.

With the national lockdown beginning on 5 November, it was recognised this would not always be a pleasant experience for some students, especially given that the College's accommodation is not intended to be used for household living and the facilities are not universally able to support this type of living. The rise in the number of welfare issues among students was noted and Governing Body thanked the MCR and JCR Committees for their efforts to alleviate welfare concerns.

Some students were anxious about the possibility of returning home for the Christmas vacation and wished to leave College now, before the lockdown began, although the Principal advised that a number of students she had spoken with had expressed the view that they would rather be in College than at home. However, it remains the University position for students to stay in residence until the end of term. It is hoped that the lockdown now will allow more freedom in December. It is expected that the College will need to operate more services over the Christmas period than in normal years, although the number of students likely to stay is still unknown until vacation residence application forms are returned in 5th Week.

Governing Body thanked the Bursar and the Senior Management Team, who had worked to keep the College operating, as well as COVID-secure and compliant.

72. Report and Recommendations from Finance Committee

The unconfirmed Minutes of the First Stated Meeting of the Finance Committee in Michaelmas Term held on 21 October 2020 had been circulated and were received.

73. Annual Report and Consolidated Financial Statements for the Year Ended 31 July 2020 (FC 7) (GB 377, 17.06.20)

On the recommendation of the Finance Committee, the Annual Report and Consolidated Financial Statements for the year ended 31 July 2020 had been circulated and were approved.

The Bursar advised that the financial year had ended with College income £2m down on its budgeted position, due the pandemic, but the Coronavirus Job Retention Scheme and other cost savings had provided some alleviation. The final operating loss was in line with the revised Forecast presented at the end of Trinity Term. The drop in the financial markets since the start of the pandemic had also had a significant impact on the valuation of the College's investments, but these losses were non-cash and it was hoped that they would reverse over the coming year.

74. Management Letter from the Auditors to Governing Body (FC 9)

The Management Letter from the Auditors, Critchleys Audit LLP, 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.

The Auditors had been very positive about the Audit and the College finances, despite the difficulties experienced since March 2020, but highlighted three points for the attention of Governing Body:

1. Two employee contracts had not been signed by both the employee and the College – in each case only one party had signed the contract.
2. General issues for the attention of all colleges, rather than St Hugh's College in particular, concerning the USS pension scheme and HMRC rules on accommodation provided to Fellows, were highlighted in the Management Letter.
3. The accounts revealed a very creditable outcome given the difficulties the College had faced during the financial year.

75. Letters of Representation (FC 10)

On the recommendation of the Finance Committee, the Letters of Representation from the College for Governing Body to reappoint the Auditors, Critchleys Audit LLP, had been circulated and were approved. A further letter, from the Bursar to the Auditors, regarding their report to the University on the College's use of Office for Students' funds, had also been circulated and was received.

76. Assurance on the Use of Public Funds (FC 11)

On the recommendation of the Finance Committee, the letter from the Auditors providing assurance to Governing Body on the use of public funds (out of grants from the Office for Students) had been circulated and was approved.

77. Economy, Efficiency and Effectiveness Letter for College Signature (FC 12) (GB 55, 08.10.20)

It was noted that the Economy, Efficiency and Effectiveness Letter, to be provided to the University by the Governing Body of the College, had been required by the University in advance of the 4th Week meeting of Governing Body and had therefore been circulated and approved at its 0th Week meeting on 8 October 2020 and signed by the Principal and Secretary to Governing Body thereafter.

78. Management Accounts Period 12, 2019-20 (FC 13)

On the recommendation of the Finance Committee, the Management Accounts for Period 12 (for the twelve months to the financial year end on 31 July 2020) had been circulated and were approved.

79. Accounts of the Permanent and Special Funds 2019-20 (FC 14)

On the recommendation of the Finance Committee, the Accounts of the Permanent and Special Funds 2019-20 had been circulated and were approved.

80. Summary of College Expenditure on COVID-19 Adaptations in College (FC 15)

It was noted that the costs of College expenditure during the COVID-19 pandemic, on adjustments made in College in order to prepare for the start of the new term, had amounted to-date to £120k, most of which had been for the conversion of bedrooms to bathrooms and kitchens so that households could be formed to help protect students on-site during the pandemic.

It was noted that although many of the costs incurred so far have been one-off costs, there will certainly be further expenditure.

81. College Expenditure on 9 and 10 Canterbury Road Houses (end of tenancy and return to College use) (FC 16) (GB 18, 08.10.20)

It was noted that there had been substantial expenditure of £166k on returning the houses at 9 and 10 Canterbury Road to an appropriate standard for College student accommodation after the expiry of the long-standing lease. However, a significant part of this would be reclaimed from the dilapidation costs being paid by the former tenants. The income from the 21 Undergraduate and 6 Graduate bedrooms that have resulted from the work will be approximately £120k for the year 2020-21.

82. Management Accounts, Period 1 - One Month to 31 August 2020 (FC 18) (GB 380, 17.06.20)

On the recommendation of the Finance Committee, the Management Accounts for Period 1 (1-31 August 2020) had been circulated and were approved. The Bursar advised that the Forecast to 31 July 2021 was being revisited in the light of the increasing expectation that there would be little or no summer school activity in summer 2021 and that conference activity was unlikely to return in any significant way during the current financial year. This loss in commercial revenue was likely to lead to a further £1m fall in income compared to the Budget.

83. Private Placement Annual Form of Compliance Certificate 2019-20 (FC 19) (GB 84, 13.11.19)

On the recommendation of the Finance Committee, the annual Form of Compliance Certificate to PIC (Pension Insurance Corporation), the equity loan providers, had been circulated and was approved for signature by the Principal.

84. College Financial Regulations – Updated and Revised Version 2020 (FC 20) (GB 86, 13.11.19)

On the recommendation of the Finance Committee, the draft of the updated and revised College Financial Regulations, as well as a summary of the changes, had been circulated and were approved. The Bursar advised that the Financial Regulations streamlined all the regulations into one document and incorporated best practice as well, and that the updated version was the result of the annual review of the Financial Regulations. It was noted that the revisions to the Regulations were all comparatively minor.

85. College GDPR Audit Report 2020 (FC 21) (GB 147, 04.12.19)

On the recommendation of the Finance Committee, the College GDPR Audit Report 2020, prepared by the Acting Data Protection Officer, had been circulated and was approved.

89. Report and Recommendations from Investment Committee

An unconfirmed Minute extract from the Stated Meeting of the Investment Committee in Michaelmas Term held on 27 October 2020 had been circulated and was received.

It was noted that Minutes from meetings of the Investment Committee are normally considered by the Finance Committee (the parent committee) in 7th Week, prior to being received by Governing Body in 8th Week each term. However, one recommendation was more urgent than this and Governing Body was asked to consider this one recommendation from the Investment Committee at this meeting.

90. Drawdown from the Endowment (IC 6) (GB 134, 04.12.19)

On the recommendation of the Investment Committee, the proposal for the level of income drawdown from the endowment to be maintained at its current level of 3.77%, and that the 2020-21 drawdown be taken as cash flow required, was approved.

91. Prevent Duty Refresher Training (GB 87, 13.11.19)

A training session on “Understanding the Prevent Duty in its Context: fundamental rights and freedoms” had been circulated and was received. The Bursar reminded Governing Body of their duties under the Prevent Duty regulations and, in particular, advised that any Fellow with welfare concerns about a student should refer them as normal to the Welfare Team. It was noted that Fellows could refresh and update their knowledge of the Prevent Duty by visiting the University’s Prevent Duty website at <https://www.admin.ox.ac.uk/councilsec/prevent/>.

92. Principal’s Report and Development Update

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

The Principal advised that:

Recent Events:

- i. Principal's Collections
The Principal is conducting 143 Principal's Collections meetings with final-year students in *Teams* this term. Tutors are not required to attend any of the meetings, but the Principal would be delighted if any wished to join the meetings. Tutors are also requested to let the Principal know of any concerns they might have about students in advance of their Collection.
- ii. Webinar with alumna Ms Kalli Purie, 9 October 2020
Professor Roy Westbrook was thanked for his hosting of the conversation with Ms Kalli Purie, Vice-Chairperson of the *India Today* Group, which had proven a stimulating session and had been well attended.

Forthcoming Events:

- iii. Events Programme for Michaelmas Term 2020:
 - A virtual Academic Lecture with Professor Erin Saupe will be held on Monday, 23 November on the subject 'The end of the world as we know it: mass extinctions in the past, the present and the future'.
 - The Alumni Association virtual AGM is to take place on Thursday, 26 November.
 - The virtual Advent Carol Service will be held on Sunday, 29 November.

It was noted that the Development Office has set up a YouTube playlist of recorded events and talks so that they can continue to be publicised and viewed after the event, to engage a broader audience. The Principal advised that this was proving very popular.

93. Legacies and Donations

An update was received from the Principal.

94. Alumni Association

Professor Marshall, Representative to the Alumni Association, advised that he had attended an Alumni Association meeting the previous Saturday and that the Association had expressed a deep interest in the life of the College, particularly during the current Coronavirus pandemic. The Association wished to work with the College Archivist to collect materials and photographs of all aspects of College life during the pandemic and the associated lockdowns to form a record for the Archive.

One proposal was that screenshots should be taken of College meetings, including Governing Body and College committees, which were being held using Microsoft *Teams*. This proposal was supported and agreed. It was noted that the Library was running a College COVID photo search, 'Snapshot of 2020', among the students, Fellows, alumni and staff to collect photographs for a future display. Further details are at <https://www.st-hughs.ox.ac.uk/take-part-in-our-library-exhibition/>.

Professor Marshall was thanked for his attendance at, and support of, the Alumni Association at their recent weekend event.

99. FACTS (The Feasibility and Acceptability of Community COVID-19 Rapid Testing Strategies (FACTS) Study)

An introductory note from the Principal and the University's FACTS Participant Information Sheet had been circulated and were received. The Principal advised that the University's FACTS "moon-shot" study of a rapid testing service might bring some comfort to the College and the students. This trial had been announced at the meeting of the Conference of Colleges earlier in the week and the Principal had advised the Conference of the College's interest in taking part in the study, subject to Governing Body approval. The study could be of major benefit to students to know that they are virus-free before traveling home for the vacation, especially given the asymptomatic nature of many responses to the virus.

The Dean advised that as the test had been trialled in a symptomatic population, rather than an asymptomatic one, this could lead, on occasion, to a false result. However, it was emphasised that one of the purposes of the study was to increase its reliability in all settings. It was therefore important for there to be student volunteers for the study, and the MCR and JCR were thanked for their help in encouraging this.

The proposal for the College to join the FACTS study as a volunteer college was approved.

100. Elections to Honorary Fellowships (GB 26, 08.10.20)

Ms Rebecca Front (English Language and Literature, 1982) and Mr Fergus Cochrane-Dyett OBE (MSc African Studies, 2019) were elected to Honorary Fellowships.

102. Governing Body Advisory Fellows (GB 50, 08.10.20)

Details of potential BAME Advisory Fellows to join Governing Body as non-voting members had been circulated and were received. The Tutor for Equality reminded Governing Body that it had been agreed that two Advisory Fellows would be recruited for an initial period of three years. It was expected that each Advisory Fellow would, realistically, normally attend at least once each term, and it was hoped that they might come to different meetings each term, to utilise their expertise as widely as possible. It was noted, however, that they should both be invited to attend, if at all possible, the same first meeting of Governing Body. It was agreed that the two Advisory Fellows should be given a thorough induction to the College prior to attending their first meeting, so that they could contribute fully and offer ideas from the outset. Advisory Fellows would receive no stipend or salary, but would have expenses for travel, subsistence and, if necessary, accommodation covered, as well as the costs of their attending other College events.

It was hoped that the two Advisory Fellows elected could provide views from a range of generations and class experiences.

The Principal agreed to speak with the Heads of House at St Anne's College and Wadham College about their experiences of using Advisory Fellows.

The lists of female and male candidates were approved and it was agreed that given the gender imbalance within Governing Body, preference should be given to two candidates from the female list.

Governing Body acknowledged the time and effort of the students and staff who had contributed so fully and enthusiastically to the Racial Equality Task Force during the summer.

103. Report and Recommendations from Academic Committee

The unconfirmed Minutes of the First Stated Meeting of the Academic Committee in Michaelmas Term held by circulation on 21 October 2020 had been circulated and were received.

104. Teaching in Law (AC 2)

On the recommendation of the Academic Committee, the proposal was approved to appoint three Non-Stipendiary Lecturers in Law for the current academic year: Dr Rebecca Helm for Michaelmas and Hilary Terms, Mr Jonathan Chan and Mr Hin Liu, both for Trinity Term.

105. Teaching in Classics and Ancient History (AC 3)

The appointment of Mr Marcus Chin by Lady Margaret Hall during Professor Kuhn's leave was noted.

106. Leave (AC 4)

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

- i. to Professor Garnett, sabbatical leave, according to entitlement, for Michaelmas Term 2022 and Hilary Term 2023. It was noted that this would follow a period of special leave granted for the 2021-22 academic year.
- ii. to Professor Moore, leave for the 2021-22 academic year: two terms of sabbatical leave, according to entitlement, and one covered by the accumulated buyout from the Mind Association for Professor Moore's editorship of the journal *MIND*.

111. Tutor for Writing (GB 53, 08.10.20)

There was much support for the proposal for a Tutor for Writing to be employed by the College, to help students from across disciplines, but perhaps especially in Humanities and Social Sciences where most help might be needed help with writing essays, dissertations and the associated study skills. It was noted that Lady Margaret Hall has a Tutor for Writing and that this post has been successful and popular, especially for students who are struggling with their writing skills. Exeter College also has a writing tutor specifically to focus on writing, who has been very useful for students there. It was noted that funding might be available from the Royal Literary Fund.

While it might be possible to use the College's own graduate students to cover such provision, employing a person specifically for this role would send a stronger indication of the College's support for this activity. This would also be advantageous, given the College's desire to make access fairer and attract more students from disadvantaged backgrounds.

The JCR President noted the strong signal that this would provide that students from all backgrounds could come to the College and that help was in place to ensure that they could succeed.

The proposal that the College should appoint a Tutor for Writing was approved.

112. Awards and Prizes (GB 41, 08.10.20)

The following proposals were approved:

(a) Scholarships

In light of her marks in the postponed first year examinations, it was agreed to elect Iris-Mae Morse (2nd year Medicine) to an Undergraduate Scholarship.

In recognition of his First in Mods, it was agreed to elect Justin Vyvyan-Jones (3rd year Classics & German) to an Undergraduate Scholarship.

(b) Other Awards and Prizes

Following the release of results for postponed examinations, the following nominations made by the Medical Tutors for the College's three named prizes were approved:

The John Morris Medical Award (for the top performance in preclinical finals) - Steven Dierksmeier (3rd year Medicine).

The Jones Award (for the top performance in clinical finals) – shared by Veronika Lipkova (4th year Medicine – Graduate Entry) and Amy Grobbelaar (3rd year Medicine - Clinical).

The Jonathan Boulter Memorial Award (for the top performance at first BM) – shared by Megan Fisher (2nd year Medicine) and Ufuk Parildar (2nd year Medicine).

The proposal for Justin Vyvyan-Jones (3rd year Classics & German) to receive this year's Edith McMorran Verse Translation Prize, for his translation of a Middle High German song, was also approved.

(c) Book Prize

On the recommendation of the Modern Languages tutors, it was agreed to award a Book Prize of £50 to Louis Nagy (4th year, German & Italian) for his Year Abroad Essay on the *Divine Comedy*.

113. University Prize (GB 42, 08.10.20)

The following University Prize was noted:

The Hoare Prize for the best overall performance in the MSc in Computer Science has been awarded to Julius Hense (MSc in Computer Science).

114. Opportunity Oxford (GB 273, 11.03.20)

A request from Opportunity Oxford, to consider increasing the number of places the College admits under the scheme, had been circulated and was received. The Senior Tutor advised that while 60 places had been allocated for this past year across the University, 116 students had arrived this term under this scheme, and that Opportunity Oxford was looking to increase numbers further. While the College was being asked to make 5-10% of its offers under this scheme, it was agreed that 5% would be more appropriate, to balance the various competing needs of the admissions process and the College. It was noted that the College does not have to

specify subjects for its allocation. Governing Body emphasised its strong support of the objectives of Opportunity Oxford.

It was agreed that the College should offer to make up to 5% of its admissions offers under this scheme for 2021 entry, in what will be admitting tutors' first experience of using the scheme.

115. Lady Ademola Lecture (GB 266 vii, 11.03.20)

The Tutor for Equality advised that following the highly successful Lady Ademola Lecture in March, the College should be actively promoting an annual Lady Ademola Lecture, perhaps offering it as a lecture series, to allow a more prominent voice for black speakers. By such action, the College would address two of the outcomes from the Racial Equality Task Force, which had met over the summer: hosting events to raise the profile of equality and diversity within the College and signalling publically the College's commitment to equality and diversity.

The proposal that the College should offer a Lady Ademola Lecture (series) annually was approved.

116. Report and Recommendations from Library Committee

The unconfirmed Minutes of the Stated Meeting of the Library Committee in Michaelmas Term held on 27 October 2020 had been circulated and were received.

117. Library Staffing (LC 3)

The Library and Archive Fellow advised that Library staff were going to extraordinary lengths to assist students and Fellows, and their work could be assisted by student volunteers to help with tasks such as delivering books to students in quarantine and isolation in College, currently undertaken by the Library staff.

The JCR President responded that the JCR Committee was creating a COVID Volunteer Force, with a growing number of students to help out in various ways around the College and that the delivery of books could certainly be added to the list of tasks undertaken. The MCR President advised that MCR members were also keen to help with food and book deliveries around the College.

118. Student Volunteer Tutoring Scheme (GB 442, 29.07.20)

The Principal advised that she was enormously proud of the response by College students, who had volunteered as tutors for the Tutor The Nation (TTN) initiative founded by Honorary Fellow, Mrs Jacky Lambert, to help disadvantaged state schoolchildren. It was agreed that these volunteer students were excellent ambassadors for the College.

119. MCR Elections

The MCR President advised that MCR elections were being held in 5th Week and that he and the incoming President would both attend the 8th Week meeting of Governing Body.

120. JCR Elections

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

121. Equality and Diversity Issues Arising

No issues were identified, other than those raised during the meeting concerning the Prevent Duty refresher training (minute 91), Governing Body Advisory Fellows (minute 102), a College Tutor for Writing (minute 111), Opportunity Oxford, (minute 114), the Lady Ademola Lecture (series) (minute 115) and the Student Volunteer Tutoring Scheme (minute 118).

122. Environmental Issues Arising

There were no issues arising that were identified for further discussion.

123. Date of Next Meeting

The Third Stated Meeting of the Governing Body in Michaelmas Term will be held on Wednesday, 2 December 2020 (8th Week) at 2.00pm in Microsoft *Teams*.

This ended the business of the meeting.

PROFESSOR D DOYLE
Secretary