

ST HUGH'S COLLEGE, OXFORD

The Third Stated Meeting of the **GOVERNING BODY** in Michaelmas Term was held on
Wednesday, 4 December 2019

Present:	The Principal (Chair)	Professor Marshall
	Professor Moore, Vice Principal	Professor Perera
	Professor Garnett	Professor Leach
	Dr Kuhn	Professor Loutzenhiser
	Professor Getzler	Dr Sanders
	Professor Stellardi	Professor Husband
	Professor Mitchell	Professor Biro
	Professor McDonald	Professor Doyle (Secretary)
	Professor Westbrook, Senior Tutor	Professor Saupe
	Professor Macnair	Professor Morisi
	Professor Rood	Professor Cousins
	Dr Perkins	Dr Taylor, Tutor for Equality
	Professor Capelli	

In attendance:	Ms Carthew	Dr Vandt
	Ms Aitken	Mr Knott, acting Bursar
	Professor Blunsom	

Mr Brandts represented the MCR and Ms O'Callaghan and Mr O'Hanlon the JCR. They attended for items 122, 125-148, 151-155, 158-160, 163-173 and 175-176.

Mr O'Hanlon was welcomed to his first Governing Body meeting and congratulated on his election as the incoming JCR President from 1 January 2020. Ms O'Callaghan was thanked for her contribution and work for the College and Governing Body during the past year while she has served as JCR President.

122. Apologies for Absence

Apologies were received from Professor Plunkett, Professor Wong, Mrs Vainker, Professor Grainger, Professor Wilson, Professor Harnden, Mr Marshall, Professor Mann, Professor Ballentine, Professor McMahon, Dr Large, Professor Thompson, Professor Cook, Professor Riddoch, Professor Carvalho, Professor De Luca, Professor Bentley and Dr Zou (Professor Chalker, Professor Duncan, Professor Conway, Professor Baker, Dr Parkin, Professor Eidenmüller, Professor Jérusalem and Professor Oberhauser on leave).

123. Bid for Association: Associate Professorship (Non-Tutorial Fellowship) in Asian Laws (Circ Bus 25.11.19) (GB 108, 13.11.19)

It was noted that the proposal from the Faculty of Law for the College to bid for an association with the King and Wood Mallesons Associate Professorship (Non-Tutorial Fellowship) in Asian Laws had been approved by circulation. The Senior Tutor advised that the outcome of this bid was not yet known.

124. Minutes of Conference of Colleges Meeting, 14 November 2019 (Circ Bus 27.11.19)
- The unconfirmed minutes of the meeting of Conference of Colleges held on 14 November 2019 had been circulated and were received.
125. MCR President (GB 387, 19.06.19)
- Mr Brandts was congratulated on being re-elected as MCR President.
126. Presentation to Governing Body of Distinguished Friend of St Hugh's College (GB 231, 06.02.19)
- Mr Benjamin Parker (Law, 1995) was presented to Governing Body as a recently-elected Distinguished Friend of St Hugh's College.
127. Admission of Fellows
- The following made his Declaration and was admitted to his Fellowship:
- (a) Senior Research Fellowship
- Professor P Blunsom (Senior Research Fellow in Computer Science).
128. The Minutes of the Second Stated Meeting in Michaelmas Term held on 13 November 2019 were approved and signed.
129. The Minutes of the Special Meeting in Michaelmas Term held on 13 November 2019 were approved and signed.
130. Conflicts of Interest
- None were declared.
131. Report and Recommendations from Finance Committee
- The unconfirmed Minutes of the Second Stated Meeting of the Finance Committee in Michaelmas Term held on 27 November 2019 had been circulated and were received.
132. Management Accounts for Period 3, to 31 October 2019 (FC 7)
- The Management Accounts for Period 3 (1 August–31 October 2019) and a Commentary on the Management Accounts, had been circulated and were approved.
133. Report and Recommendations from Investment Committee (FC 8)
- The unconfirmed Minutes of the Stated Meeting of the Investment Committee in Michaelmas Term held on 29 October 2019 had been circulated and were received.
134. Drawdown from the Endowment (FC 8a)
- On the recommendation of the Finance Committee, the proposal that the level of income drawdown from the endowment should be maintained at its current level of 3.77%, as recommended by the last College Investment Review, was approved. It was noted that this level of drawdown had also been recently endorsed by one of the College's investment fund

managers.

135. Report and Recommendations from Infrastructure Committee (FC 7)

The unconfirmed Minutes of the Stated Meeting of the Infrastructure Committee in Michaelmas Term held on 19 November 2019 had been circulated and were received.

136. Refurbishment of Main Building (FC 9a)

It was noted that the Principal had advised Infrastructure Committee that this had originally been a 12-month project, but was now being extended to a 36-month project. The donors are scheduled to visit College again in March 2020, and the Main Building Refurbishment Working Group will be reconvened to meet early in Hilary Term, to discuss the first phase of the project, garden furniture and a gazebo, so that proposals from College can be discussed with the donors in March 2020.

137. Chapel Refurbishment Project (FC 9b)

The acting Bursar advised that the Finance Committee had noted that the Head of Estates was drawing up a detailed specification for the Project and that once this had been completed College would confer with the Listed Building Officer.

138. Report and Recommendations of the Head Gardener and Grounds Manager (FC 9c)

The Michaelmas Term Report from the Head Gardener and Grounds Manager had been circulated and was received. On the recommendation of the Finance Committee, the proposal resulting from the health and safety tree work outlined in the Internal Decay Test Report, to reduce the tree crown of a large beech tree adjacent to 89 Banbury Road, was approved.

139. Head of Estates' Report and Recommendations (FC 9d)

The Michaelmas Term Report from the Head of Estates had been circulated and was received. The report informed the Committee of work completed in the 2018-19 annual programme and work scheduled for 2019-20, with progress to date.

a. Trial of Integrated Presence Sensors in Student Kitchens (FC 9d(a))

It was noted that the Principal had advised the Infrastructure Committee that there had been a growing number of fire alarms caused by cooking in student kitchens, especially late at night, and that the College had an overriding duty of care to all College members to take all risk of fire extremely seriously. It had been noted by the Infrastructure Committee that this was a trial and that feedback would be collected from students.

On the recommendation of the Infrastructure Committee and the Finance Committee, the proposals:

- i. to support the proposed trial of presence sensors in student kitchens to prevent unattended cooking; and
 - ii. to review the level of cooking facilities in kitchenettes
- were approved.

140. Health and Safety Report and Recommendations (FC 9e)

The Michaelmas Term Health and Safety Report from the Head of Estates had been circulated and was received.

On the recommendation of the Finance Committee, the proposal that the membership of the Health and Safety Action Group is reviewed to create a smaller, more-focused group, able to act more strategically, was approved.

141. Annual Health and Safety Audit Compliance Survey (FC 9f)

A summary of the annual Health and Safety Audit Compliance Survey had been circulated and was received. It was noted that the annual Survey had taken place in October and that no immediate concerns had been raised by the Auditor. The compliance results for 2019 were 92%, compared with 87% in 2018. This higher compliance rate meant that College now gained a Silver Award for Compliance. There were, however, still some areas for improvement and the updated health and safety action list as a result of the Compliance Survey was received.

142. Health and Safety Policy Statement of Intent (FC 9g)

On the recommendation of the Finance Committee, the revised Health and Safety Policy Statement of Intent had been circulated and was approved.

143. Environmental Policy Statement (FC 9h)

On the recommendation of the Finance Committee, the revised Environmental Policy Statement had been circulated and was approved.

144. Head of ICT for NOSCS's Report (FC 9i)

The Michaelmas Term Report from the Head of ICT for NOSCS (North Oxford Shared College Services) had been circulated and was received.

145. Adverse Weather Policy (FC 9j)

On the recommendation of the Finance Committee, the College Adverse Weather Policy had been circulated and was approved. It was noted that the Policy will be supplemented with a Procedures section so clarity about responsibilities in such circumstances will be clear.

146. Report and Recommendations from Student Support Committee (FC 10)

The unconfirmed Minutes of the Stated Meeting of the Student Support Committee in Michaelmas Term held on 20 November 2019 had been circulated and were received.

147. Data Protection Officer's Annual Report (FC 11)

The Annual Report of the acting Data Protection Officer (DPO), providing information about the role of the DPO, Subject Deletion Requests, Subject Action Requests, data breaches and GDPR activity, had been circulated and was received.

The acting Data Protection Officer and the Head of ICT for NOSCS, who assists her in this role, were both thanked for their excellent and impressive work.

148. Food and Non-Food Purchasing Procurement – Re-tender Exercise for Year Three (FC 12) (GB 354, 22.05.19)

A report on the second year of the College's use of Pelican Procurement for food and non-food purchasing, as well as the re-tender process to assess current suppliers for year three of the contract, had been circulated and was received.

149. Future Project (FC 15) (GB 71, 13.11.19)

The acting Bursar advised that, as reported at the last Governing Body meeting on 13 November 2019, the College Accountant, the Head of Estates and he had now met the key members of the design team for an informal discussion about developments since the Future Project was paused in early 2018. A number of matters required addressing to bring the current state of the Project up-to-date, including:

- confirmation of the brief from the College;
- the continuing compliance of the scheme with the brief;
- any external events which might have an impact on the scheme (such as any changes in regulations arising from the Grenfell Tower disaster or from increased environmental standards);
- any events which would impact on the likelihood of obtaining planning permission; and
- changes in the estimated cost of the scheme arising from the effluxion of time.

150. HMRC Taxation of Accommodation (FC 16) (GB 283, 06.03.19)

The acting Bursar advised that the issue of the taxation of Fellows' and Lecturers' accommodation was still evolving and the Estates Bursars' Committee was continuing to work on this, along with its counterpart in Cambridge.

151. Principal's Report and Development Update

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

The Principal advised that:

- i. Advent Carol Service and Supper, 1 December 2019
The Principal hosted the Alumni Association for Drinks in the Lodgings before the Advent Carol Service and Supper; 220 guests attended the Carol Service.
- ii. Business Breakfast on Brexit, Thursday 13 February 2020
A Business Breakfast on Brexit will be held in London with Mr Lindsay Croisdale-Appleby (Modern History, 1992), Director-General EU Exit at the Foreign and Commonwealth Office.
- iii. Donors' Dinner, Saturday 15 February 2020
Fellows are warmly invited to join this Dinner.

152. Legacies and Donations

An update was received from the Principal.

153. Christmas Arrangements

The Principal advised that the College Neighbours' Party will be held in the Principal's Lodgings on the evening of Tuesday, 17 December and that Fellows are warmly invited to join this enjoyable event.

The College Children's Party will be held on Wednesday, 18 December and anyone wishing to attend should contact the Executive Assistant to the Principal.

The Principal also advised that the SCR Christmas Dinner is being held on Thursday, 19 December and that the deadline for signing-in is Friday, 13 December. It was agreed that a jazz band would not be invited to play during the dinner.

The Staff Christmas Lunch is on Friday, 20 December in the College Dining Hall. Governing Body Members are cordially invited to attend the Christmas Lunch; their participation will be much appreciated by staff.

The Principal further advised that in recognition of the hard work by staff during 2019, the Christmas closure had been extended by two days, to start after the end of Staff Christmas Lunch on Friday, 20 December and that College would re-open on the morning of Monday, 6 January 2020.

154. Academic Lectures (GB 99, 13.11.19)

The Principal thanked Professor McMahon and Professor Cousins for their excellent and very well-received Academic Lectures. Professor McMahon had delivered his Lecture on "From mumbling with great incoherence to craving your attention: Economics and the Bank of England's communication revolution" on 13 November and Professor Cousins had lectured on the subject of "Anthropology, life, world: ethnographic fieldwork in KwaZulu-Natal, South Africa" on 20 November.

155. The Bursar (GB 93, 13 11.19)

The Principal advised that a new Bursar had been appointed, Mr Harry Myring, who would start in College on 17 February 2020. As previously reported, he will be spending some time in College beforehand on major issues for which he will be responsible.

156. Election to an Honorary Fellowship (GB 96, 13.11.19)

It was agreed in a paper vote to elect Mr Andrew Heyn, OBE, British Consul-General in Hong Kong and Macao, to an Honorary Fellowship.

158. Report and Recommendations from Academic Committee

The unconfirmed Minutes of the Second Stated Meeting of the Academic Committee in Michaelmas Term held on 20 November 2019 had been circulated and were received.

159. College Choice (AC 4.2)

On the recommendation of the Academic Committee, it was agreed that College should indicate its interest in having the College petition for removing college choice from the undergraduate admissions process so as to allow an equal distribution of candidates across the admitting bodies. The Principal agreed to ask for this issue to be placed on the Conference of Colleges' agenda.

160. UNIQ+ Scheme (AC 5.1)

On the recommendation of the Academic Committee, it was agreed that College should not be involved, believing that its resources might more usefully be focussed on increasing graduate scholarships.

161. Leave and Buyouts (AC 14)

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

- i. to Professor Stellardi, leave, according to entitlement, for Michaelmas Term 2020; and
- ii. to Professor Leach, sabbatical leave, according to entitlement, for Hilary and Trinity Terms 2021.

162. Junior Organ Scholarships

Proposals for two new Junior Organ Scholarships had been circulated and were received. It was agreed to appoint Jonathan Watt (2nd year Music) and Lucy Warm (1st year Music) as Junior Organ Scholars beginning in the academic year 2019-20.

163. Report and Recommendations from Equality Committee

The unconfirmed Minutes of the Stated Meeting of the Equality Committee in Michaelmas Term held on 25 November 2019 had been circulated and were received.

164. Conference of Colleges Disability Sub-Group Report 2018-19: From Disability to Accessibility (EC 6)

The Conference of Colleges Disability Sub-Group Report 2018-19: from Disability to Accessibility, together with an explanatory cover note from the Policy Adviser (Legal and Compliance) at the Conference of Colleges secretariat, had been circulated and were received. The Principal advised that the Report highlighted a number of issues for the College to address, many of which had been discussed by the Equality Committee.

The Tutor for Equality was thanked for taking on the role and for his work to date, including working with the Communications Team to ensure that information regarding accessibility was made more visible on the College website. Any feedback or concerns from or about students should be directed to the Tutor for Equality.

165. Assistant Dean (GB 52, 10.10.19)

The Dean advised that the Assistant Dean, Mr James Coates, would be leaving College at the end of Michaelmas Term 2019. A new Assistant Dean, Ms Kim Fuellenbach, had been appointed and would begin in January 2020.

166. Conflicts of Interest Policy (GB 74, 13.11.19)

The Conflicts of Interest Policy had been circulated and was approved. The acting Bursar advised that the Policy had been drafted based on best practice in other colleges. It would also be useful in trying to obtain agreement from the Auditors that a Register of Trustee Interests was not required.

167. Admissions Business

The Senior Tutor advised that preparations were all in place for the Admissions interviews that would be taking place in 9th and 10th Weeks.

168. Report and Recommendations from Fundraising Committee

The unconfirmed Minutes of the Stated Meeting of the Fundraising Committee in Michaelmas Term held on 14 November 2019 had been circulated and were received.

169. Report and Recommendations from Welfare Committee

The unconfirmed Minutes of the Stated Meeting of the Welfare Committee in Michaelmas Term held on 26 November 2019 had been circulated and were received.

170. Disclosures of Sexual Violence (WC 4)

The Welfare Committee had noted the importance of training staff in how to handle disclosures of sexual misconduct and, on the recommendation of the Welfare Committee, it was agreed that training be made available for Personal Tutors, as well as non-academic staff.

171. MCR and JCR Committees

A list of the new MCR and JCR Committees from 1 January 2020 had been circulated and was received.

172. MCR Constitution

A proposal to amend the MCR Constitution, to add two further positions, an Access Representative and a second Wining and Dining Officer, to help spread the heavy workload of this latter position, had been circulated and was approved.

173. JCR Constitution

A proposal to amend the JCR Constitution had been circulated and was received.

The JCR President advised that there were four sets of changes:

1. Room Ballots – the changes to the Constitution would ensure that the Constitution is updated, to reflect current practice. It was noted that the changes had been agreed with the Accommodation Manager;
2. Memberships and Subscriptions – the changes would ensure that the Constitution is updated, to reflect current practice;
3. Creation of a new Committee post - Bar Officer – this new position is designed to increase use of the Bar; and
4. Merger of the JCR elections Returning Officer and the Independent Chair into one post.

The amendments to the JCR Constitution were approved.

175. Equality and Diversity Issues Arising

No issues were identified.

176. Date of Next Meeting

The First Stated Meeting of the Governing Body in Hilary Term will be held in 0th Week on Thursday, 16 January 2020 at 11.00am in the Mordan Hall.

This ended the business of the meeting.

PROFESSOR D DOYLE
Secretary