

ST HUGH'S COLLEGE, OXFORD

The Third Stated Meeting of the **GOVERNING BODY** in Hilary Term was held on
Wednesday, 11 March 2020

Present:	The Principal (Chair)	Professor Leach
	Professor Moore, Vice Principal	Professor Loutzenhiser
	Professor Plunkett	Dr Sanders
	Professor Getzler	Professor Husband
	Professor Wong	Professor Biro
	Professor Mitchell	Professor Doyle (Secretary)
	Professor McDonald	Professor Saupe
	Professor Duncan	Professor Morisi
	Professor Westbrook, Senior Tutor	Professor Cousins
	Professor Grainger	Dr Taylor, Tutor for Equality
	Professor Wilson	Professor Kornmann
	Professor Rood	Mr Myring, Bursar
	Professor Perera, Dean	
In attendance:	Professor Thompson	Professor Chalker
	Ms Carthew	Dr Vandí
	Professor Bentley	

Mr Brandts represented the MCR and Mr O'Hanlon the JCR. They attended for items 242-243, 245-263, 266-269, 271-273 and 279-286.

Mr Myring was welcomed to his first Governing Body meeting in his official capacity as Bursar.

242. Apologies for Absence

Apologies were received from Professor Garnett, Dr Kuhn, Professor Stellardi, Mrs Vainker, Professor Pařeta, Professor Stevens, Professor Harnden, Professor Marshall, Mr Marshall, Professor Mann, Professor McMahon, Dr Large, Professor Riddoch, Professor Hein, Professor De Luca, Ms Aitken and Professor Alemany (Professor Macnair, Professor Capelli, Professor Conway, Dr Parkin, Professor Eidenmüller, Professor Jérusalem and Professor Oberhauser on leave).

243. Director of Development (GB 222, 12.02.20)

The Principal advised that this was the Director of Development's last meeting of Governing Body. Ms Carthew was thanked for all her work, particularly with regard to fundraising for the Future Project, the Festival of Anniversaries celebration in 2016 and the building of a thriving Development Team and she was wished every success in the future.

244. Minutes of Conference of Colleges Meeting, 20 February 2020 (Circ Bus 05.03.20)

The unconfirmed Minutes of the first meeting of the Conference of Colleges in Hilary Term held on 20 February 2020 had been circulated and were received.

245. Admission of Fellows

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

a. Fellowship

Mr H Myring (Bursar).

246. The Minutes of the Second Stated Meeting in Hilary Term held on 12 February 2020 were approved and signed.

247. Conflicts of Interest

No conflicts of interest were recorded, other than that the student members might become conflicted by the discussion on student rents for 2020-21 (minute 263).

248. Report and Recommendations from Finance Committee

The unconfirmed Minutes of the Second Stated Meeting of the Finance Committee in Hilary Term held on 4 March 2020 had been circulated and were received.

249. Management Accounts for Period 6, to 31 January 2020 (FC 6)

The Management Accounts for Period 6 (1 August 2019–31 January 2020) and a Commentary on the Management Accounts, had been circulated and were received. On the recommendation of the Finance Committee, the Management Accounts for Period 6, to 31 January 2020, were approved.

250. Forecast (5+7) for 12 Months to 31 July 2020 (FC 7)

The Forecast (5+7) for the 12 months to 31 July 2020 (5 months of actual accounts to 31 December 2019 and 7 months of forecast from 1 January to 31 July 2020) had been circulated and was received.

The Principal and the Bursar advised that while the Forecast (5+7) had been finalised in early February, a number of significant recent events had occurred in the College that were likely to impact detrimentally on the Forecast (5+7):

- a. The summer school provider had flagged a significant downturn in bookings to date for this year's summer school, as the result of travel bans and concerns over coronavirus. This could have a most serious impact on commercial income this year and into the next financial year beginning on 1 August 2020 as the summer school provides significant annual revenue to the College. The Domestic Bursar is working to mitigate the effects of this, with the summer school provider perhaps consolidating its Oxford college operations here, as St Hugh's is the largest venue.
- b. £42k of conference and event activity has so far been cancelled or postponed in College over the Easter vacation because of coronavirus. The Conference and Events Team is working with organisers to re-schedule the events and conferences where possible.
- c. The College's investment fund managers have warned the College that the recent fall in stock markets means a lower-than-forecast position by the year-end than previously anticipated, which will affect income from the investment funds, used to fund the interest payments on the equity loan. It was noted, however, that the endowment was a long-term investment.
- d. Coronavirus is also providing other challenges to the College with students who cannot return to their home country for the Easter vacation looking to stay in College during the

vacation and for some financial support from the College for this (see minute 279, below). Coronavirus is likely to affect the College financially through Trinity Term 2020 as well.

Looking forward to the 2020-21 Budget, the Principal also advised that the lessee of the 9 and 10 Canterbury Road houses has triggered the 6-month notice period by advising the Bursar that they intend to terminate their long-standing rental agreement with the College. While this provides opportunities as to how to use this space, it represents an immediate loss of significant annual income starting from the next financial year. It was noted that College was unlikely to be able to generate this level of income from these properties in future.

On the recommendation of the Finance Committee, the Forecast (5+7) for the 12 months to 31 July 2020 was approved. The Bursar agreed to provide updates to the Forecast (5+7), regarding the year-end financial position in Trinity Term.

251. Report and Recommendations from Investment Committee (FC 8)

The unconfirmed Minutes of the Stated Meeting of the Investment Committee in Hilary Term held on 4 February 2020 had been circulated and were received.

252. College Investment Review (FC 8a)

It was noted that the College was now looking to move to Phase Two of the Investment Review, probably in the academic year 2020-21. Phase Two would review the College's endowment fund managers. Before this takes place, the College's Investment Policy is being reviewed to include an ESG (Environmental, Social and Governance) Policy.

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

The unconfirmed Minutes of the Stated Meeting of the Infrastructure Committee in Hilary Term held on 25 February 2020 had been circulated and were received.

254. Main Building Refurbishment Project Update Report and Recommendations (GB 229, 12.02.20) (FC 9a)

An update report on the Main Building Refurbishment Project, prepared by the Head of Estates, had been circulated and was received. On the recommendation of the Finance Committee, the proposals were approved.

255. Wolfson Building Investment Report and Recommendations (GB 221, 12.02.20) (FC 9b)

A report on the scope, timescales, expectations, challenges and delivery of the investment fund, as approved by Governing Body at its meeting on 12 February 2020, had been circulated and was received. It was noted that the works are scheduled to take place this summer.

On the recommendation of the Finance Committee, the proposals were approved.

256. Climate Strategy Sub-Committee of Infrastructure Committee (GB 227, 12.02.20) (FC 9c)

The Bursar advised that the Climate Strategy Sub-Committee of the Infrastructure Committee was now being formed and would meet in 10th Week. It was noted that the Sub-Committee would consider all aspects of climate strategy for the College and report back to Governing Body at the end of Trinity Term.

257. Report and Recommendations of the Head Gardener and Grounds Manager (FC 9d)

The Hilary Term Report from the Head Gardener and Grounds Manager had been circulated and was received.

a. China Centre Kitchen Area Planting

On the recommendation of the Finance Committee, the proposal to remove the hazel from beds by the China Centre kitchen, due to the untidiness of the area, was approved.

b. Purchase of Electrical Cylinder Lawnmower

On the recommendation of the Finance Committee, the proposal to defer, to next academic year, the purchase of a new electrical cylinder mower was approved.

258. Head of Estates' Report (FC 9e)

The Hilary Term Report from the Head of Estates had been circulated and was received. The Report informed of progress to date with work completed in the 2019-20 annual programme and of the planned programme of work scheduled for 2020-21.

259. Health and Safety Report (FC 9f)

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

260. Snow and Ice Clearance Policy and Procedures (FC 9h)

The Snow and Ice Clearance Policy and Procedures, with a site plan to operationalise the Policy, had been circulated and were approved, on the recommendation of the Finance Committee.

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

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

262. 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.

263. Student Rents 2020-21 (FC 11)

A proposal for student rents for 2020-21, together with position papers from the College Accountant and Bursar as well as a combined paper from the MCR and JCR Committees, had been circulated and were received. On the recommendation of the Finance Committee, the proposal to increase student rents for 2020-21 by 2.2% was approved.

The MCR and JCR were thanked for their thoughtful and considered response to the College proposal and for their positive engagement with the process.

264. Stipendiary Lecturers' Allowances (FC 12)

The Academic Committee at its meeting on 29 January 2020 had requested the Finance Committee to assess the feasibility of the College instituting a research allowance for Stipendiary Lecturers and, if appropriate, make a recommendation to Governing Body. The request from the Academic Committee had been circulated and was received.

265. Future Project (GB 220, 12.02.20)

The Principal advised that, as agreed by the Governing Body in February, the Project Board would be reconvened to meet again in 9th Week, to consider the future direction of the Project, revisiting the design and consulting the architects about this and exploring other options.

266. Principal's Report and Development Update

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

The Principal advised that:

i. Donors' Dinner, 15 February 2020

The guest speaker at this very successful event was Honorary Fellow Professor Alison Noble OBE FRS FREng.

ii. Freshers' Drinks, 25 February 2020

The Principal hosted a drinks reception in the Lodgings for Freshers and their Tutors before Formal Hall.

iii. Student Lecture, 27 February 2020

The Principal hosted a Lecture by Fergus Cochrane-Dyett OBE, former British Ambassador in Africa and currently studying MSc African Studies, on "*A Diplomatic Career in Africa: Elections, Expulsion, Ebola (and how to survive an armed robbery)*".

iv. Drinks Reception for Professor Andrew Burrows QC, 29 February 2020

The Principal hosted a drinks reception in the Lodgings, to celebrate Professor Burrows' appointment to the United Kingdom Supreme Court for 70 St Hugh's and LMH Law Alumni and Fellows.

v. Academic Lecture, 4 March 2020

The Principal thanked Professor Morisi for her excellent and very well-received Academic Lecture on "*French Writers in the Killing Zones: From the Death Penalty to Terrorism*".

vi. Alumni Association Bletchley Park/GCHQ Symposium, 7 March 2020

This sold-out event had been very successful, with 150 alumni, families of alumni and guests attending. The Archivist was thanked for curating the exhibition of College and alumni links with Bletchley Park and it was noted that the exhibition would be displayed in the Library at a future date.

vii. Lady Ademola Event, 10 March 2020

The Principal hosted an unveiling of a photographic portrait of Lady Kofoworola Ademola (née Moore, English and Education, 1932), the first Black African to graduate from Oxford. The photograph was unveiled by the Vice-Chancellor, and was followed by a talk by Pamela Roberts FRSA, FRHistS, Founder and Director of Black Oxford Untold Stories, prior to Formal Hall.

viii. Alumni Dinner in Berlin, 21 March 2020

This Dinner, timed to coincide with the University's 'Meeting Minds' weekend, has now been postponed.

ix. Alumni Dinner in New York, 18 April 2020

This Dinner, to celebrate the College's Distinguished Friends based in the USA, is taking place as part of the University-wide Oxford Alumni Weekend, but may be postponed because of the coronavirus pandemic.

267. Direct Mail Appeal (GB 224, 12.02.20)

The Principal advised that this year's campaign had now exceeded the total raised last year.

268. Annual Telethon Appeal (GB 225, 12.02.20)

The Principal advised that this year's telethon appeal is set to run from 16-30 March 2020. Once again the College will be able to offer matched funding for first-time donors as the result of a generous gift from an alumna.

269. Legacies and Donations

An update was received from the Principal.

270. Elections for New Distinguished Friends of St Hugh's College (GB 231, 12.02.20)

Mrs Jacqueline Mitchell (Modern Languages, 1968) and Mr Edward Schneider were elected as Distinguished Friends of St Hugh's College.

271. Report and Recommendations from Academic Committee

The unconfirmed Minutes of the Second Stated Meeting of the Academic Committee in Hilary Term held on 26 February 2020 had been circulated and were received.

272. Digitisation of Student Files (GB 295, 06.03.19) (AC 4)

On the recommendation of the Academic Committee, it was agreed that student files from 2002 onwards should be digitised in the same manner as those from 2000 and 2001 had been in the pilot project.

273. Opportunity Oxford (AC 5.1)

The Senior Tutor advised that the Academic Committee had agreed to endorse the recommendation of the extraordinary meeting of the Committee held on 26 February 2020, that St Hugh's should make two Opportunity Oxford offers in the coming admission cycle.

274. Leave and Buyouts (AC 13)

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

- i. to Professor Biro, two years of unpaid leave. The Senior Tutor advised that arrangements are in hand for a Departmental Lecturer post to meet teaching needs.
- ii. to Dr Kuhn, sabbatical leave for Trinity Term 2021, to coincide with a period of Faculty leave. It was noted that teaching arrangements are already in hand.
- iii. to Professor Morisi, sabbatical leave, according to entitlement, for Trinity Term 2021, and
- iv. to Professor Oberhauser, sabbatical leave, according to entitlement, for Michaelmas Term 2020.

279. Coronavirus (COVID-19) Pandemic

The Bursar advised that currently the University had two confirmed cases across the institution, which was considered low risk and business should carry on as usual. The College had three students who were in self-isolation on the advice of NHS 111. It was confirmed that all three cases were precautionary measures and that there were no confirmed cases of coronavirus in the College.

A College 'Bronze Group' had been established which was meeting frequently and regularly to ensure business continuity and undertake scenario planning exercises from low risk threats up to complete University closure.

Among the current challenges were:

- Communication and ensuring that all stakeholders in College are kept up-to-date with the latest advice and news in a rapidly evolving situation.
- The College's approach to vacation residence. Originally, the advice had been for students to stay in College, especially if they were unable to go home, but now the advice was tending more towards "go home if you can" as some students are now able to travel back home and the College may find it difficult to remain fully staffed throughout the vacation.

It was agreed that the potentially severe financial impacts were very much secondary concerns for the College, compared to the well-being and safety of our students and staff.

The JCR President advised that the student body had concerns about financial support for enforced vacation residence caused by coronavirus if they had either used all their allowances, or else wished to save them for their final year. It was noted that the Student Support Committee was sympathetically considering financial support on a case-by-case basis for students affected by the coronavirus outbreak and who sought financial support.

There was discussion of remote working and the Bursar advised that the College ICT Team was setting up remote access for those in College who were able to work from home.

The Senior Tutor advised that he and the Academic Registrar were planning for teaching cover in the event of any Tutor or Lecturer falling ill or having to self-isolate.

The Principal advised that the College was aiming to reduce the amount of interaction in College over the vacation and that Fellows would be gently encouraged not to attend College unless it was necessary so to do.

280. Report and Recommendations from Fundraising Committee

The unconfirmed Minutes of the Stated Meeting of the Fundraising Committee in Hilary Term held on 20 February 2020 had been circulated and were received.

281. Social Media Funding for Outreach (FC 7)

The Principal advised that the Fundraising Committee had approved a proposal to run a budget-relieving, 10-day social media fundraising campaign to support outreach, specifically covering the costs of transport for school visits. The campaign would aim to raise the £600-800 that is required to fund a round trip to St Hugh's and will be run as a pilot scheme that, if successful, could be repeated on a larger scale.

282. Report and Recommendations from Equality Committee

The unconfirmed Minutes of the Stated Meeting of the Equality Committee in Hilary Term held on 2 March 2020 had been circulated and were received.

283. Report and Recommendations from Welfare Committee

The unconfirmed Minutes of the Stated Meeting of the Welfare Committee in Hilary Term held on 3 March 2020 had been circulated and were received.

284. Report and Recommendations from Risk Committee

The unconfirmed Minutes of the Stated Meeting of the Risk Committee in Hilary Term held on 4 March 2020 had been circulated and were received. The Principal advised that the College risk matrix was being updated in the light of the current situation, especially with regard to the coronavirus pandemic.

285. Equality and Diversity Issues Arising

No issues were identified.

286. Date of Next Meeting

The First Stated Meeting of the Governing Body in Trinity Term will be held in 0th Week on Thursday, 23 April 2020 at 11.00am in the Mordan Hall.

This ended the business of the meeting.

PROFESSOR D DOYLE
Secretary