

ST HUGH'S COLLEGE, OXFORD

The Second Stated Meeting of the **GOVERNING BODY** in Michaelmas Term was held on
Wednesday, 13 November 2019

Present:	The Principal (Chair)	Professor Leach
	Professor Moore, Vice-Principal	Professor Loutzenhiser
	Professor Garnett	Professor Mann
	Dr Kuhn	Dr Sanders
	Professor Getzler	Professor Husband
	Professor Wong	Professor Biro
	Professor Stellardi	Professor Doyle (Secretary)
	Professor McDonald	Professor Jérusalem
	Mrs Vainker	Professor Saupe
	Professor Westbrook, Senior Tutor	Professor Morisi
	Professor Macnair	Professor McMahon
	Professor Wilson	Professor Cousins
	Professor Rood	Professor Cont
	Professor Capelli	Dr Taylor
	Professor Perera	Professor Kornmann
In attendance:	Dr Large	Professor De Luca
	Professor Cook	Professor Bentley
	Professor Riddoch	Mr Knott, Acting Bursar
	Ms Carthew	

Mr Brandts represented the MCR and Ms O'Callaghan the JCR. They attended for items 67, 69-70, 72-95, 100-101, 109, 111-117 and 120-121.

67. Apologies for Absence

Apologies were received from Professor Plunkett, Professor Harnden, Dr Perkins, Professor Marshall, Mr Marshall, Professor Thompson, Professor Carvalho, Dr Hein, Ms Aitken and Professor Alemany (Professor Chalker, Professor Duncan, Professor Conway, Professor Baker, Dr Parkin, Professor Eidenmüller and Professor Oberhauser on leave).

68. Bid for an Association with a New Non-Tutorial Fellowship in Earth Sciences (Circ Bus 25.10.19) (AC 15.1, 23.10.19)

It was noted that the recommendation from Academic Committee that the College should bid to associate with a newly-created APNTF in Earth Sciences (Planetary Geology) had been approved by circulation.

69. The Minutes of the First Stated Meeting in Michaelmas Term held on 10 October 2019 were approved and signed.

70. Conflicts of Interest

None was declared.

71. St Hugh's Future Project (GB 28, 10.10.19)

The Principal advised that she and the Director of Development had had a very successful ten-day visit to Hong Kong and to Shenzhen in October. The Vice-Principal's lecture at the Hong Kong Club on 'Infinity and Immortality' had been extremely well received, and Professor Moore was thanked for this. Thirteen of the seventeen Elizabeth Wordsworth Fellows in Hong Kong had been presented with their Elizabeth Wordsworth Gowns and potential new donors had also been present at the Gowning Ceremony held at the Hong Kong Club. It was expected that more Elizabeth Wordsworth Fellows would be created soon as a result of the visit to Hong Kong and Shenzhen and the Gowning Ceremony in particular.

It was also noted that College was actively fundraising in North America.

The Acting Bursar advised that he proposed to review the Project costs and any changes since the Project had been paused. The Principal advised that, given the time elapsed since the pausing of the Project, the MCR and JCR Presidents would be briefed at the beginning of Hilary Term 2020 about the current state of play.

72. Report and Recommendations from Finance Committee

The unconfirmed Minutes of the First Stated Meeting of Finance Committee in Michaelmas Term held on 23 October 2019 had been circulated and were received.

73. Annual Report and Consolidated Financial Statements for the Year Ended 31 July 2019 (FC 5)

The Annual Report and Consolidated Financial Statements for the Year Ended July 2019 had been circulated and were approved.

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

The Management Letter from the Auditors, Critchleys, 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 highlighted three points for the attention of Governing Body:

1. the costs of the Future Project were capitalised even though the project had not yet fully begun;
2. the lack of a signed contract of employment on file for one employee from the sample tested; and
3. College does not maintain a Register of Trustee interests. While every meeting of Governing Body and its sub-committees notes Conflicts of Interest, the Auditors considered that a Register would provide a more complete and transparent record. The Acting Bursar advised that he would be making a recommendation to Finance Committee in 7th Week to address this point.

75. Letter of Representation (FC 7)

The Letter of Representation for Governing Body to reappoint the Auditors, Critchleys, had been circulated and was approved. The Acting Bursar advised that the specific representations made in paragraph 14 were factual and did not need to be of concern to Governing Body.

76. Assurance on the Use of Public Funds (FC 8)

The letter 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 10) (GB 57, 10.10.19)

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 5th Week meeting of Governing Body and had therefore been circulated and approved by Governing Body at its 0th Week meeting on 10 October 2019 and signed by the Principal and Secretary to Governing Body thereafter.

78. Management Accounts Period 12, 2018-19 (FC 11)

The Management Accounts for Period 12 (for the twelve months to the financial year end on 31 July 2019) had been circulated and were approved.

79. Accounts of the Permanent and Special Funds 2018-19 (FC 12)

The Accounts of the Permanent and Special Funds 2018-19 had been circulated and were approved.

80. Conference Sales Report 2018-19 (FC 13)

A report on conference sales 2018-19 had been circulated and was received. The highly successful year for the Conference and Accommodation Teams in surpassing their target for sales income was noted, as was the very high reputation with which the Team is held within the University and by external conference guests and organisers. It was agreed that, on behalf of Governing Body, the Principal should formally thank the members of the Conference and Events Team and the Accommodation Manager for their contribution to the College over the last financial year.

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

A summary of the College's financial results over the past six years had been circulated and was received. The Acting Bursar advised that this was only the second year since 2013-14 that College had not met its 5% operating cash surplus target. He highlighted the need to achieve this target in the current and future years in order to achieve long-term financial viability.

82. External Audit Review (FC 16)

On the recommendation of the Finance Committee, the proposal that College should undertake a tender exercise for the external audit and preparation of corporation tax returns for the College and subsidiary companies was approved. It was agreed that the tender exercise should be extended to include auditors who did not normally audit Oxbridge colleges, to gain an additional perspective. The College Accountant will coordinate the tender exercise over the coming few months.

83. Management Accounts, Period 2 - Two Months to 30 September 2019 (FC 17)

The Management Accounts for Period 2 (1 August–30 September 2019) had been circulated and were approved.

84. Private Placement Annual Form of Compliance Certificate 2018-19 (FC18)

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.

85. Request for an Equality and Diversity Fund (FC 19) (GB 430, 19.06.19)

Finance Committee had noted a request from the Equality Committee for a fund of around £2,000 per year, so that equality and diversity issues could be highlighted throughout the year. Governing Body, at its meeting on 19 June 2019, had approved the proposal in principle, but had asked for Finance Committee to consider this further. Finance Committee had also stressed its position, agreed by Governing Body, that all requests for funding from committees must be considered and agreed by Finance Committee prior to being submitted to Governing Body.

It had been agreed by Finance Committee that there should be a more detailed business plan provided for the required funding that included detail of expected expenditure and budget requirements, so that it could be properly included in future budgets. It had also been noted that the proposal should only cover additional expenditure not already covered by another budget, otherwise there is double counting of expenditure.

Finance Committee had recommended that, if possible, expenditure should be incorporated into existing budgets, such as increasing the Admissions budget, to cover more outreach work, rather than proliferating budgets and budget holders. The Acting Bursar advised that this should be addressed in the new budget round, beginning in January 2020.

86. College Financial Regulations – Final Draft (FC 20)

The final draft of the College Financial Regulations had been circulated and was approved, subject to one amendment to Clause 10.10. The Acting Bursar advised that the Financial Regulations incorporated all the regulations into one document. The College Accountant and the Finance Office Team were thanked for their work on this project.

87. Prevent Duty Refresher Training (GB 373, 22.05.19)

A training session on “Understanding the Prevent Duty in its Context: fundamental rights and freedoms” had been circulated and was received. The Acting 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/>.

88. Prevent Duty Annual Return, December 2019

The draft Prevent Duty Annual Return had been circulated and was approved. The Acting Bursar advised that there had been no issues with regard to the Prevent Duty in the past twelve months.

89. Principal’s Report and Development Update

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

The Principal advised that:

- i. St Hugh's Law Society AGM and Dinner, 4 November 2019
The Principal had hosted this event, which was held at the London offices of Herbert Smith Freehills LLP with The Rt Hon Lord Reed, Deputy President of the Supreme Court, the guest speaker.
- ii. Fireworks Party for Finalists, 5 November 2019
The Principal had hosted a fireworks party at the Lodgings for 120 Finalists.
- iii. Freshers' Lunch, 9 November 2019
199 bookings had been made to date for this lunch for first-year students, their parents and many of their Tutors. This had been a very successful event and the Principal thanked those Fellows attending.
- iv. Reunion Dinner (for alumni 2002-2005), Saturday, 23 November
This dinner is for those who matriculated at St Hugh's between 2002 and 2005. 60 guests are currently booked. Fellows should contact the Development Office if they wish to attend.
- v. Advent Carol Service and Supper, Sunday, 1 December
This event is now fully booked.

90. Legacies and Donations

An update was received from the Principal.

91. Refurbishment of Main Building (GB 31, 10.10.19)

The Principal advised that she had met the project donors when in Hong Kong and that they were still very committed to the project. The donors were likely now to be in Oxford next in March 2020, rather than December 2019 as originally planned. It was suggested that this might become a 36-month project starting with the gardens. It was noted that the Working Group would be reconvened soon and that a plan would be presented to infrastructure Committee in 6th Week of this term.

92. Graduate Scholarships (GB 427, 19.06.19)

The Principal advised that the donors for the Graduate Scholarships wished to pause this project, given the current situation in Hong Kong.

93. The Bursar (GB 32, 10.10.19)

The Principal advised that interviews had taken place the previous day for the role of Bursar and that an offer had been made to the preferred candidate.

94. St Hugh's Night Dinner, 19 November 2019

The Principal advised that the St Hugh's Night dinner will be held on Tuesday, 19 November.

95. Christmas Arrangements

The Principal advised that the SCR Christmas Dinner will be held on Thursday, 19 December.

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 the Staff Christmas Lunch on Friday, 20 December and that College would re-open on the morning of Monday, 6 January 2020.

97. Theresa May MP (GB 64, 10.10.19)

The Principal advised that alumna Mrs Theresa May MP (Geography, 1974) would be speaking at the Oxford Union on Friday of 5th Week and that she had accepted the Principal's invitation to visit College to take afternoon tea in the Principal's Lodgings that same afternoon.

98. Lady Ademola (Kofoworola Moore) (GB 33, 10.10.19)

The Principal advised that the Dinner in College to celebrate Lady Kofoworola Ademola (née Moore, English and Education, 1931) would be held in Hilary Term 2020, with Ms Pamela Roberts FRSA, Founder and Director of Black Oxford Untold Stories, as guest speaker.

A photograph of Lady Ademola on the College terrace would be framed and displayed prominently in College near to the main entrance to Main Building, where the photograph had been taken. The Curator of Pictures would determine the exact location to display the photograph.

99. Academic Lectures

The Principal advised that Professor McMahon would be delivering the first Academic Lecture of term that evening on 'From mumbling with great incoherence to craving your attention: Economics and the Bank of England's communication revolution'.

Professor Cousins would be delivering his Academic Lecture on the subject of 'Anthropology, life, world: ethnographic fieldwork in KwaZulu-Natal, South Africa' on 20 November.

100. Report and Recommendations from Academic Committee

The unconfirmed Minutes of the First Stated Meeting of Academic Committee in Michaelmas Term held on 23 October 2019 had been circulated and were received.

101. Extension of Biomedical Sciences and Experimental Psychology (AC 5.2)

On the recommendation of Academic Committee, the proposal for the College to admit for the new four-year integrated Master's degrees in Biomedical Sciences and in Experimental Psychology was approved.

103. Teaching in Computer Science – Senior Research Fellowship (AC 12.2)

On the recommendation of Academic Committee, Professor Phil Blunsom was elected to a Senior Research Fellowship in Computer Science for five years in the first instance (which is renewable).

104. Leave and Buyouts (AC 13)

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

- i. to Professor Plunkett, leave, according to entitlement, for Hilary Term 2021; and
- ii. to Dr Taylor, leave, according to entitlement, for Michaelmas Term 2020.

105. Teaching in Physics (AC 14)

On the recommendation of the Selection Committee, Professor Bence Kocsis was elected as a Tutorial Fellow in Physics (*vice* Professor Grainger), beginning in Michaelmas 2020.

106. Professorship of Electrical Engineering (*vice* Professor Kim)

On the recommendation of Academic Committee, the proposal that the College bid to retain its association with the Chair in Electrical Engineering was approved.

107. Awards and Prizes

a. Book Prize

On the recommendation of Academic Committee, Harry Orrin (3rd year Biochemistry) was awarded a book prize for his performance in Collections this term, with excellent marks in three different papers.

108. Bid for Association: Associate Professorship (Non-Tutorial Fellowship) in Asian Laws

A proposal from the Faculty of Law for College to bid for an association with the King and Wood Mallesons Associate Professorship (Non-Tutorial Fellowship) in Asian Laws had been circulated and was received. It was agreed that the College's Law Fellows should further consider the proposal for College to bid for this.

109. Oxfordshire County Council Draft Traffic Plans

The Acting Bursar advised that Oxfordshire County Council had circulated, for consultation, proposals for new traffic plans, Connecting Oxford (at <https://www.oxfordshire.gov.uk/sites/default/files/file/roads-and-transport-connecting-oxfordshire/connectingoxfordshire.pdf>), aiming to reduce congestion in the city. It was thought there would be little impact on the College on the basis of the proposals, but that workplace car parking charges might come into effect in the future. The Acting Bursar agreed to keep Governing Body informed of any developments.

111. Admissions Training

The Senior Tutor reminded Fellows of the need for all those involved in Undergraduate Admissions interviews to have undertaken the University's training before 1 December. Starter training should be undertaken by anyone joining Fellows in interviewing who has never interviewed at Oxford University before; while refresher training should be undertaken by everyone else, particularly the training on contextual data, as there have been changes since last year. Further information had been provided by e-mail in late October by Sophie Cheng, College's Admissions Officer.

The Acting Bursar reminded Fellows involved with the Admissions process of the need to keep safeguarding issues in mind, given that many of the interview candidates would be under 18 years old. College needs to ensure that candidates are properly supervised and kept safe at all times while in College.

112. UCAS Applications

The Senior Tutor advised that the University and College had received more UCAS applications this year than ever before (655 for College this year as opposed to 634 last year). The Senior Tutor agreed to circulate the detailed data in due course.

113. SCR Annual General Meeting

The Principal advised that the SCR Annual General Meeting had taken place on 5 November 2019. Professor Plunkett would be continuing as the President.

114. Report and Recommendations from Library Committee

The unconfirmed Minutes of the Stated Meeting of Library Committee in Michaelmas Term held on 29 October 2019 had been circulated and were received.

115. Art Collection (LC 4) (GB 380, 22.05.19)

On the recommendation of the Library Committee, the plan proposed by Library Committee in Trinity Term 2019 and agreed by Governing Body, that an Art and Portrait Committee should be established in place of Portrait Committee and taking art matters out of Library Committee had been reversed and art matters are to stay with Library Committee. This was approved.

The Vice-Principal advised that some redrafting of the Bylaws concerning the Library Committee was required by the Statutes and Bylaws Committee, to ensure that the Bylaws reflected the composition of the Library Committee and its current range of work, including art matters.

The Principal advised that the Curator of Pictures and the Archivist would be creating a *proforma* for suggestions from any members of College for procuring and displaying art works.

It was noted that the budget for artworks had been managed on a rather *ad hoc* basis in the past and it was planned for a small budget to be included in next year's Archivist's budget for the framing and display of art and photographs.

116. MCR Elections

The MCR President advised that MCR elections were being held in 5th Week.

117. JCR Elections

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

118. Mumps

The Principal advised that four Freshers had been diagnosed with mumps (with two other cases under investigation) and that the College had taken rapid steps to isolate these students and send them home until they recovered. The Principal further advised that it had been agreed in the meantime to postpone the Music Recital and Freshers' Drinks planned for Thursday of 5th Week as these two events included the population currently most at risk in College of spreading and catching mumps.

119. The St Hugh Medal for Philanthropy

The Principal proposed that a new award for philanthropy to the College should be created: the St Hugh Medal for Philanthropy. This award would be for donors contributing larger gifts, in excess of £5m, which would complement the Clarendon Arch donation level to the University. The proposal was agreed in principle, but there was some discussion of the exact title for the award. It was agreed that ideas for the name of the award should be submitted to the Principal.

120. Equality and Diversity Issues Arising

No issues were identified.

121. Date of Next Meeting

The Third Stated Meeting of the Governing Body in Michaelmas Term will be held on Wednesday, 4 December 2019 at 2.00pm in the Mordan Hall.

This ended the business of the meeting.

PROFESSOR D DOYLE
Secretary