

ST HUGH'S COLLEGE, OXFORD

The Second Stated Meeting of the **GOVERNING BODY** in Trinity Term was held on
Wednesday, 20 May 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 Leach
	Professor Moore, Vice Principal	Professor Loutzenhiser
	Professor Garnett, Library and Archive Fellow	Professor Conway
	Dr Kuhn	Professor Mann
	Professor Getzler	Dr Sanders
	Professor Wong	Dr Parkin
	Professor Stellardi	Professor Husband
	Professor Mitchell	Professor Biro
	Professor McDonald	Professor Doyle (Secretary)
	Mrs Vainker	Professor Eidenmüller
	Professor Duncan	Professor Oberhauser
	Professor Westbrook, Senior Tutor	Professor Saupe
	Professor Grainger	Professor Morisi
	Professor Macnair	Professor McMahon
	Professor Wilson	Professor Cousins
	Professor Rood	Professor Cont
	Professor Martin	Dr Taylor, Tutor for Equality
	Professor Marshall	Professor Kornmann
	Professor Perera, Dean	Mr Myring, Bursar
In attendance:	Professor Chalker	Professor Alemany
	Professor Blunsom	Dr Zou
	Professor Bentley	Dr Vandl
	Dr Large	Mr Lawrence Jr, Director of
	Dr Hein	Development

Mr O'Hanlon represented the JCR and Mr Brandts the MCR. They attended for items 318-319, 322-330, 333-336, 338-341, 344, 346-347, 357-358 and 360-367.

Ms Adesina, JCR Ball President-designate, was welcomed to Governing Body for the item on the JCR St Hugh's Ball 2021 (item 357).

318. Apologies for Absence

Apologies were received from Professor Harnden, Dr Perkins, Mr Marshall, Professor Baker, Professor Cook, Professor De Luca and Ms Aitken, University Registrar (Professor Capelli, Professor Jérusalem and Professor Carvalho on leave).

319. New Director of Development (GB 290, 23.04.20)

The Principal welcomed the new Director of Development, Mr Bruce Lawrence Jr, to Governing Body. It was noted that he had taken up his appointment on Monday, 18 May 2020.

320. Nomination for Membership of Remuneration Committee (Circ Bus 30.04.20)

It was noted that on the recommendation of the Nominations for Vacancies Committee, the nomination of Mr Kevin Knott to join the Remuneration Committee as an external member, had been received and approved by circulation.

321. Trustee Training for Governing Body Fellows (Circ Bus 09.05.20)

It was noted that the invitation to Fellows to participate in University-commissioned Trustee training had been circulated by the Bursar and received.

322. The Minutes of the First Stated Meeting in Trinity Term held on 23 April 2020 were approved.

323. Decanal Business (GB 312, 23.04.20)

The Dean advised that all members of the Decanal Team, including the Assistant Dean, were in fact resident in College currently.

324. Conflicts of Interest

Conflicts of interest were recorded from members of the Governing Body with regard to item 326 (Garage Rents), 330 (Draft Budget 2020-21 and Five Year Plan), item 331 (Update on HMRC Rules for Provided Accommodation) and items 349-353 (Academic Appointments, Leave and Buyouts). Student members also recorded conflicts with regard to item 327 (MCR and JCR Subscriptions 2020-21).

325. Report and Recommendations from Finance Committee

The unconfirmed Minutes of the First Stated Meeting of the Finance Committee in Trinity Term held on 6 May 2020 had been circulated and were received.

326. Garage Rents 2020-21 (FC 6) (GB 352, 22.05.19)

On the recommendation of the Finance Committee, it was agreed to increase garage rents for 2020-21 by 2.2%, compared with the 2019-20 rents agreed in May 2019, and in line with the 2.2% increase in student rents for 2020-21 approved by Governing Body at its meeting on 11 March 2020.

327. MCR and JCR Subscriptions 2020-21 (FC 7) (GB 353, 22.05.19)

On the recommendation of the Finance Committee, it was agreed to increase the MCR and JCR subscriptions by 2.2%, compared with the 2019-20 subscriptions agreed in May 2019, and in line with the 2.2% increase in student rents for 2020-21 approved by Governing Body at its meeting on 11 March 2020.

328. Six-Month Report on Food Purchasing Procurement Agency (FC 8) (GB 148, 04.12.19)

An interim report on the first six months (September 2019-March 2020) of the College's third year of using Pelican Procurement for food purchasing had been circulated and was received.

329. Management Accounts, Period 8 – Eight Months to 31 March 2020 and Forecast (8+4) to 31 July 2020 (FC 9) (GB 250, 11.03.20 and GB 321, 16.05.18)

The Management Accounts for Period 8 (1 August 2019–31 March 2020) and Forecast (8+4) to 31 July 2020, together with a Commentary on the Management Accounts and Forecast, had been circulated and were received. A supplementary paper regarding cash flow and options available to the College, written by the Bursar and the College Accountant at the request of the Finance Committee, had also been circulated and was received.

The Bursar advised that the pandemic was likely to result in a £2m impact to income for 2019/20, although there were some related cost savings, in particular food and travel costs which will reduce the bottom line impact. The Forecast was being updated monthly.

On the recommendation of the Finance Committee, the Management Accounts for Period 8, to 31 March 2020 and Forecast (8+4) to 31 July 2020, were approved.

330. Draft Budget 2020-21 and Five Year Plan (FC 10)

The draft Budget 2020-21 and Five Year Plan, together with a Commentary on the Budget, had been circulated and were received. The Bursar advised that the Budget had been based on departmental Budgets drawn up before the impact of the Coronavirus pandemic was fully apparent, although some impacts have been taken into account, such as the loss of conference business including this year's summer school operation and large-scale conferences through to Easter 2021. This first draft showed an operating deficit of £1m, which is around £1.5m less than where the College would like to be, to achieve the normal targeted 5% cash operating surplus.

The Finance Committee plans to consider in more detail at its 7th Week meeting a number of possible Budget mitigations, as outlined in its proposals presented to Governing Body. It was agreed that the proposed mitigations in the Commentary paper should all be considered in more detail, alongside the scale of the financial saving, prior to the finalisation of the Budget later in Trinity Term. It was important, however, to ensure that any measures taken do not affect the viability of key subjects in College.

It was agreed that the final Budget for 2020-21 will be presented to Governing Body in 8th Week (17 June 2020).

331. Update on HMRC Rules for Provided Accommodation (FC 11) (GB 150, 04.12.19)

An update from the Bursar concerning HMRC's position on the taxation of in-College accommodation had been circulated and was received.

333. Report and Recommendations from Investment Committee

The unconfirmed Minutes of the Stated Meeting of the Investment Committee in Trinity Term held on 12 May 2020 had been circulated and were received.

334. College Investment Policy: ESG (Environmental, Social and Governance) Policy (IC 8) (GB 252, 11.03.20)

The draft College ESG (Environmental, Social and Governance) Policy, for inclusion into the College Investment Policy, had been circulated and was approved, on the recommendation of the Investment Committee.

335. Investment Review (IC 9) (GB 252, 11.03.20)

The updated Proposal for Phase Two of an Investment Review from Portfolio Review Services (PRS), outlining the proposed approach and draft timetable, had been circulated and was received. On the recommendation of the Investment Committee, the proposal that the College proceeds with Phase Two of the Investment Review, which would involve a “beauty parade” of investment fund managers, was approved.

336. Endowment Investment Funds (IC 10-14)

The Principal advised that there had been a significant decrease in the value of the College’s endowment funds as a result of the fall in stocks markets around the world during the pandemic. A swift recovery was hoped for, although the fund managers and the Investment Committee’s external advisors were not sure that this would be the case. The Bursar advised that there had been a bounce-back in the value of the endowment funds in the latest reports from the fund managers, to 30 April 2020, but that there was still much uncertainty and volatility in the markets.

The Principal thanked all members of the Investment Committee, and particularly the external advisors, who were alumni of the College, for their very significant contributions to the work of the Committee and the management of the College’s endowment investments.

337. St Hugh’s Future Project (GB 297, 23.04.20)

The unconfirmed Minutes of the Project Board meeting held on 7 May 2020 had been circulated and were received.

338. Principal’s Report and Development Update

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

The Principal advised that almost all events scheduled to be held since the start of the Coronavirus pandemic lockdown in March 2020 had been postponed or cancelled. While physical Development events have been cancelled until September, the Development Office is planning to hold some events virtually.

339. Principal’s Collections

The Principal advised that Principal’s Collections with first-year Undergraduate students were taking place in Microsoft *Teams* this term and that the students she had met so far had all been very complimentary about the support provided by the College and by their Tutors.

340. Fundraising

The Principal advised that she had been in contact with many of the major donors regarding their health and for them to know that we in the College are thinking of them and their families.

The Principal had also been in contact with the Chair of the Alumni Association, Ms Veronica Lowe, concerning the launch of the unrestricted COVID-19 College Support Fund, to provide direct support to the College in this difficult time and ensure that current and future students of St Hugh’s continue to receive all the benefits of a tutorial education and the personal sense of belonging that the College community provides. It was agreed that the new Director of Development had arrived in College at a very opportune time to help direct alumni activity.

341. Legacies and Donations

An update was received from the Principal. Donations were still being made to the College and there had been no appreciable fall in philanthropic giving, despite the pandemic, but the College was taking a generally softer approach to fundraising at this time.

344. Microsoft Teams (GB 296, 23.04.20)

The Tutor for Equality advised that the facility for dialling into video-conference meetings in Microsoft *Teams* from any telephone, even without an internet connection, was now possible as the University had upgraded its *Teams* licence to cover this. This was a useful resource for students who have limited access to internet facilities or poor bandwidth or connections. The telephone activation can be done quickly and anyone interested in setting up this facility for their students was advised to contact the Senior Tutor.

346. Report and Recommendations from Academic Committee

The unconfirmed Minutes of the First Stated Meeting of the Academic Committee in Trinity Term held on 6 May 2020 had been circulated and were received.

347. New MPhil in Global and Area Studies (AC 8.1)

On the recommendation of the Academic Committee, it was agreed that the MPhil in Global and Area Studies be added to the list of courses for which the College admits students.

349. Teaching in French (AC 15)

On the recommendation of the Academic Committee, the appointment of Dr Alice Violet to a six-hour Stipendiary Lectureship for three years from October 2020 was approved. It was noted that Dr Violet would continue the language teaching in French she has undertaken for the College this year.

350. Leave and Buyouts (AC 16)

On the recommendation of the Academic Committee, it was agreed to grant to Professor Stevens, sabbatical leave for the 2020-21 academic year, with continued use of his room.

It was noted that Dr Taylor's leave in Michaelmas Term 2020, approved by Governing Body in November 2019 (GB 104, 13.11.19), may be postponed, to be taken at a time when activities are less restricted.

It was also noted that the Senior Tutor had advised the Academic Committee that Professor Biro may yet cancel her application (GB 274, 11.03.20) for a period of unpaid leave, currently planned for 2020-22.

355. The Belcher Visiting Fellowship in Victorian Studies (AC 17) (GB 369, 22.05.19)

The Report and Recommendations of the Selection Committee for the Belcher Visiting Fellowship in Victorian Studies, 2020-21 and 2021-22 held on 8 May 2020 had been circulated and were received.

The following were elected to the Belcher Visiting Fellowship in Victorian Studies:

- i. Professor Pamela Gilbert for Hilary Term 2021
- ii. Professor Sharon Weltman for Trinity Term 2021
- iii. Professor Mark Turner for Michaelmas Term 2021, and
- iv. Professor Jessica Valdez for Hilary and Trinity Terms 2022.

356. Nancy Burton Prize

The proposal for this year's Nancy Burton Prize to be awarded to Theresa Feicht (third year, PPE) for an essay entitled 'Who Controls the Agenda in European Parliaments, and Why Does it Matter?' had been circulated and was approved.

357. JCR St Hugh's Ball 2021

Ms Adesina, JCR Ball President-designate, was welcomed to Governing Body for this item.

A proposal for a JCR College Ball to be held on Saturday, 8 May 2021 (Saturday of 2nd Week, Trinity Term 2021) had been circulated and was approved. The JCR Ball President-designate advised that in the current economic uncertainty with the pandemic, while planning would continue as normal, no suppliers would be engaged or contracts signed until the end of 2020 or early 2021, when the Coronavirus situation would hopefully be clearer.

It was noted that the proposed theme of the Ball, '*Elysium*', could have morbid connotations that might be unwelcome, especially given the pandemic. The JCR Ball President-designate agreed that the Ball Committee would re-think the theme.

[Ms Adesina left the meeting at the conclusion of this item.]

358. Student Feedback on Remote Teaching (GB 295, 23.04.20)

A Report on Initial Feedback from Students on Remote Teaching to 6 May 2020, prepared by the Oxford University Student Union and the University Centre for Teaching and Learning, had been circulated and was received. The Senior Tutor advised that this University initiative to gather feedback from students on their experiences of remote working was still rather new and that to date the feedback received had been small in quantity, perhaps signifying a general contentment, and almost entirely positive. The MCR and JCR Presidents thanked the College for the support to students and stated that they were satisfied that the student experience was as good as could be expected in the current circumstances.

360. Report and Recommendations from Library Committee

The unconfirmed Minutes of the Stated Meeting of the Library Committee in Trinity Term held on 6 May 2020 had been circulated and were received.

361. Library Report (LC 2)

The Library and Archive Fellow advised that the Library Committee had agreed that it was imperative that every effort should be made to support the College Librarian and the Library, to continue the work that is being done in the current situation. It was noted that the College Librarian and her Team, one of whom was now back from furlough, were going to extraordinary lengths to assist students and Fellows. The Principal thanked the College Librarian and her Team and also the Library and Archive Fellow for his support of the Library and its staff. The JCR

President advised that the work of the Library Team, was immensely appreciated by the student body.

362. Art Budget (LC 4)

The Library and Archive Fellow advised that while an art budget with estimated expenditures has been established, it had been agreed by the Library Committee to cancel the budget for next year and review it in 2021-22.

363. Report and Recommendations from Risk Committee

The unconfirmed Minutes of the Stated Meeting of the Risk Committee in Trinity Term held on 12 May 2020 had been circulated and were received.

364. Risk Matrix (RC 6)

The updated College Risk Matrix had been circulated and was received. The Bursar advised that the Risk Matrix had been updated to take account of the pandemic.

365. Equality and Diversity Issues Arising

Minute 340 noted the launch of the unrestricted COVID-19 College Support Fund, to provide direct support to the College in this difficult time and ensure that current and future students of St Hugh's continue to receive all the benefits of a tutorial education and the personal sense of belonging that the College community provides.

Minute 344 noted that the facility for dialling into video-conference meetings in Microsoft *Teams* from any telephone, even without an internet connection, was now possible as the University had upgraded its *Teams* licence to cover this. This was a useful resource for students who have limited access to internet facilities or poor bandwidth or connections.

366. Environmental Issues Arising (GB 310, 23.04.20)

The Principal reminded Governing Body that the recommendation of the Climate Strategy Sub-Committee of the Infrastructure Committee, that each College committee should have a final standing item on each agenda, to consider any environmental issues arising and consider if any decision made by that committee could be 'greener', had been approved by Governing Body on 23 April 2020.

It had been noted during the discussion of Minute 337 that the materials being used for the refurbishment of the Wolfson Building are as climate-friendly and environmentally-advanced as possible and have all been procured with the possibility of being re-used in other buildings in future.

367. Date of Next Meeting

The Third Stated Meeting of the Governing Body in Trinity Term will be held on Wednesday, 17 June 2020 at 2.00pm.

This ended the business of the meeting.

PROFESSOR D DOYLE
Secretary