

ST HUGH'S COLLEGE, OXFORD

The First Stated Meeting of the **GOVERNING BODY** in Trinity Term was held on Thursday, 23 April 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)	Mr Marshall
	Professor Moore, Vice Principal	Professor Leach
	Professor Garnett, Library and Archive Fellow	Professor Loutzenhiser
	Dr Kuhn	Professor Conway
	Professor Plunkett, SCR President	Professor Mann
	Professor Giles	Dr Sanders
	Professor Getzler	Dr Parkin
	Professor Wong	Professor Husband
	Professor Stellardi	Professor Biro
	Professor McDonald	Professor Doyle (Secretary)
	Mrs Vainker	Professor Eidenmüller
	Professor Westbrook, Senior Tutor	Professor Jérusalem
	Professor Grainger	Professor Oberhauser
	Professor Stevens	Professor Saupe
	Professor Macnair	Professor Morisi
	Professor Wilson	Professor McMahan
	Professor Rood	Professor Cousins
	Dr Perkins	Professor Cont
	Professor Martin	Dr Taylor, Tutor for Equality
	Professor Marshall	Professor Kornmann
	Professor Perera, Dean	Mr Myring, Bursar
In attendance:	Professor Chalker	Ms Aitken, University Registrar
	Professor Bentley	Professor Alemany
	Dr Large	Dr Zou
	Dr Hein	Dr Vandi
	Professor De Luca	

Mr O'Hanlon represented the JCR and Mr Sanyal the MCR. They attended for items 287-288, 291-296, 298-301, 309-313 and 316-317.

287. Apologies for Absence

Apologies were received from Professor Mitchell, Professor Duncan, Professor Harnden, Professor Baker, Professor Thompson, Professor Cook and Mr Brandts, MCR President (Professor Capelli and Professor Carvalho on leave).

Mr Sanyal, MCR Vice-President, was welcomed to Governing Body, deputising for Mr Brandts, who sent his apologies.

288. Virtual Meeting of Governing Body

The Principal advised that although the College Statutes did not make provision for a virtual

meeting of Governing Body, current restrictions due to the Coronavirus pandemic meant that this was the only way in which Governing Body could meet. Fellows were thanked for their efforts and commitment in adapting to the new technology and for joining Governing Body remotely.

The Governing Body Secretary and the Executive Bursary Assistant were thanked for their work in setting up the virtual Governing Body and for their administration of it.

The Executive Assistant to the Principal was thanked for her assistance to the Principal during the move to remote working and teleconferencing.

289. COVID-19 (Circ Bus 17.03.20)

It was noted that the Principal had circulated information about the College's current response to the Coronavirus (COVID-19) pandemic.

290. New Director of Development (Circ Bus 21.04.20) (GB 243, 11.03.20)

It was noted that the Principal had advised that Mr Bruce Lawrence had been appointed as the new Director of Development, with effect from 18 May 2020.

291. The Minutes of the Third Stated Meeting in Hilary Term held on 11 March 2020 were approved.

292. Conflicts of Interest

None were declared.

293. Coronavirus (COVID-19) Pandemic Update – Operational Issues (GB 279, 11.03.20)

A report updating the latest operational and financial situation in the College had been circulated and was received.

The Bursar advised that there had been an excellent response from the College staff in adapting to new working patterns and practices. Only a skeleton staff remained on site, with 6-8 Housekeeping staff coming into College twice a week, a small number of Maintenance Team members and the Lodge Team, manning the Porters' Lodge around the clock, but with only one person on duty at any one time.

Staff have been furloughed whose work has ceased temporarily, or who can't work from home, mainly Catering, Housekeeping and Estates staff. The Bursar confirmed that some staff were being furloughed in rotation, especially in Housekeeping, to ensure equity between staff working and not working, and that staff would be brought back from furlough whenever College life demanded it, whether they had completed the minimum three-week furloughing period or not. The Bursar also confirmed the commitment to pay these staff at 100% of their normal salary, i.e. to top up from the 80% that the Government Coronavirus Job Retention Scheme commits to cover.

It was noted that a *WhatsApp* group had been created to help staff keep in touch with one another at a social level and other online activities were being devised for Trinity Term to help all staff feel connected to the College and to one another.

The students remaining in residence have been relocated and are either in the houses around the site or in the Maplethorpe Building or Dickson Poon Building, grouped around shared kitchens where they can socialise and look after each other. The College is in regular contact with the

students in residence and has created a special mailing list for them. The Student Representatives thanked the College for allowing some students to stay in College and for ensuring their welfare.

The University Registrar advised that it was likely that there would be some return to University and College life in Michaelmas Term 2020, but that social distancing measures would almost certainly still be in place. The University is actively planning how this might work in terms of accommodation, lectures and tutorials. The house system adopted by the College for housing students to mutually protect one another is seen as a very good and successful system and has the backing of Public Health England. The University Registrar noted that everyone across the University had stepped up in the face of the crisis and was working more collaboratively, and she hoped that this was one outcome of the pandemic that would not be lost when life returned more to normal.

294. Coronavirus (COVID-19) Pandemic Update – Financial Issues (GB 279, 11.03.20)

The Bursar advised that the current financial modelling assumes that students, Fellows and staff will be back on site in Michaelmas Term 2020 and that the academic year 2020-21 will run fairly normally. However, the College is now starting to look at alternative scenarios with later returns to normal life. The pandemic has created a c£3m decline in revenues, made up of c£1m from residential fees in Trinity Term and c£2m from commercial income during Trinity Term and the summer, including most likely, the summer school. It is expected that there will be about c£1m of savings to be off-set against this from savings on food and on-site activity. It is recognised that this may be a worst-case scenario, provided that Michaelmas Term 2020 runs normally. These figures also don't factor in payments through the Government's furloughing scheme, rent from those students who are still living in College and a potential large insurance claim. The immediate priorities are to ensure that everything is operationally in place to teach remotely this term and to look at making further financial savings where possible as term progresses.

It is planned to provide a more detailed budget and revised forecast to Finance Committee, which will come back to Governing Body later in the term. This will also provide information on scenarios where normal College life doesn't return by Michaelmas Term 2020. Meetings with College budget-holders are now taking place to look at savings that can be made to the budgets submitted in February 2020, just before the impact of the pandemic began. However, despite financial concerns, work on the College infrastructure is continuing, including accelerating the proposed work in the Wolfson Building while the building is largely empty. It was confirmed that all contractors and Estates Team members are following strict social distancing measures.

The Bursar further advised that the College's investment funds had suffered along with the global fall in stock markets due to the pandemic. The passively-managed fund, where most of the endowment was invested, had dropped by c16-17%; while the actively invested funds had fallen by c5% and c8% for the two College two accounts. There is an assumption that markets will bounce back in the next 12 months or so, but there will still be a sizeable impact on the balance sheet.

The Bursar and College Accountant were thanked for their work on the financial modelling of the effects of the pandemic.

295. Coronavirus (COVID-19) Pandemic Update – Academic Issues

The note on remote teaching and related matters issued by the College Office on 17 April 2020 to all teaching staff had been circulated and was received. The Senior Tutor advised that most

Fellows and academic colleagues had already been in touch with the College Office, who had been most impressed by the energy shown in preparing for remote teaching this term.

It was emphasised that no academic colleagues are expected in College this term, unless they need to come to the Wordsworth Room in Main Building, to collect teaching materials and supplies. Otherwise they should stay away from College as much as possible, for fear of cross contamination with students living on site. The SCR President advised that the SCR coffee machine had been turned off and the newspapers cancelled, so that there was no particular incentive to use the SCR.

The Senior Tutor reminded Fellows that the College's welfare obligations to students continued, even if they are not physically in College. If any student is struggling, wherever they may be, the normal College welfare services, including Counselling, and the Nurse and Wellbeing Co-ordinator remained available to offer support.

The Senior Tutor reminded Governing Body that departmental plans for examinations had now been published.

There was much discussion of the limitations of Microsoft *Teams* video conferencing for teaching purposes, particularly that *Teams* only shows a maximum of four participants in any group and doesn't include a number of features that *Zoom* does, such as non-verbal signals. It was confirmed that many of the security and privacy issues affecting *Zoom* had now been addressed and that *Zoom* could be used for teaching, which is less confidential than some other activities. It was agreed that teaching colleagues wishing to purchase a *Zoom* license could use their IT or research allowance for this purpose. There was also a suggestion that the College should consider a corporate *Zoom* licence to cover multiple users, which would be more cost effective. Fellows should contact the Senior Tutor or the College Office with their software and funding needs. The University Registrar also agreed to feedback these concerns and issues with *Teams* to the University.

The Senior Tutor advised that even though academic colleagues would be teaching remotely this term, and the usual informal contact would be unavailable, he would still like to hear from any of them about their experiences of remote teaching.

The JCR President noted that Tutors continued to address student welfare and learning in the current conditions and the JCR was very grateful for this.

The College Office, including the Academic Registrar and the Academic Administrator, were thanked for all their excellent work and commitment in supporting academic colleagues through this time.

296. Coronavirus (COVID-19) Pandemic Update – Equality Issues

The Tutor for Equality advised that equality was of particular concern with remote teaching, especially given the varying quality of internet connections for students during virtual tutorials and classes.

It was noted that there was a facility for dialling into video-conference meetings from any telephone, but that the University does not have an upgraded *Teams* licence to support telephone dial in to meetings. The University Registrar agreed to follow up this issue with the University.

Fellows were asked to contact the Tutor for Equality if they had any concerns about equality

related to remote teaching. The Tutor for Equality would then collate and follow up concerns accordingly. One issue raised was of students whose domestic circumstances might not be compatible with online learning.

298. Principal's Report and Development Update

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

The Principal advised that almost all events scheduled to be held since the last Governing Body on 11 March 2020 had been postponed or cancelled as a result of the Coronavirus pandemic. While physical Development events have been cancelled until September, the Development Office is looking into the feasibility of holding some events virtually.

The Principal also 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. It was agreed that fundraising was not the key priority in the current situation.

299. Legacies and Donations

An update was received from the Principal.

300. Direct Mail Appeal (GB 267, 11.03.20)

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

301. Annual Telethon Appeal (GB 268, 11.03.20)

The Principal advised that this year's telethon, scheduled to run 16-30 March 2020, had been cancelled due to COVID-19. After reviewing all options available, it had been decided not to postpone the telethon until later in the year, but to wait instead until the next scheduled telethon in March 2021.

302. Election to an AP-NTF of Geology of Planetary Processes

A *Curriculum Vitae* for the preferred candidate and the Selection Committee Report had been circulated and were received. Dr Claire Nichols was elected as an AP-NTF of Geology of Planetary Processes.

304. Undergraduate Changes of Circumstances

Information about Undergraduate Changes of Circumstances at the beginning of Trinity Term 2020 had been circulated and was received.

305. Withdrawals (UCC 1)

A list of withdrawals was noted.

306. Suspensions (UCC 1)

A list of students whose status is currently suspended was noted.

307. Undergraduates Returning to Study (UCC 1)

A list of students scheduled to return to study this term was noted.

308. Change of Course (UCC 1)

A list of students who had changed course was noted.

309. Climate Strategy Sub-Committee of Infrastructure Committee (GB 256, 11.03.20)

The Bursar advised that the first two meetings of the Climate Strategy Sub-Committee of Infrastructure Committee had been held on 8 April 2020 and 22 April 2020. The proposal from the Sub-Committee for an extension for the final reporting deadline from 8th Week of Trinity Term 2020, until Michaelmas Term 2020, given the current situation and the wide remit for the Sub-Committee, was approved.

It was noted that Honorary Fellow, Professor Willis CBE, Principal of St Edmund Hall, had been invited to meet with the Committee to share her experiences of developing a college climate strategy.

310. Committee Agendas

On the recommendation of the Climate Strategy Sub-Committee of Infrastructure Committee, the proposal 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 the Committee could be 'greener', was approved.

311. Admissions

The Senior Tutor advised that the report concerning 2019 Undergraduate Admissions was not yet available from the University. He also advised that it had been expected that the pandemic would have an impact on Graduate Admissions, but so far this was not the case at St Hugh's, with more current applications than at this position in the cycle previously.

The Principal advised that the Conference of Colleges had noted that there is likely to be an over-offer with Undergraduate students, which might lead to difficulties with accommodation in College.

312. Decanal Business

The Dean advised that four of the five members of the Decanal Team were still resident in College, but that the Assistant Dean had returned home. The Decanal Team is available to help support the College during this pandemic, and can help with tasks such as delivering food and looking after student welfare.

There have been no issues so far with the students remaining in College other than some occasional lack of social distancing, although further instances are likely to lead to a Decanal summons.

The Principal advised that students were largely staying in their household groups. She reiterated her thanks to Fellows for not coming into College more than was absolutely essential at this time.

313. College Library

The Library and Archive Fellow advised that the College Librarian remained as the only staff member working in the College Library; the other Librarians and the Archivist having been furloughed.

Governing Body wished to record its thanks to the College Librarian for her work during the pandemic, enabling continued provision of electronic library services for students and academic colleagues, including e-books and online resources.

315. Principal's Collections

The Principal advised that Principal's Collections this term would be held remotely by telephone or video link.

316. Equality and Diversity Issues Arising

No issues were identified.

317. Date of Next Meeting

The Second Stated Meeting of the Governing Body in Trinity Term will be held on Wednesday, 20 May 2020 (4th Week) at 2.00pm.

This ended the business of the meeting.

PROFESSOR D DOYLE
Secretary