

ST HUGH'S COLLEGE, OXFORD

An Extraordinary Meeting of the **GOVERNING BODY** was held on
Wednesday, 29 July 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 Loutzenhiser
	Professor Moore, Vice-Principal	Professor Baker
	Professor Garnett, Library and Archive Fellow	Professor Mann
	Professor Plunkett	Dr Sanders
	Professor Giles	Dr Parkin
	Professor Getzler	Professor Husband
	Professor Wong	Professor Biro
	Professor Stellardi	Professor Doyle (Secretary)
	Professor Mitchell	Professor Eidenmüller
	Professor McDonald	Professor Jérusalem
	Mrs Vainker	Professor Oberhauser
	Professor Westbrook, Senior Tutor	Professor Saupe
	Professor Grainger	Professor Morisi
	Professor Stevens	Professor McMahon
	Professor Wilson	Professor Cousins
	Professor Rood	Dr Taylor, Tutor for Equality
	Professor Powell	Professor Kornmann
	Professor Martin	Mr Myring, Bursar
	Professor Perera, Dean	Professor Abate
In attendance:	Professor Chalker	Professor Carvalho
	Professor Blunsom	Dr Hein
	Professor Bentley	Dr Vandt
	Dr Large	Mr Lawrence, Director of Development

Mr Brandts, President, and Mr Sanyal, Vice-President and Treasurer, represented the MCR and Mr O'Hanlon, President, the JCR. They attended for items 422-423, 428-434, 438-441, 443 and 447-449.

422. Apologies for Absence

Apologies were received from Dr Kuhn, Professor Macnair, Professor Harnden, Dr Perkins, Professor Marshall, Professor Leach, Professor Cook, Professor De Luca and Ms Aitken, University Registrar (Professor Capelli and Professor Conway on leave).

423. Governing Body Membership (GB 395, 17.06.20)

The Principal thanked the Fellowship for its significant attendance at this meeting of the Governing Body, especially given that the meeting was being held in the summer vacation.

The Principal advised that this would be Professor McMahon's final Governing Body meeting as a Tutorial Fellow of the College. However, Governing Body expressed its appreciation that Professor McMahon would be continuing his association with the College and with Governing

Body as a Senior Research Fellow in Economics. Professor McMahon was thanked for his great contribution to the life and community of the College, for his teaching and his continuing work for Governing Body and the Investment Committee. Professor McMahon was wished well in his new RS4 post in the University.

425. Proposal for Wolfson College to join the North Oxford Shared College Services (NOSCS) Consortium (Circ Bus 06.07.20)

It was noted that the proposal for Wolfson College to join the North Oxford Shared College Services (NOSCS) Consortium had been received and approved by consultation.

427. Professor Alessandro Abate Election (Circ Bus 09.07.20) (GB 404, 17.06.20)

It was noted that Professor Alessandro Abate had been elected as Tutorial Fellow in Computer Science in an electronic vote.

428. Admission of Fellow (GB 404, 17.06.20)

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

a. Fellowship

Professor A Abate (Tutorial Fellowship in Computer Science).

429. The Minutes of the Third Stated Meeting in Trinity Term held on 17 June 2020 were approved.

430. Conflicts of Interest

No conflicts of interest were declared.

431. Coronavirus (COVID-19) Pandemic Update – Operational Planning for Michaelmas Term 2020 (GB 412, 17.06.20)

The Operational Plan for Michaelmas Term 2020, as well as the related Conference of Colleges Briefing Note for Governing Bodies, had been circulated and was received. The Bursar advised that the Plan covered the over-arching principles for operating the College in MT20, covering topics such as including social distancing measures, wearing of face coverings in shared spaces, movement around the College, accommodation and student households, teaching accommodation plans, catering and housekeeping arrangements and Freshers' Week. More detailed plans would be developed by Senior Managers in their own areas during the weeks prior to start of the new academic year. The Bursar highlighted that student and staff safety and welfare had been paramount considerations in the development of the Operational Plan.

Some key principles of the plan included:

- Reducing day-to-day interactions to a minimum within College.
- Social distancing being maintained at 2m wherever possible.
- Face coverings to be worn in all shared internal spaces, including meeting rooms, in line with University guidance.
- Use will be made of the College's extensive gardens, accepting that the weather would not always be suitable in Michaelmas Term.
- Tutorial teaching will be given priority in the allocation and use of meeting rooms.
- There will be a reduced catering offer, with a booking system for meals and take-away options available from the Wordsworth Tea Room.
- There are still a number of support staff being furloughed and plans are being made for their

return to work.

- Students will be made aware of their obligations and responsibilities, in line with the University's Student Charter, when they return to College at the beginning of Michaelmas Term.

From the lengthy discussion of the plans, the following points were noted:

- Students with hearing loss or wearing a hearing aid are not required to wear a face covering under Government regulations and for those with hearing loss the ability to lip read is vital. The regulations allow removal of face coverings if talking to someone with hearing loss. This should be considered in all plans concerning face coverings.
- The choice of 12 as the maximum size for households was questioned, given that some staircases have 15 rooms and this maximum household size would mean three rooms remaining empty that could otherwise be used. This self-imposed limit will continue to be reviewed as term approaches. There were concerns about social distancing and the mixing of students between households for accommodation and groups for teaching, and also about the mixing of different accommodation households within the College. The Bursar agreed to pursue this outside of the meeting with the Student Presidents.
- There were concerns about wearing face coverings for teaching and in meetings, but it was noted that the Plan follows current University guidance on the subject and has been communicated out to the student body already. It was also noted that there were no requirements in schools for teachers to wear face coverings and that an alternative approach might be that face coverings should be worn if desired by any member in a group.
- Academic colleagues may like to consider the relative merits of teaching face-to-face with a face covering versus remote teaching and it may be that this will fall to individual preference as term progresses.
- The University's science laboratories were using plastic screens rather than face coverings, and that this might be a better option to consider in some settings.
- There needs to be contingency planning for Tutors and other academic colleagues falling ill during term. The Principal advised that Conference of Colleges was seeking to establish a common pool of teaching resource across the University to help cover for illness.

The Operational Plan for Michaelmas Term 2020 was approved.

432. Report and Recommendations from Finance Committee

The unconfirmed Minutes of the Extraordinary Meeting of the Finance Committee held on 22 July 2020 had been circulated and were received.

433. Management Accounts, Period 11 - Eleven Months to 30 June 2020 and Forecast (11+1) to 31 July 2020 (FC 7)

The Management Accounts for Period 11 (1 August 2019–30 June 2020) and Forecast (11+1) to 31 July 2020, had been circulated and were approved.

434. Wolfson Building Project (FC 8) (GB 221, 12.02.20 and GB 378 d ii, 17.06.20)

The Principal advised that refurbishment work on the Wolfson Building was progressing well and that much of the decoration and the heating and lighting work had been completed. The tender for the contract for the hot and cold water installation had now been approved by the Finance Committee. Work was on target for completion before the start of Michaelmas Term and it was expected that students living in the Wolfson Building from October would appreciate the difference.

It was noted that the overall Budget for the Wolfson Building Project remained within the overall Budget agreed by Governing Body at its meeting on 12 February 2020.

438. Principal's Report and Development Update

The Principal advised that:

a. Donors' Tea, 3 July 2020

The Donors' Tea had been held virtually for the first time and this had been extremely well received by the participants and had proved an excellent showcase of academic work in College.

b. Lecture on 'Covid and the Economy', 14 July 2020

Professor McMahon was thanked for his outstanding online lecture on *Zoom* for alumni, which had been very well attended, with 171 participants. There had been 71 donations to the COVID-19 College Support Fund as a result of the lecture, and 30% of the donors were 1st time attendees at an alumni event, while 30% were also first-time donors. Based on the huge success of this event, further such online events were being planned.

439. Legacies and Donations

An update was received from the Principal.

440. College Management Team

The Principal thanked the College Management Team for their excellent work during the particularly difficult period of the pandemic and lockdown. The importance of all staff including Managers taking annual leave during this summer vacation was emphasised.

441. Equality Task Force (GB 393, 17.06.20)

The Principal advised that the Equality Task Force would be meeting again on Tuesday, 11 August and considering a draft action plan. The Tutor for Equality and all the participating MCR and JCR members were thanked for their excellent engagement in the Task Force.

442. Student Volunteer Tutoring Scheme

The Principal advised that Honorary Fellow Mrs Jacky Lambert had been concerned about the gap between the performance of pupils at state and independent schools during the Coronavirus pandemic and the consequent closure of schools. Mrs Lambert had proposed a programme of student volunteers to teach pupils from state schools for up to two hours a week on a *pro bono* basis. Mrs Lambert had already engaged a private tutoring company to provide appropriate training, including on mental health issues, to the student volunteers and 74 College students had already registered an interest in working for such a scheme. Mrs Lambert was keen for St Hugh's to be involved in the pilot of this programme and Governing Body approved the proposal and was keen to endorse the initiative.

443. Academic Achievement

The Principal advised that the examination results had now been released and that the College's Finalists had achieved a record 56 First Class degrees, the College's best ever result. There were also more Firsts than 2:1s, the first time this result has been achieved. Governing Body congratulated all the Finalists on the magnificent results.

444. Mary R Emerson Career Development Fellow in Engineering Science (GB 401, 17.06.20)

A *Curriculum Vitae* and references for the preferred candidate for the Mary R Emerson Career Development Fellow in Engineering Science had been circulated and were received. The proposal for Dr Amanda Smyth to be appointed to this post from September 2020 was approved.

446. Governing Body Meetings During the Summer Vacation

It was agreed that, only if essential, Governing Body would meet at a further Extraordinary Meeting during the summer vacation on Wednesday, 9 September 2020 at 2.00pm. This meeting would be held in Microsoft *Teams*.

The Principal advised that a meeting would only be held in September if deemed absolutely necessary.

447. Equality and Diversity Issues Arising

No issues were identified other than those raised in the minutes:

Governing Body expressed concerns regarding the issue of the wearing of face coverings for those with hearing loss or wearing hearing aids who might rely on lip reading (minute 431)

448. Environmental Issues Arising

No issues were identified other than that the work on the Wolfson Building (minute 434) was being planned to the highest environmental standards and that the new electrical, heating and water works would improve the energy efficiency of the building and lower its carbon footprint.

449. Date of Next Meeting

The First Stated Meeting of the Governing Body in Michaelmas Term will be held in 0th Week on Thursday, 8 October 2020 at 11.00am.

There may also be a further Extraordinary Meeting of Governing Body, in Microsoft *Teams*, during the summer vacation, on Wednesday, 9 September 2020 at 2.00pm, but this meeting will only be held if absolutely necessary (see minute 446, above).

This ended the business of the meeting.

PROFESSOR D DOYLE
Secretary