

ST HUGH'S COLLEGE, OXFORD

The Third Stated Meeting of the **GOVERNING BODY** in Michaelmas Term was held on Wednesday, 1 December 2021.

The meeting was held virtually by video conference in Microsoft *Teams* as a result of the Coronavirus (COVID-19) pandemic.

Present:	The Principal (Chair)	Dr Parkin
	Dr Kuhn	Professor Husband
	Professor Getzler, Vice-Principal	Professor Doyle (Secretary;
	Professor Wong	Chair for items 150 and 154)
	Professor Stellardi	Professor Eidenmüller
	Professor McDonald	Professor Jérusalem
	Mrs Vainker	Professor Oberhauser
	Professor Duncan	Professor Saupe
	Professor Pasěta	Professor Morisi, Library and
	Professor Grainger	Archive Fellow
	Professor Macnair	Professor Cousins, Tutor for
	Professor Wilson	Equality, Diversity and Inclusion
	Professor Rood	Dr Taylor
	Dr Perkins	Professor Kornmann
	Professor Martin	Professor Abate
	Professor Marshall	Dr Clifford
	Professor Leach	Professor Vilain, Senior Tutor
	Professor Loutzenhiser	Dr Jenkins, Dean
	Professor Conway	Mr Prior, Bursar
	Professor Mann	
In attendance:	Professor Chalker	Mr Lawrence, Director of
	Professor Blunsom	Development
	Professor McMahon	Dr Miller
	Dr Hein	Dr Vandi
	Ms Aitken, University Registrar	

Mr de Luca e Tuma, MCR President, and Ms Guo, MCR President-elect, represented the MCR and Mr Bakare, JCR President, and Ms Dickson, JCR President-elect, represented the JCR. They attended for items 142-143, 147-149, 151-153, 155-179, 181-183, 185-194, 199-200, 202, 205 and 207-217.

Ms Liddle, St Hugh's Ball Committee President, attended for item 152.

142. Apologies for Absence

Apologies for absence were received from, Professor Harnden, Professor Perera, Mr Marshall, Dr Sanders, Professor Kocsis, Dr Large, Professor Cook and Professor Alemany (Professor Moore, Professor Garnett, Professor Mitchell, Professor Stevens, Professor Powell, Professor Biro and Professor Carvalho on leave).

143. MCR and JCR Presidents

Ms Edie Guo and Ms Carolyn Dickson were welcomed to their first Governing Body meeting and congratulated on their election as the incoming MCR and JCR Presidents from 1 January 2022. Mr Ricardo de Luca e Tuma and Mr Michael Bakare were thanked for their excellent contributions to, and work for, the College and the Governing Body during the past year while they had served as MCR and JCR Presidents.

The MCR and JCR Presidents thanked the Governing Body and the College for its consideration of student issues over the past year and for working towards outcomes that benefitted students and the whole College community. The MCR President also thanked the College, and in particular, the Principal, the Bursar, the Dean and both Tutors for Equality during the year. He advised that he was proud of the work that the College and the Governing Body had achieved with both equality and diversity issues and environmental ones. The JCR President agreed with the MCR President and also thanked the College and the MCR President for their support during the past year. He wished the new JCR Committee every success in the coming year.

The Senior Tutor advised that there were a number of Fellows, who as members of the Governing Body, would be very willing to provide excellent references for the Presidents in the future.

145. Finance Committee Membership (Circ Bus 17.11.21)

It was noted that it had been agreed by circulation, on the recommendation of the Nominations for Vacancies Committee, that Dr Large should join the Finance Committee, with immediate effect, until the end of Trinity Term 2023.

146. Deans of Degrees (Circ Bus 17.11.21)

It was noted that it had been agreed by circulation, on the recommendation of the Nominations for Vacancies Committee, that Dr Sanders and Professor Abate should become Deans of Degrees with immediate effect.

147. The Minutes of the Second Stated Meeting in Michaelmas Term held on 3 November 2021 had been circulated and were approved.

148. Graduate Scholarship in French (GB 119, 03.11.21)

The Senior Tutor advised that the College had been successful in its bid for a match-funded Graduate Scholarship in French, to be named in memory of Honorary Fellow, Mrs Geneviève Adams. This would begin in Michaelmas Term 2022.

151. Conflicts of Interest

No conflicts of interest were declared.

152. St Hugh's College Ball 2022 (GB 277, 10.03.21)

[Ms Emma Liddle, St Hugh's Ball Committee President, was welcomed to the Governing Body for this item.]

A proposal from the St Hugh's Ball Committee, to hold a College Ball in Trinity Term 2022 (on a date to be confirmed) had been circulated and was received. The Committee was thanked for presenting a very well thought-through proposal. The Ball Committee President advised that the new Committee was building on the planning and ideas of the previous Committee that had not

been put into practice in 2021. The Bursar and the Senior Tutor agreed to join the Committee as *ex officio* members.

The Bursar advised that while he appreciated that the Ball had been delayed from 2021 and was a key student experience he had four overlapping concerns:

- i. The very short lead-time until Trinity Term. Balls normally took around 12 months to organise. Much of the organisation, particularly by the College, would normally occur in vacation time, but effectively there was only the Easter vacation before the proposed date of the Ball.
- ii. The operational risks surrounding the new COVID-19 variant, Omicron, which would require the attention and energies of those College staff who would also be working towards the Ball.
- iii. The difficulties of obtaining cancellation insurance. The College, as the guarantor, was being asked to underwrite the Ball with little idea of the financial exposure.
- iv. Competition for suppliers and ticket sales with other colleges also holding (postponed) Balls in Trinity Term.

The Ball President responded that many of the other Balls in Trinity Term were scheduled earlier or later than the proposed window for the College Ball, and that there was considered to be sufficient interest from current College students and recent College alumni, including the cohorts that had graduated in summer 2020 and summer 2021 without a Ball or end-of-course celebration.

It was agreed that there was not enough information available at this stage for the Governing Body to be able to make an informed decision about the Ball. The Ball Committee was asked to bring back a more detailed proposal to the 0th Week meeting of the Governing Body in January. In particular, the Ball Committee was asked to consider further a number of issues, including to provide information about:

- i. A proposed date.
- ii. The budget, ticketing and financial exposure in the event of cancellation.
- iii. Which trusted suppliers might be available (noting that the Ball Committee must not make any contractual arrangements at this stage).

It was agreed that the Ball Committee would bring a revised proposal addressing these issues to the 0th Week Hilary Term meeting, for Governing Body to take a decision.

There was also some discussion of an alternative to a Ball for Trinity Term 2022, and the potential for an end-of-course celebration, for 3rd and 4th Year Finalists, and recent graduates from (at least) 2020 and 2021, as a fall-back event should a Ball prove unworkable for summer 2022.

[Ms Liddle, St Hugh's Ball Committee President, left the meeting.]

153. Coronavirus (COVID-19) Pandemic Update (GB 84, 03.11.21)

The University Registrar advised that there was a confirmed case of the COVID-19 Omicron variant within the University and that the University systems in place were picking up the variant. Scientific evidence suggests that the current vaccines still provide a degree of protection against the most serious illness, and that mask wearing and ventilation remain the most effective primary responses. The University Registrar was thanked for her ongoing advice and for her excellent support to the Governing Body and the College.

The Bursar advised that there were a number of College-specific risks being addressed, including:

- i. The risk of a material number of students not being able to return home and having to self-isolate after the end of term. It was noted that many students were following the

advice to behave sensibly so as not to jeopardise their chances of returning home as planned this Christmas, and there seemed, anecdotally, to be fewer students congregating in the corridors and in Hall as the end of term approached, following cautionary messages from the College earlier in the week.

- ii. The new Government regulation that self-isolation was mandatory, regardless of vaccination status presented a risk to service delivery from the loss of key staff. This would be considered further by the Governing Body at its next meeting in 0th Week of Hilary Term.
- iii. No changes were currently being proposed to College restrictions or regulations, although there was likely to be the need to enforce rules more strenuously as the College moved back from 'encouragement' to 'enforcement' in Hilary Term.
- iv. The Conference of Colleges Domestic Bursars' Committee had recommended that colleges work on two contingency plans: (a) to review the shadow household plans and prepare to re-introduce households, perhaps at short notice and (b) to review plans for operation without key individuals or with teams that drop below viable numbers to deliver normal service. Work was underway on both of these.
- v. There may be the need to introduce additional restrictions on-site before the next meeting of the Governing Body in 0th Week, for example in response to changing government guidance. It was agreed that decisions could be delegated to the College's Bronze Group, with final sign-off of any decision by the Principal, Vice-Principal, Bursar, Senior Tutor, and Secretary to the Governing Body.

The Bursar further advised that a decision would be taken at the 0th Week meeting about whether guests at Formal Halls would be allowed in Hilary Term and whether there would be any return to in-person meetings for the Governing Body and College committees. It had been hoped to make these decisions at this meeting, but it was considered that there were too many unknown variables currently.

154. Principal's Temporary Variation of Duties, Hilary and Trinity Terms 2022 (GB 5, 11.11.21)

[The Principal and the Vice-Principal left the meeting for the discussion of this item, which was chaired by the Secretary.]

A proposal for the arrangements to cover the Principal's work, during the first six months of 2022, had been circulated and was approved.

It was agreed that College committees normally chaired by the Principal would be chaired during Hilary and Trinity Terms 2022 as follows, noting that normally no-one should chair a committee which scrutinises their own responsibilities and activities, and that the Chair should as far as possible be disinterested in the business of the committee:

- Governing Body: Vice-Principal
- Academic Committee: Vice-Principal
- Finance Committee: Acting Vice-Principal
- Investment Committee: Vice-Principal
- Equality Committee: Acting Vice-Principal
- Infrastructure Committee: Senior Tutor
- Welfare Committee: Bursar.

155. Report and Recommendations from Finance Committee

The unconfirmed Minutes of the Second Stated Meeting of the Finance Committee in Michaelmas Term held on 24 November 2021 had been circulated and were received.

156. Management Accounts, Period 3 - Three Months to 31 October 2021 (FC 8) (GB 95, 03.11.21)

The Management Accounts for Period 3 (1 August-31 October 2021) had been circulated and were received.

The Finance Committee had noted that:

- i. This was still early in the financial year and there were no new trends or concerns to report to the Governing Body.
- ii. While the Maplethorpe Building Refurbishment Project was showing as unbudgeted spend because the budget had been held in the previous financial year, the Project had in fact underspent by £140k across the life of the Project (see Minute 165, below).
- iii. There were savings in staffing costs driven by the number of vacancies that the College was carrying. The Bursar had emphasised that the College wished to recruit staff to these vacancies, rather than make savings on the payroll budget, but that there were issues with recruitment in many sectors, especially for the Catering and Estates teams at present.

On the recommendation of the Finance Committee, the Management Accounts for Period 3, for the three months to 31 October 2021, were approved.

157. Report and Recommendations from Investment Committee (FC 11) (GB 100, 03.11.21)

The unconfirmed Minutes of the Stated Meeting of the Investment Committee in Michaelmas Term held on 26 October 2021 had been circulated and were received.

158. Drawdown from the Endowment (FC 12) (GB 101, 03.11.21)

It was noted that on the recommendation of the Investment Committee, the proposal to continue to maintain the income drawdown from the endowment at its current level of 3.77% had been approved by the Governing Body at its previous meeting on 3 November 2021.

159. Report and Recommendations from Infrastructure Committee (FC 13)

The unconfirmed Minutes of the Stated Meeting of the Infrastructure Committee in Michaelmas Term held on 16 November 2021 had been circulated and were received.

160. Head of ICT for NOSCS's Report (FC 14) (GB 442, 16.06.21)

The Michaelmas Term report from the Head of ICT for NOSCS (North Oxford Shared College Services) had been circulated and was received. The report included progress against the ICT business plan for the year.

161. College Environmental Sustainability Strategy (IC 7) (GB 138, 03.11.21)

The draft College Environmental Sustainability Strategy, from the Climate Strategy Sub-Committee of the Infrastructure Committee, had been circulated and was approved on the recommendation of the Infrastructure Committee.

The Principal thanked the Sub-Committee for its work on producing the Strategy, which set a challenging agenda for the College. It was agreed that the Strategy should permeate every action within the College and there was a need for the Strategy to be implemented and taken forward.

The Bursar advised that this Strategy would be considered as part of the wider Strategic Planning Review (see Minute 185, below) as it provided excellent direction as to where and how the College needed to focus its resources.

162. Report from the Custos Hortulorum (FC 15) (GB 433, 16.06.21)

A proposal from the *Custos Hortulorum* concerning the recording and recognition of gifts to the gardens had been circulated and was received. The Infrastructure Committee had noted that a database had been set up by the Archivist to record non-monetary gifts to both the gardens and, more generally, to the College.

163. Report and Recommendations from the Head Gardener and Grounds Manager (IC 9) (GB 435, 16.06.21)

The Michaelmas Term report from the Head Gardener and Grounds Manager had been circulated and was received.

164. Head of Estates' Report and Recommendations (FC 16) (GB 436, 16.06.21)

The Michaelmas Term report from the Head of Estates had been circulated and was received. This report included progress with the planned maintenance programme for 2021-22, information about the completion of the reduced 2020-21 planned maintenance programme, and an update on responsive repairs and statutory maintenance. Information about the bathroom upgrades and new lighting installed during the summer at 9 and 10 Canterbury Road had also been included.

Items from the Head of Estates' report are included in Minutes 165-166, below.

165. Maplethorpe Building Refurbishment Project (FC 17) (GB 76, 07.10.21)

An update report, including the final Maplethorpe Building Refurbishment Project costs (compared to the budget) and an objectives review, had been circulated as part of the Head of Estates' report and was received. It was noted that the Refurbishment Project had been completed on time and under-budget by £140k, mainly as the contingency reserve had not been used.

On the recommendation of the Finance Committee, it was agreed that this underspend amount should be used to fund the top and second priority items requiring urgent action from the Accessibility Audit (see Minute 166, below) and that the remainder should be retained for other more urgent maintenance work on the estate this year, rather than returned to general reserves.

It was further agreed, also on the recommendation of the Finance Committee, that funds for Accessibility Audit works should be released immediately for this purpose, and that a strategy for using the remaining funds for the most urgent specific estates projects should be brought back to the Hilary Term meeting of the Infrastructure Committee for approval. It was noted that the Infrastructure Committee had also agreed that any projects approved out of the £140k should be tested against the College Environmental Sustainability Strategy, to ensure that they were consistent (see Minute 161, above).

166. Accessibility Audit (FC 18) (EC 9, 22.11.21)

The Accessibility Audit of St Hugh's College, prepared by the University's Access Auditor in the Estates Services' Conservation and Buildings Team, as part of a wider collegiate review, had been

circulated and was received. It was noted that this Audit Report had also been considered at the meeting of the Equality Committee held on 22 November 2021.

It was agreed, on the recommendation of the Finance Committee, that the Head of Estates would consider all urgent top priority items along with any second priority items that could be accomplished with minimal cost or had already been raised as accessibility concerns by students or others.

It was also agreed, on the recommendation of the Finance Committee, that some of Maplethorpe Building Refurbishment Project underspend (see Minute 165, above) should be used to cover the high-spend priority items.

167. Health and Safety Report and Recommendations (FC 19) (GB 441, 16.06.21)

The Michaelmas Term Health and Safety report from the Head of Estates had been circulated and was received. The report included an analysis of fire alarm activations since June 2021, accident and injury statistics, and a COVID-19 risk assessment update. A proposal to conduct a comprehensive Health and Safety review of arrangements and procedures at the College was also included in the report.

Items from the Health and Safety report are included in Minutes 168-171, below.

168. Accidents and Injuries Report (GB 441, 16.06.21)

It was noted that the number of accidents on-site in the College, for the period June-October 2021, remained very low. It was also noted that the Head of Estates had advised the Infrastructure Committee that the College's 'near-miss' reporting needed to be increased, to prevent accidents, and that the greater reporting of 'near-miss' incidents is to be encouraged throughout the College.

169. Inflatables in the College Grounds (FC 20)

It was noted that the Michaelmas Term Health and Safety report from the Head of Estates had advised that there had been a number of matters of concern involving inflatables at events in the College grounds. It was also noted that the Finance Committee had agreed that the use of inflatables would be considered further by the Infrastructure Committee at its Hilary Term meeting and a proposal would be brought to the Governing Body next term. Any requests for using inflatables in the College in the meantime would be handled on a case-by-case basis.

170. Health and Safety Policy Statement of Intent (FC 21) (GB 150, 02.12.20)

The revised Health and Safety Policy Statement of Intent had been circulated and, on the recommendation of the Finance Committee, was approved. It was noted that the Statement of Intent had been updated with additional COVID-19 arrangements in 2020, which remained in place to ensure that the College remained vigilant regarding the pandemic.

171. Environmental Policy Statement (FC 22) (GB 151, 02.12.20)

The revised Environmental Policy Statement had been circulated and, on the recommendation of the Finance Committee, was approved.

172. Food Working Group (FC 23)

It was noted that the Infrastructure Committee had agreed to set up a Food Working Group to consider all food-related matters. It would be a group with a finite working life reporting back to the Infrastructure Committee, and would consider all topics including menu choices, food miles and food waste.

173. Report and Recommendations from Student Support Committee (FC 24)

The unconfirmed Minutes of the Stated Meeting of the Student Support Committee in Michaelmas Term held on 17 November 2021 had been circulated and were received.

174. Financial Assistance to Suspended Students (FC 25)

A proposal from the JCR Access Officer for the College to extend financial assistance to suspended students had been considered by the Student Support Committee, although unfortunately, the JCR Access Officer had been unable to attend that meeting. It had been clarified that the definition concerned students who chose to suspend on health, welfare and mental health or financial grounds; it did not concern students who were rusticated on academic or behavioural grounds.

The Bursar had advised the Student Support Committee that this issue needed to be explored in detail so as not to introduce any policy drafted in haste, or with unintended consequences. The Bursar had agreed to explore the legal and policy issues, to look at support for suspended students in the round, not just financial issues, and to liaise with other colleges to ensure that any proposed policy was not out of line with the rest of the collegiate University.

175. Proposals Concerning Vacation Residence (FC 26)

Two proposals, submitted by the JCR and drafted by the Bursar, concerning vacation residence for students: (a) a proposal for vacation residence for international students who need to quarantine and (b) a request for 9-month leases for Undergraduate students, had been circulated and were received.

a. Proposal for Vacation Residence for International Students who Need to Quarantine

The proposal for international students to be able to use their annual vacation residence allowance, if they so wished, for nights needed to fulfill COVID-19 quarantine requirements, was approved, on the recommendation of the Finance Committee.

The JCR had also requested that this allowance should be backdated to the start of the pandemic in March 2020, so that students who had paid for quarantine vacation residence, but had unused vacation residence allowance, could be reimbursed for the difference. This was also approved, on the recommendation of the Finance Committee.

b. Request for 9-Month Leases for Undergraduate Students

It was agreed, on the recommendation of the Finance Committee, that the Bursar and the College Accountant would explore the feasibility of this request, noting if possible, the timing of the JCR room ballots.

There was concern about possible knock-on impacts or unintended consequences, which would need to be fully worked through (for example, the outlier houses are often used for vacation residence for students from other accommodation blocks; the potential segregation

of students on the College estate by ability to pay; and it is not yet clear if 2022 interviews for 2023 admissions will be in-person or remote). The consequences of moving away from the policy of a single room-rate for all Undergraduate rooms would need weighing carefully, and the mechanism of any 9-month leases constructed accordingly; and the intersections with the existing Vacation Residence Policy would need to be understood in full. It was also noted that the potential effect of such a policy on the College's commercial income streams would have to be understood more fully.

176. Digital Fundraising Strategy (FC 27) (Fundraising Committee Minute 10, 11.11.21)

A proposal for the College to partner with a provider of digital fundraising technology, to provide third-party software to support effective digital fundraising campaigns over the next 12–36 months, had been circulated and was received. It was noted that the proposal had been approved by the Finance Committee on the recommendation of the Fundraising Committee. This decision was endorsed by the Governing Body.

177. Garden Budget (FC 28)

A proposal from the *Custos Hortulorum* for the Gardens Team to be allowed to carry forward unspent project cost budgets from more than one year to fund larger items, had been circulated and was received. It was noted that the Finance Committee had approved the proposal, noting that although the general rolling-forward of unspent budget is undesirable, especially in a deficit budget year, there is no clear reason why this would be a problem if done in a planned way for specific items, given that the impact on unrestricted funds is the same, and there is no need to smooth costs between reporting years since the sums involved are relatively small.

It was noted that it had also been agreed by the Finance Committee that this could apply to other budget holders, so long as there was committee oversight, and also so long as this did not become burdensome for the Finance Team to administer. These decisions were endorsed by the Governing Body.

179. College GDPR Audit Report 2021 (FC 30) (GB 85, 04.11.20)

The College GDPR Audit Report 2021, prepared by the Acting Data Protection Officer (DPO) with input from the Head of ICT for NOSCS, had been circulated and was approved, on the recommendation of the Finance Committee.

180. Proposal for the Use of Restricted Funds to Protect Unrestricted Funds (FC 31) (GB 94, 03.11.21)

A breakdown of restricted and unrestricted funds from the 2021-22 Budget had been circulated and was received.

181. Principal's Report and Development Update

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

The Principal advised that:

a. Recent Events:

- i. 10 November 2021 – The Principal had hosted Professor Michael McMahon as he delivered his excellent lecture 'Post-Lockdown Economic Challenges' twice on this date, the first time for Elizabeth Wordsworth Fellows and the second for the College

community. 128 people registered and 82 attended. Professor McMahon was thanked for his wonderful lecture and for delivering this twice in one day.

- ii. 12 November 2021 – The Development Team had supported Ms Lena Sorochina, Outreach and Partnerships Manager, in hosting a panel event around the Nancy Sheung Photo Oxford Exhibition.
- iii. 20 November 2021 – The Principal had hosted a reunion dinner for alumnae who matriculated between 1973 and 1977, with 81 people attending. funds had been raised for the Catherine Ennis Organ Scholarships Fund (see Minute 201, below) through donations made as guests registered for the event. Substantial positive feedback had been received. The Principal thanked everyone who had made the evening an incredible success and the Director of Development thanked the Catering and Quads teams, along with so many others in College, for all of their help with the Dinner.

b. Forthcoming Events:

- i. Thursday, 2 December 2021 - The Vice-Principal will host the College's first Hanukkah celebration in College.
- ii. 10-20 January 2022 (exact dates to be confirmed) – US East Coast Alumni tour with the Director of Development to include Miami, Washington DC, Boston and New York (subject to alumni attitudes regarding COVID-19).
- iii. Tuesday, 25 January 2022 – Burns Night celebrations in College.
- iv. Tuesday, 1 February 2022 – Lunar New Year celebrations in College.
- v. Thursday, 10 March 2022 – ‘Gadda and Landscape’ Lecture by Professor Stellardi (in conjunction with Dr Vandi).
- vi. Saturday, 12 March 2022 – Women in Engineering event (in conjunction with Dr Smyth).

182. Legacies and Donations

Information about recent gifts and fundraising campaigns had been circulated and was received as part of the Principal's Report and Development Update (see Minute 181, above).

183. Christmas Arrangements (GB 110, 03.11.21)

The Principal advised that the College staff had been granted an extra two days of annual leave, added to the Christmas closure period, in recognition of their extremely hard work during the past year. The College Christmas closure period will now extend from 12.00 noon on Monday, 20 December 2021 until the morning of Tuesday, 4 January 2022.

While the College would be closed for two weeks over the festive period, it was planned to maintain some minimum core services, such as providing basic support to any students self-isolating on-site in this period. The Bursar advised that he would be holding a meeting of key administrative staff to discuss all aspects of the Christmas closure arrangements and to plan for potential scenarios.

184. Election as a Distinguished Friend of St Hugh's College

Biographical information concerning Miss Rosalind Hedley-Miller (PPE, 1973) had been circulated and was received. Miss Hedley-Miller was elected as a Distinguished Friend of St Hugh's College in a formal vote.

185. Strategic Planning Process (GB 28, 09.10.14)

A plan for the approach to the next Strategic Planning Round had been circulated and was approved. The Bursar advised that the review and update of the previous Strategic Plan (2015-2020) for the subsequent five years had been delayed by the COVID-19 pandemic, but that the process should now begin to develop a new Strategic Plan, to be approved by the Governing Body in Trinity Term 2022. The Governing Body would also be asked to approve the Plan's major headline topics at its 8th Week meeting in Hilary Term.

The Strategic Plan would be developed by the relevant committees, but an oversight group would be set up to manage the process. It was agreed that the oversight group would consist of the Vice-Principal, the Bursar, the Senior Tutor, the Director of Development and three Fellows, who were not College Officers.

Any Fellow wishing to join the group, and especially any Fellow with strategic planning expertise, should contact the Bursar. It was hoped to be able to finalise membership of the oversight group at the 0th Week meeting of the Governing Body in Hilary Term.

186. Report and Recommendations from Equality Committee

The unconfirmed Minutes of the Stated Meeting of the Equality Committee in Michaelmas Term held on 22 November 2021 had been circulated and were received.

187. Report from the Tutor for Equality, Diversity and Inclusion (EC 6)

The Tutor for Equality, Diversity and Inclusion advised that:

- i. He was looking forward to meeting with the new MCR and JCR Presidents and Officers (see Minute 213, below) as soon as was practicable.
- ii. The University's Race Equality Task Force consultation ends in 8th Week. All Oxford University staff and students are invited to take part in a consultation to provide their feedback about the recommendations and proposed measures of the University's Race Equality Task Force.
- iii. All members of the Governing Body were urged to watch the recording of the Transgender Awareness workshop that Cheryl Morgan of The Diversity Trust ran for the College in September. The recording is available at <https://web.microsoftstream.com/video/712cf72f-40a9-41d2-a063-4df32ad29440>.

188. Equality Report 2021-22 and Action Plan (EC 7) (GB 166, 02.12.20)

The Equality Report 2021-22 and Action Plan had been circulated and, on the recommendation of the Equality Committee, were approved. Dr Taylor was thanked for his work on the Equality Report and Action Plan.

189. Transphobia Definition and the College Bylaws (EC 8) (GB 127, 03.11.21)

The updated definition of Transphobia from the Oxford University Student Union (Oxford SU), based on the Trans Actual and Liberal Democrat definitions of transphobia, as well as contextual information from the JCR's LGBTQ+ Representative, had been circulated and were received. The

Tutor for Equality, Diversity and Inclusion had advised the Equality Committee that the updated definition of transphobia had implications for the College Bylaws, which were currently under review.

The Equality Committee had noted that a revised version of the document had since been generated by Oxford SU. The Equality Committee had agreed that it must have sight of this other version before a decision could be made and that this item will be reviewed again by the Equality Committee at its Hilary Term meeting.

The Tutor for Equality, Diversity and Inclusion thanked Mr Marcus Ham, the JCR's LGBTQ+ Representative, for his work on the definition and for bringing it to the College's attention.

190. Accessibility Audit (EC 9) (FC 18, 24.11.21)

This item was considered as part of the report and recommendations from the Finance Committee (see Minute 166, above).

191. Public Sector Equality Duty Reports (EC 11)

The Public Sector Equality Duty reports for *Postgraduate Admissions: College Decisions* had been circulated and were received.

192. Conference of Colleges (GB 128, 03.11.21)

The Principal advised that the Conference of Colleges had been very positive about the paper on sexual violence that had been authored by the Bursar. Mr Prior was thanked for his work on the paper.

193. Report and Recommendations from Academic Committee

The unconfirmed Minutes of the Second Stated Meeting of the Academic Committee in Michaelmas Term held on 17 November 2021 had been circulated and were received.

194. Study Skills Tuition (AC 5.1) (GB 111, 04.11.20)

It was agreed, on the recommendation of the Academic Committee, that the College should seek to recruit a Stipendiary Lecturer (on a four-hour contract in the first instance) to provide Study Skills support. The Academic Committee had noted that this might prove particularly valuable to students from educationally under-privileged backgrounds, and thereby would form an important part of the College's Outreach offering and that it may be possible to fund the post from donations. It was hoped that this Lecturer could be in place by Trinity Term 2022.

The Senior Tutor advised that this post did not intend to replace any existing College support but, rather, would supplement and complement it. It was agreed that writing skills could be made more prominent in the role description. There was concern that different subjects had differing study-skill demands, but the Senior Tutor emphasised that the post was designed to provide more support for all students and was not intended to replace any subject-specific skills development.

Professor Leach advised that the University Language Centre on Banbury Road is reconfiguring its offering and there is a proposal to turn it into a global study skills centre, including teaching academic writing skills. The location of the Centre would be ideal for St Hugh's students.

195. Teaching in Earth Sciences (AC 15)

A cv and reference for Dr Ross Anderson had been circulated and were received. It was agreed, on the recommendation of the Academic Committee, to appoint Dr Anderson to a four-hour Stipendiary Lectureship in Earth Sciences for one year from October 2022. Professor Saupe has requested sabbatical leave for the coming academic year (see Minute 196ii, below) and Dr Anderson's appointment would meet teaching, admission, and Personal Tutoring needs in her absence.

196. Leave and Buyouts (AC 16)

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

- i. to Dr Hein, who is taking sabbatical leave from her Departmental duties for the 2022-23 academic year, her wish to be excused from College committee work for the same period; Dr Hein will continue as a Graduate Advisor.
- ii. to Professor Saupe, sabbatical leave, according to entitlement, for the 2022-23 academic year (see Minute 195, above).

It was also noted that:

- iii. Professor Baker wished to move a term's leave, granted for Hilary Term 2022, to Hilary Term 2023.

197. Update on Recruitment to New Posts (AC 17) (GB 118, 03.11.21)

An update on recruitment to new posts was noted.

198. Academic Staff Mentoring (AC 19.1)

On the recommendation of the Academic Committee, it was agreed that the Senior Tutor should oversee the arrangement to make more formal the process of introducing new Fellows to College life, and that mentors should not be subject colleagues.

199. MCR Research Evening

The Senior Tutor advised that the MCR Research Evening would be held on Tuesday, 7 December 2021 (9th Week), which would include talks from the Senior Tutor and a scientific colleague on the pragmatics of research in their fields.

200. Prevent Duty Annual Return 2020-21 (GB 126, 02.12.20)

The Prevent Duty annual return 2020-21 had been circulated and was approved.

201. Organ Scholarship

It was agreed that the following student should take up an Organ Scholarship in the College Chapel:

James Hansen (1st year Mathematics).

It was noted that the student had Tutorial approval to take up his Scholarship.

The Principal advised of the recent success of the Catherine Ennis Organ Scholarships Fund campaign and that gifts to this fund would be used to endow the Organ Scholarships at St Hugh's (see Minute 181aiii, above). This fund has been named in honour of the late Catherine Ennis (Music, 1973), St Hugh's alumna and one of the UK's leading organists.

202. The Library (GB 125, 03.11.21)

The Library and Archive Fellow advised that there is an ongoing discussion about the opening of the Library during the College's Christmas closure period. A final decision will be made by the end of 10th Week. If the Library opens during this period, there may be some limitations, both in terms of opening hours and services available.

The Library and Archive Fellow also reminded the Governing Body that the acting Librarian was encouraging Fellows to suggest to her, at head.librarian@st-hughs.ox.ac.uk, acquisitions and reading that was research or teaching-related for the Library. It was noted in the *Teams* 'chat' that the Library staff could action requests for new books very quickly indeed.

203. Staff Pay and Retention

The Bursar advised that he had been meeting teams across the College and this had provided very useful feedback about staff issues and concerns.

204. Head of Estates

The Bursar advised that the Head of Estates, Mr Colin Bailey, had offered his resignation from the College and would finish working for St Hugh's at the end of February 2022, in order to take up a position at Oriel College.

205. Admissions

The Senior Tutor thanked Tutors for engaging with the University's online training on the admissions process, and encouraged anyone who had not yet done so, to follow the links circulated by the Admissions Coordinator.

Tutors were also thanked by the Senior Tutor for their engagement with the College Office in the process for shortlisting Band A students.

The Senior Tutor offered his special thanks to the College Office who, as the Principal had advised, were working incredibly busily at present, but still working extremely efficiently.

207. Report and Recommendations from Fundraising Committee

The unconfirmed Minutes of the Stated Meeting of the Fundraising Committee in Michaelmas Term held on 11 November 2021 had been circulated and were received.

208. Digital Fundraising Strategy (FC 10) (Finance Committee Minute 27, 24.11.21)

This item was considered as part of the report and recommendations from the Finance Committee (see Minute 176, above).

209. Report and Recommendations from the Governance Working Group (GB 399, 19.05.21)

The unconfirmed Minutes of the first meeting of the Governance Working Group held on 12 November 2021 had been circulated and were received.

210. Report and Recommendations from Welfare Committee

The unconfirmed Minutes of the Stated Meeting of the Welfare Committee in Michaelmas Term held on 23 November 2021 had been circulated and were received.

211. Message from Mrs Elizabeth Treasure (WC 2.1) (GB 130, 03.11.21)

The retirement message from Mrs Elizabeth Treasure, former Counsellor and recently-elected Distinguished Friend of St Hugh's College, was noted.

212. Welfare Review (WC 7) (GB 65, 07.10.21)

The Senior Tutor advised that he is planning a formal report in Hilary Term on the College's welfare provision, structures and communication.

213. MCR and JCR Committees from 1 January 2022

A list of the new MCR and JCR Presidents and Committee members from 1 January 2022 had been circulated and was received.

214. The Principal

It was noted that this was the Principal's last meeting of the Governing Body until Michaelmas Term 2022. The Principal thanked the Governing Body for its support over the past year. The Vice-Principal advised that he and the whole of the Governing Body wished her every success in her hard and demanding role leading the Inquiry and that the College was extremely supportive of the work that she was about to undertake.

215. Equality and Diversity Issues Arising

No equality and diversity issues were identified other than those raised in the meeting, including the discussion of the Accessibility Audit (see Minute 166, above), the Food Working Group, that would look at diverse menu choices, among other considerations (see Minute 172, above), the report and recommendations from the Equality Committee (see Minutes 186-191, above), study skills tuition (see Minute 194, above), and the Prevent Duty annual return 2020-21 (see Minute 200, above).

216. Environmental Issues Arising

No environmental issues were identified other than those raised in the meeting, including the College Environmental Sustainability Strategy (see Minute 161, above), the Environmental Policy Statement (see Minute 171, above), and the Food Working Group, that would look at food miles and food waste, among other considerations (see Minute 172, above).

217. Date of Next Meeting

The First Stated Meeting of the Governing Body in Hilary Term will be held in 0th Week on Thursday, 13 January 2022 at 11.00am.

This ended the business of the meeting.

PROFESSOR D DOYLE
Secretary