

ST HUGH'S COLLEGE, OXFORD

The Second Stated Meeting of the **GOVERNING BODY** in Hilary Term was held on Wednesday, 9 February 2022.

The Meeting was held virtually by Video Conference in Microsoft *Teams* as a result of the Coronavirus (COVID-19) pandemic.

Present:	The Acting Principal (Chair)	Dr Parkin
	Dr Kuhn, Acting Vice-Principal	Professor Husband
	Professor Wong	Professor Doyle (Governing Body Secretary)
	Professor Stellardi	Professor Oberhauser
	Professor McDonald	Professor Saupe
	Mrs Vainker	Professor Morisi, Library and Archive Fellow
	Professor Duncan	Professor Cousins, Tutor for Equality, Diversity and Inclusion
	Professor Grainger	Dr Taylor
	Professor Macnair	Professor Kornmann
	Professor Wilson	Professor Abate
	Professor Rood	Professor Kocsis
	Professor Martin	Dr Clifford
	Professor Marshall	Professor Vilain, Senior Tutor
	Professor Leach	Dr Jenkins, Dean
	Professor Loutzenhiser	Mr Prior, Bursar
	Professor Conway	
	Professor Mann	
	Dr Sanders	
In attendance:	Professor Chalker	Mr Lawrence, Director of Development
	Professor Blunsom	Dr Miller
	Professor Bentley	Professor Reeves
	Professor McMahan	Dr Vandt
	Ms Aitken	Dr Smyth

Ms Guo, MCR President, represented the MCR and Ms Dickson, JCR President, represented the JCR. They attended for items 260-263, 266-268, 274-279, 287-288 and 293-306.

Professor Jessica Valdez, Belcher Visiting Fellow in Victorian Studies in Hilary Term and Trinity Term 2022, attended for item 262.

260. Apologies for Absence

Apologies were received from: Professor Harnden, Professor Perera, Mr Marshall, Professor Eidenmüller, Professor Jérusalem, Dr Large, Professor Cook, Dr Hein and Professor Alemany (The Principal, Professor Moore, Professor Garnett, Professor Mitchell, Professor Stevens, Dr Perkins, Professor Biro and Professor Carvalho on leave).

261. Circulated Business Since the Last Meeting of the Governing Body

It was noted that there had been no business circulated since the last meeting of the Governing Body held on 13 January 2022.

262. Admission of Fellows (GB 224, 13.01.22)

[Professor Valdez was welcomed to the meeting.]

The following made her Declaration and was admitted to her Visiting Fellowship:

Professor Jessica Valdez (Belcher Visiting Fellow in Victorian Studies).

It was also noted that Professor Martin Hewitt is also currently at St Hugh's for the second term of his Belcher Visiting Fellowship in Victorian Studies; his first term having been in Hilary Term 2020 (GB 179, 16.01.20).

[Professor Valdez left the meeting.]

263. The Minutes of the First Stated Meeting of the Governing Body in Hilary Term held on 13 January 2022 had been circulated and were approved.

265. Conflicts of Interest

Fellows declared potential conflicts of interest with regard to leave and buyouts (see Minute 284, below).

Professor Bentley declared a conflict of interest with regard to the re-election of the Senior Research Fellow in History and took no part in this item or the formal vote (see Minute 286, below).

266. Coronavirus (COVID-19) Pandemic Update (GB 231, 13.01.22)

A report on the current situation in the College with regard to the pandemic, and particularly the spread of the Omicron variant within the College, as well as recommendations for action, had been circulated and was received.

The Bursar advised that there were currently 28 cases in the College and that this had reduced from a peak of 65 cases the previous week. Infection levels remained high, but were decreasing.

The response of the College's staff to the situation had been phenomenal, with many staff working to cover gaps in resourcing due to staff sickness, and to take on the additional tasks necessitated by the very large number of students self-isolating. It was agreed that the Bursar would write to the staff, on behalf of the Governing Body, to thank them for their extraordinary efforts.

The Catering Team was thanked for its flexible approach to changing situation in College. The work that had gone in to preparing and delivering the very large number of isolation meals had been quite exceptional, and the MCR President praised the quality of the food delivered to isolating students. There were also comments in the *Teams* 'chat' from Fellows noting the Catering Team's ability to shift rapidly from eat-in dining to take-away meals, as well as the continuing high quality of the food provided.

The all-student meeting hosted by the Dean and the Bursar in 0th Week, to explain the current situation and the measures that it was necessary to take, had been marred by a small sub-set of the student population expressing views that while sometimes reasonable, at other times were hostile and rude. The Bursar advised that many students had since expressed their support of the measures put into place to keep everyone safe and well. The MCR and JCR Committees were

thanked for their important role in explaining the situation to their members and keeping the conversation constructive. There had certainly been more positive feedback from students since infection levels had risen this term.

The JCR President advised that the JCR wished for a return to normality as quickly as possible and that re-opening the bar was a priority for JCR members. The MCR President advised that the MCR Committee remained cautious and was organising many events outdoors, while requiring strict measures such as evidence of a negative lateral flow test before attending any events. However, both Presidents were grateful to the College for keeping everyone safe, and noted that most students had responded well and positively to the measures introduced. Only a small, vocal minority had been negative.

The Acting Principal reminded the Governing Body that the College was a community of staff and students, and that many staff had vulnerabilities and/or families to consider. Teaching was the key activity that needed to be protected, even at the expense of other activities.

It was agreed that it was too soon to make any firm decisions about the second half of term, but that the following principles should guide the College's approach:

- i. Sit-down service in Hall should resume once positive cases and isolation meal deliveries fall to pre-2nd-Week levels, provided that there are sufficient staff and that there are no other factors indicating that this would be unsafe.
- ii. Additional spaces in the Library can reopen at the discretion of the Library Team, and all spaces will reopen once positive cases fall to pre-2nd-Week levels, provided this can be risk-assessed as safe. However, continued safe access to books for all students depends on continued compliance with mask-wearing. Governing Body approved the banning of individuals from the Library for repeated or egregious breaches of this rule, and supported the temporary closure of these spaces again if mask-wearing more generally relapses to Michaelmas-Term levels.
- iii. Formal Halls and other planned catering can resume once infection levels in College and the wider University fall to pre-2nd-Week levels, provided there are sufficient staff to resource this, and that it can be risk-assessed as safe, based on the most up-to-date information available.
- iv. The bar can reopen on a take-away basis and will look to re-open fully once infection levels fall to pre-2nd-Week levels. Bops and other densely-populated events will be subject to a separate risk assessment given the additional risk and staff presence, but the College will look to resume these once the bar is open, provided that it is safe for staff (including Junior Deans and Porters, who may need to deal with incidents during the event).
- v. The College will look to facilitate some additional social events, to try to restore some of the opportunities for community-building that have been lost this term. However, given staff levels, lead times and other uncertainty, it was recommended that anything additional be planned for Trinity Term rather than Hilary Term. It is also important that expectations be set appropriately, to avoid overwhelming operational teams or causing friction around the start/end of the FHS 'Entz' ban.
- vi. In-person teaching remains at the discretion of individual Tutors, although it is envisaged that the College will relax its recent guidance encouraging remote teaching once infection levels fall to pre-2nd-Week levels.

- vii. The strict 'work-from-home' guidance will be relaxed once infection levels fall to pre-2nd-Week levels, but managers should continue to encourage remote working where colleagues would otherwise be sharing offices. The College should continue to encourage committees and meetings to take place remotely where this is feasible.

It was further agreed that the College's Bronze Group should continue to monitor the situation in the College closely and, once infection levels fall to pre-2nd-Week levels, check whether it is safe to resume activities and that there are enough staff available to resource them adequately. It was hoped that many activities could resume in 5th Week and that Formal Halls might resume in 6th Week. The JCR President advised that her members hoped that once they resumed, one of the first Formal Halls might be the Halfway Hall, which was normally held in 4th Week of Hilary Term.

267. Report and Recommendations from Finance Committee

The unconfirmed Minutes of the First Stated Meeting of the Finance Committee in Hilary Term held on 26 January 2022 had been circulated and were received.

268. Management Accounts, Period 5 – Five Months to 31 December 2021 and 5+7 Forecast to 31 July 2022 (FC 9) (GB 156, 01.12.21)

The Management Accounts for Period 5 (1 August–31 December 2021) and the 5+7 Forecast to 31 July 2022, together with a commentary on the 5+7 Forecast, had been circulated and were received.

The Bursar advised that the financial impact of the COVID-19 pandemic had been significant for the College over the past two years, and although the situation is easing, the College is continuing to feel the impact through this current financial year. As a result of ongoing national restrictions through the beginning of the year, the College continued to see a significantly lower level of commercial activity on-site which is a key area of income affecting the overall financial position.

The Bursar advised that the 5+7 Forecast showed that, despite prudent expenditure and cost savings, the financial deficit for the year had increased significantly, mainly due to the lower level of commercial activity than anticipated, and the resulting reduction in income.

The Management Accounts for Period 5 (1 August–31 December 2021) and the 5+7 Forecast to 31 July 2022 were approved on the recommendation of the Finance Committee.

274. Acting Principal's Report and Development Update (GB 232, 13.01.22)

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

The Acting Principal advised that:

a. Forthcoming Events:

- i. 23 February 2022, 5.00pm – Online Lecture with Dr Pull: 'Preventing epidemics – what do ants have to teach us?'
- ii. 10 March 2022 – 'Gadda and Landscape' lecture by Professor Stellardi (in conjunction with Dr Vandi).

- iii. 12 March 2022 – Women in Engineering event (in conjunction with Dr Smyth, if dinners are able to go ahead).
- iv. 26 March 2022 – Jubilee Lunch for alumnae who matriculated in 1950, 1951, 1960, 1961, 1970, and 1971.
- v. 3 April 2022 – Oxford Cambridge Boat Race in London (VIP donor event in conjunction with the University).

275. Legacies and Donations (GB 233, 13.01.22)

Information about recent gifts and fundraising campaigns had been circulated and was received as part of the Acting Principal's Report and Development Update (see Minute 274, above).

The Acting Principal advised of the substantial gift to support a new CDF/JRF in Artificial Intelligence. There was rapid growth in Artificial Intelligence work in the University and the College was keen to be a leader within the University.

The Direct Mail campaign at the end of Michaelmas Term had been the most successful in the College's history.

276. Blavatnik Award for Young Scientists

The Acting Principal advised that Professor Saupe was one of nine UK recipients of the 2022 Blavatnik Awards for Young Scientists, in recognition of her work using the fossil record to understand how species respond to environmental changes over both long and short timescales. It was noted that the awards are the largest unrestricted prize available to young UK scientists.

Professor Saupe was warmly congratulated on this excellent achievement.

277. Report and Recommendations from Academic Committee

The unconfirmed Minutes of the First Stated Meeting of the Academic Committee in Hilary Term held on 26 January 2022 had been circulated and were received.

278. Study Skills Tutor (AC 2.1) (GB 194, 01.12.21)

The Academic Committee had noted that the College had approved funding for the appointment of a Study Skills Tutor, for five years in the first instance. The Senior Tutor advised that the Further Particulars of the role had now been drafted and were being finalised. He planned to circulate them to the Governing Body prior to the next meeting of the Academic Committee in 6th Week. While Further Particulars for roles were not generally considered by the Governing Body, this role had College-wide importance and the Senior Tutor was keen to capture feedback from all sections of the College community.

279. The Esiri-Oxford Stroke Travel (AC 7)

The Senior Tutor advised that the Academic Committee had considered a paper, sponsored by Emeritus Fellow, Margaret Esiri, proposing that St Hugh's form an association with a new Travel Award to be established for clinical medical students at the College of Medicine at the University of Ibadan in Nigeria. The selected student would stay at the College while in Oxford for the two months of the award.

The proposal had the support of the College's Medicine Tutors.

The recommendation from the Academic Committee that St Hugh's provide accommodation (charged to the fund at cost) as part of the proposed programme was approved.

281. Teaching in Mathematics (AC 17)

Mr Barnum Swannell's current *Curriculum Vitae* had been circulated and was received. The appointment of Mr Swannell to a Non-Stipendiary Lectureship in Mathematics for Hilary and Trinity Terms 2022 was approved, on the recommendation of the Academic Committee.

282. Teaching in Mathematics (AC 17) (GB 403, 19.05.21)

The re-appointment of Mr Yue Liu to his three-hour Stipendiary Lectureship for the 2022-23 academic year was approved, on the recommendation of the Academic Committee.

283. Teaching in History (AC 18) (FC 18) (GB 469, 16.06.21)

Dr Alex Middleton's current *Curriculum Vitae* had been circulated and was received. The re-appointment of Dr Middleton to a Stipendiary Lectureship in History was approved, on the recommendation of the Academic Committee. This re-appointment, to meet teaching needs until a third APTF appointment in History can be considered, will commence when his current post ends in September 2022.

284. Leave and Buyouts (AC 19)

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

- i. to Professor Duncan, sabbatical leave, according to entitlement, for Michaelmas Term 2022 and Hilary Term 2023, to be taken alongside Departmental leave. Professor Duncan will retain the use of his room. Plans for teaching cover are in hand.

285. Update on Recruitment to New Posts (AC 20) (GB 252, 13.01.22)

The Senior Tutor advised on recruitment to new posts.

286. Senior Research Fellowship (GB 299, 06.03.19)

[Professor Bentley left the meeting for the discussion of this item.]

A contextual cover note from the Senior Tutor and Professor Michael Bentley's current *Curriculum Vitae* had been circulated and were received. As part of this proposal, Professor Bentley formally requested approval to continue in-post beyond the EJRA, under Statute IV.1.iii, as previously approved when he was first appointed to a Senior Research Fellowship in History in March 2019.

Professor Bentley was re-elected in a formal vote as a Senior Research Fellow in History for a further five years from the expiry of his current appointment on 6 March 2022.

288. Report from the Tutor for Equality, Diversity and Inclusion (GB 253, 13.01.22)

The Tutor for Equality, Diversity and Inclusion advised that:

- i. February is LGBT+ History Month and the MCR and JCR are organising events around this. The University's [Equality and Diversity Unit](#) is also organising a number of events to celebrate the month, including the [2022 LGBT+ History Month Lecture](#) being given on 23 February by Stephen Whittle, Professor of Equalities Law at Manchester Metropolitan University.
- ii. The annual Lady Ademola Lecture will be held in Trinity Term.
- iii. He is meeting with the MCR and JCR Representatives regarding the resource map for Equality, Diversity and Inclusion in College.

289. Data Breach

The Bursar advised that a recent data breach had been notified to the College by its private health care provider. The individuals concerned had been notified and the Information Commissioner's Office had been alerted by the health care provider.

290. Domestic Bursar (GB 324, 10.03.21)

The Bursar advised that Mrs Rahele Mirnateghi, the Domestic Bursar, would be returning to the College at the beginning of April after her maternity leave.

291. The Head of Estates (GB 204, 01.12.21)

The Bursar advised that Mr Colin Bailey, the Head of Estates, would be leaving the College at the end of February, in order to take up a position at Oriel College. His last day working would be Friday, 18 February. Plans for the recruitment of a successor were in hand and a shortlisting and interview panel had been formed, including Fellows serving on the Infrastructure Committee.

It was expected that, realistically, a new Head of Estates would not be in place before the start of the summer vacation. Mr Paul Blake, the Building Maintenance Manager, had agreed to take on responsibility for Health and Safety and for maintaining the overall condition of the estate during this period, for which the appropriate Acting-Up Allowance would be paid. Mr Blake would not be taking on line-management of Mr Bailey's direct reports, and the Head Gardener would report direct to the Bursar during this period.

293. Report and Recommendations from Library Committee

The unconfirmed Minutes of the Stated Meeting of the Library Committee in Hilary Term held on 1 February 2022 had been circulated and were received. A summary of the recommendations to the Governing Body from the Library Committee, drafted by the Senior Tutor, Acting Chair of the Library Committee, had been circulated and was received.

294. College Art Store (LC 5)

The Senior Tutor advised that a list had been produced (with images) of pictures in the College Art Store (prints and other low-value items) and that this would be circulated to see if individuals would like to borrow one or more of these to hang in their rooms. It was agreed that for inclusivity the circulation would be to all academic and non-academic staff, and that the offer was open to anyone who has an office in College. However, it was confirmed that art was not for use in residential rooms in College and that pictures must be kept on-site rather than taken to homes or offices elsewhere.

The MCR President noted that the MCR Common Room could benefit from re-decoration, but that College artworks were not appropriate in this space.

On the recommendation of the Library Committee, it was agreed that an email would also be sent to everyone with a room or office in the College to ask whether they currently housed pictures that belong to the College, so that the inventory can be kept complete and up-to-date. The Library Committee would be very grateful if everyone with such pictures in their rooms could reply promptly.

295. Prints of a Painting of the College by Edna Lumb (LC 5)

On the recommendation of the Library Committee, the proposal was approved to make available to the Development Office 2-3 of the five print reproductions held of a painting of St Hugh's College by Edna Lumb, which could be offered as "thank-you" gifts to major donors. The value of these reproductions is likely to be in the low hundreds of pounds, but the Library Committee had agreed that the prints should be precisely valued before any final decision was made.

296. Proposals for Exhibitions (LC 5)

The Senior Tutor advised that there is now a form available to simplify proposals for exhibitions to be held in the College. An up-to-date version of the form will be circulated to all staff in the College (not just academic staff). Proposals are considered by the Library Committee and exhibitions scheduled in consultation with relevant staff.

It was noted that there is currently no formal College budget for "launch events", including lectures or seminars. Colleagues proposing exhibitions should seek to fund such events from other sources (including personal research allowances, if the exhibition is research-related) and make arrangements via the Conference Office.

297. Naming of the Library Committee (LC 9)

The Senior Tutor advised that as about half of the business of the Library Committee related to the Archives or the Art Collection, it had been proposed to rename the Committee as the "Library and Collections Committee".

On the recommendation of the Library Committee, the proposal was agreed. The change would be notified to the Statutes and Bylaws Committee for incorporation into its more comprehensive ongoing discussions and for consideration in due course of possible adjustments to the Library and Collections Committee's formal remit.

298. Report and Recommendations from Risk Committee

The unconfirmed Minutes of the Stated Meeting of the Risk Committee in Hilary Term held on 1 February 2022 had been circulated and were received.

299. Risk Management Policy (RC 8) (GB 134, 03.11.21)

A proposal for managing risk within the College, written by the Bursar and based on the discussions and decisions made by the Risk Committee at its Michaelmas and Hilary Term meetings, had been circulated and was received.

The Bursar advised that he would draw up a draft Risk Management Policy, incorporating a Risk Appetite and Risk Tolerance Statement, and would circulate this to the Risk Committee for review

by correspondence ahead of the 8th Week Hilary Term Governing Body.

Following the review and adoption of the above Policy, a template would be circulated to all Committee chairs, asking those Committees to identify in their Trinity Term meetings the key risks within their remits; the mitigations in-place for those risks; and an assessment of whether or not the current mitigations are functioning and adequate. In parallel, operational managers and College Officers would be asked to identify equivalent risks, to ensure that significant risks are not missed where they fall between Committees. The major risks from all of these registers will be consolidated into a single high-level Risk Register for review by the Risk Committee and adoption by the Governing Body in Trinity Term.

It was noted that the new process should create greater conversation regarding risk across the College and should be of value to the College.

The proposal was agreed.

300. Risk Committee: Equality and Diversity Issues Arising (RC 10)

The Tutor for Equality, Diversity and Inclusion noted that the Risk Committee had been concerned that its membership was exclusively white and male, and that this was a function of the College's Senior Leadership Team and the Fellowship as a whole. He advised that while this had been discussed by the Governing Body previously, the College needed to commit to act upon this and that this issue was beyond 'risk'.

301. College Summer Party (GB 152, 01.12.21)

With the further postponement of the College Ball, requested for Trinity Term 2022, it was agreed that a Summer Party would be organised by the College for students and recent Graduates who had missed out on end-of-student celebrations in summer 2020 and 2021 because of the continuing pandemic. This proposal was strongly supported by Fellows, as well as both student Presidents and the Director of Development.

The Bursar advised that more community building was being planned for Trinity Term, to compensate for the difficulties of the current term. However, the timing of events would have to be carefully considered so as not to clash with the FHS 'Entz' ban.

302. MCR Access Officer (GB 213, 01.12.21)

The MCR President advised that there was only one MCR Access Officer, Mr Jake Fawkes, and not two as indicated in the current listing for the MCR Committee.

303. Progress Pride Flag (GB 137, 03.11.21)

In response to a question from the MCR President, it was confirmed that the Progress Pride Flag was being flown in College for the whole of February, LGBT+ History Month.

304. Equality and Diversity Issues Arising

No further equality and diversity issues were identified, other than those raised during the meeting concerning the use of Restricted funds to implement the introduction of the Oxford Living Wage for the members of staff on the lowest salaries (see Minute 269iv, above), the progress with the appointment of the Study Skills Tutor (see Minute 278, above), the Foundation Oxford update (see Minute 287, above), the Tutor for Equality, Diversity and Inclusion's report

(see Minute 288, above), the observation about the gender mix on the Risk Committee and in the Fellowship as a whole (see Minute 300, above), the MCR Access Officer (see Minute 302, above), and the Progress Pride Flag (see Minute 303, above).

305. Environmental Issues Arising

No environmental issues were identified.

306. Date of the Next Meeting

The Third Stated Meeting of the Governing Body in Hilary Term will be held on Wednesday, 9 March 2022 (8th Week) at 2.00pm in Microsoft *Teams*.

This ended the business of the meeting.

PROFESSOR D DOYLE
Secretary