

ST HUGH'S COLLEGE, OXFORD

The Third Stated Meeting of the **GOVERNING BODY** in Hilary Term was held on  
Wednesday, 9 March 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 Kuhn, Acting Vice-Principal Professor Wong Professor Stellardi Professor McDonald Mrs Vainker Professor Grainger Professor Macnair Professor Wilson Professor Rood Professor Marshall Professor Loutzenhiser Professor Mann Dr Sanders Dr Parkin Professor Husband	Professor Doyle (Governing Body Secretary) Professor Jérusalem Professor Oberhauser Professor Saupe Professor Morisi, Library and Archive Fellow Professor Cousins, Tutor for Equality, Diversity and Inclusion Dr Taylor Professor Kornmann Professor Abate Professor Kocsis Dr Clifford Professor Vilain, Senior Tutor Dr Jenkins, Dean Mr Prior, Bursar
In attendance:	Professor Chalker Professor Blunsom Professor Bentley Dr Large Ms Aitken	Professor Alemany Mr Lawrence, Director of Development Dr Miller Dr Smyth

Ms Guo, MCR President, represented the MCR and Ms Dickson, JCR President, represented the JCR. They attended for items 307-334, 336-341, 345-355 and 358-372.

307. Apologies for Absence

Apologies were received from: Professor Duncan, Professor Harnden, Professor Perera, Mr Marshall, Professor Leach, Professor Eidenmüller, Professor McMahon, Dr Hein, Professor Reeves and Dr Vandt (The Principal, Professor Moore, Professor Garnett, Professor Mitchell, Professor Stevens, Dr Perkins, Professor Martin, Professor Biro and Professor Carvalho on leave).

308. CDF in Artificial Intelligence (Circ Bus 24.02.22) (GB 275, 09.02.22)

It was noted that the Development Office had received the donation for the CDF in Artificial Intelligence post, and that the Senior Tutor had invited colleagues who had an interest in this broad field and who would like to join discussions on how best to frame the College's requirements to contact him, to clarify how best to advertise.

The Senior Tutor thanked colleagues for their positive replies.

309. Learning Development and Support Tutor (Circ Bus 24.02.22) (GB 278, 09.02.22)

It was noted that the Further Particulars for the Learning Development and Support Tutor role, as agreed by the Academic Committee at its 6<sup>th</sup> Week meeting (AC 8.1, 23.02.22), had been circulated and received. Colleagues were invited to e-mail the Senior Tutor with any comments or suggestions on the Further Particulars and also to let him know if they would be interested in serving on an appointment panel. In addition to the Senior Tutor and the Academic Registrar, it was hoped that there would be three Fellows on the appointment panel, ideally from a range of disciplines.

The Senior Tutor advised that the Learning Development and Support Tutor role was now being advertised as a 6-hour Stipendiary Lectureship and with a closing date for applications of 29 March.

310. Foundation Oxford (Circ Bus 24.02.22) (GB 287, 09.02.22)

It was noted that the Senior Tutor wished to meet with colleagues from the subject areas covered by Foundation Oxford, to discuss in more detail how the scheme works at subject-level, including interviews and selection.

The Senior Tutor thanked colleagues for their positive replies.

311. The Minutes of the Second Stated Meeting in Hilary Term held on 9 February 2022 had been circulated and were approved.

312. Acting Principal's Report and Development Update, 9 February 2022 (GB 274a.ii, 09.02.22)

It was noted that the title of Professor Stellardi's lecture to members of the College community, alumni and friends on 10 March 2022, should have been minuted as 'Literature as Translation, Expression, Communication: the Case of C.E. Gadda'.

313. Exhibition in Hamlin Gallery from April 2022 (GB 293, 09.02.22) (LC 5, 01.02.22)

Information from the Acting Chair of the Library Committee, Professor Vilain, about the proposed exhibition in the College of work by Zoe Beloff, had been circulated and was received. The Acting Principal circulated images from the exhibition, that was in places sensitive and/or controversial, to all meeting participants in the *Teams* 'chat'.

Professor Vilain advised that measures were being putting in place to contextualise the exhibition and to inform visitors to this area of the College who were attending other events. The proposal to hold the exhibition and the protective measures being put into place were approved.

314. Conflicts of Interest

The following conflicts of interest were declared:

- i. One Fellow advised that they had family ties to Ukraine (see Minute 315, below).
- ii. Student members of the Finance Committee might become conflicted by the discussion on student rents for 2022-23 and rent rebates (See Minutes 338 and 339, below).

315. Ukraine

a. Support for Current Students and Staff

The Senior Tutor advised that he had contacted every student with links to Ukraine by nationality or residence, as well students in College from Russia. There has been much feedback and a number of meetings have taken place, including with students in Moscow. Staff with links had also been contacted and line managers had been asked to be especially mindful of the difficulties and concerns they may be facing.

There were potential financial issues for students, some quite serious, through no fault of their own, and colleagues were working closely with individuals affected by not being able to access funds or by currency fluctuations. The Student Support Committee was processing applications for financial assistance by circulation, out of its normal meeting cycle, to expedite requests for assistance as quickly as possible.

b. Impact on the Wider College Community

The Director of Development advised that the Ukraine crisis had seriously impacted some of the College's alumni. The Development Team had been in contact with all alumni who live in/near Ukraine and those alumni who have identified that they are from Ukraine. Some alumni have offered support to affected alumni.

Eligible alumni who are experiencing financial pressure at this time had been invited to consider applying for support from the Alumni Grant Fund (formerly the ASM Bursary Fund) at <https://www.st-hughs.ox.ac.uk/alumni-friends/alumni-association/>.

c. Support for Student Fundraising

The Bursar advised that both the MCR and JCR were fundraising for Red Cross Humanitarian Relief for Ukraine. There were restrictions on charities donating to other charities that limit the College's ability to give direct. However, as part of the College initiative to re-build the College community after the pandemic, a number of upcoming events were being funded by the College, and the income from student tickets from the last two Formal Halls of Hilary Term as well as the bar takings from a fundraising event being held at the start of Trinity Term, were therefore being passed to the MCR and JCR to supplement their fundraising. The College had also donated merchandise to the MCR raffle to raise funds for this cause.

d. College Public Statement

The Acting Principal advised that a College statement about Ukraine (at <https://www.st-hughs.ox.ac.uk/invasion-of-ukraine-by-the-russian-federation/>) was live on the College website. The Director of Development and several other Fellows were pleased that alumni concerns about the original statement posted had been addressed in the revised version currently online.

e. Flying the Ukrainian Flag in College (GB 335, 14.06.17)

The JCR President advised that the JCR had passed a Motion requesting the "College to obtain and fly the Ukrainian flag in visible support and solidarity with both students and staff affected by the crisis". The MCR President advised that there had been no MCR Motion, but that the MCR was supportive of the JCR Motion.

The Acting Principal advised that the Governing Body had never voted to fly a national flag in any previous conflict, and the Acting Vice-Principal reminded the Governing Body of the decision made in 2017 that it should remain policy to fly only the St Hugh's flag, with the sole exception of the Rainbow Flag at appropriate times.

After a substantial debate, in which a range of views (all of them in solidarity with Ukraine) was aired, in a formal vote the Governing Body did not agree that the Ukrainian flag should be flown in the College from the College flag-pole.

f. College Support for Displaced Ukrainian Academics and Students

There was strong support for the idea of the College providing practical support to help those affected by the current situation, and that the College should explore welcoming displaced academic colleagues and students from Ukraine. The Acting Principal circulated in the *Teams* 'chat' a link to the CARA Fellowship Programme, at [Ukraine Crisis : Cara](#), which provided a lifeline to academics at risk. While the College needed to be mindful of its limited resources, it was agreed that the College should join CARA's response to the conflict in Ukraine.

The University Registrar advised that the University had already contacted CARA who were still working out their detailed response, and the Acting Vice-Principal agreed to liaise with CARA for the College, once more details were available. In the meantime, the Bursar, the Senior Tutor and the Director of Development agreed to explore funding for CARA and the possibility of a Visiting Fellowship for a Ukrainian academic colleague.

316. Coronavirus (COVID-19) Pandemic Update (GB 266, 09.02.22)

An update report from the Bursar had been circulated and was received.

The Bursar advised that COVID case numbers in the College were currently in low single figures. The Government had recently announced a lifting of restrictions, but the University had held the current position until at least the end of term. It was expected that the University would change to BCP (Business Continuity Planning) Stage 0, the removal of restrictions and the move to 'normal', with health protections as needed, during the vacation.

The College's Bronze Group considered that that chances of continuing to enforce restrictions were becoming minimal and that alternate mitigations would need to be considered, such as FFP2 masks for any staff members who wished to wear them in their line of duty. The Library Team had a strong desire for the College to enforce mask wearing as long as it reasonably could, and mask wearing while queueing for Hall was also desirable. It was noted that there had been much positive feedback from more vulnerable members of the College community about the measures that the College had taken to keep everyone safe and to ensure equality of access to books and other essential facilities. The College would have to follow the University's line, but with reasonable adjustments to reflect the unique features of the College setting. It was agreed that the Governing Body and the College Committees would continue to meet in *Teams* until further notice.

There was concern that there might be different rules for colleges, departments and the central University, and that everyone needed to work together to ensure, so far as possible, a uniformity of rules, so that there was less chance of confusion and better compliance.

The University Registrar advised that the University's Silver Group decision about moving to BCP Stage 0 was likely be made in 9<sup>th</sup> Week. Restrictions were becoming harder to enforce and it was important that those rules remaining in place continued to be enforceable.

The University would be receiving no further deliveries of LFD tests and would be moving to more discretionary testing. It was important that anyone who was infectious stayed at home. The Acting Principal advised that it was important to reinforce the current position for the next ten days, and that the College would need to think tactically about testing in future, especially if there was a surge in cases as had occurred at the beginning of Hilary Term.

The Student Presidents noted that many students had COVID-measures ‘fatigue’ and that enforcing mask wearing was becoming untenable. However, it was agreed that everyone would work to try to enforce the current rules for a little while longer.

It was agreed that the College’s Bronze Group would be given delegated authority over the Easter vacation to make COVID-related decisions in College, subject to any changes being reviewed by the senior officers of the College and the Secretary to the Governing Body, any of whom can refer matters to Governing Body if they believe this to be necessary for any reason.

317. Report and Recommendations from the Finance Committee

The unconfirmed Minutes of the Second Stated Meeting of the Finance Committee in Hilary Term held on 2 March 2022 had been circulated and were received.

318. Management Accounts, Period 6 – Six Months to 31 January 2022 and Updated 5+7 Forecast to 31 July 2022 (FC 8) (GB 268, 09.02.22)

The Management Accounts for Period 6 (1 August 2021–31 January 2022) and the updated 5+7 Forecast to 31 July 2022 had been circulated and were received. The Bursar, the College Accountant and the Finance Office Team were thanked for their preparation of the Management Accounts.

The Finance Committee had noted that there had been no material change in the financial outlook since the Management Accounts for Period 5 (1 August 2021–31 December 2021) had been presented at the previous meeting of the Governing Body. However, the 5+7 Forecast had been adjusted to take account of the introduction of the Oxford Living Wage and attendant salary increases for lower-paid staff in the College from 1 April 2022 (GB 269.iv, 09.02.22).

The Management Accounts for Period 6 to 31 January 2022 and the updated 5+7 Forecast to 31 July 2022 were approved on the recommendation of the Finance Committee.

319. Report and Recommendations from the Investment Committee (FC 9)

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

320. Report and Recommendations from the Infrastructure Committee (FC 10)

The unconfirmed Minutes of the Stated Meeting of the Infrastructure Committee in Hilary Term held on 22 February 2022 had been circulated and were received.

321. Report and Recommendations from the Head Gardener and Grounds Manager (IC 8, 22.02.22) (GB 163, 01.12.21)

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

322. Biodiversity Audit 2021 Results (IC 9, 22.02.22)

The results of the Biodiversity Audit, conducted by the Conference of Colleges' Sustainability Working Group in July 2021, and issued in November 2021, had been circulated and were received.

The Head Gardener and Grounds Manager had advised the Infrastructure Committee that the results were particularly positive for the College, especially regarding the recording of bird life and micro fauna within the grounds. However, the Head Gardener and Grounds Manager considered that the report did not provide a particularly accurate account of the number of large specimen trees in the College, especially around the perimeter of the College and within the Principal's Garden, which contribute much to the capture of carbon.

The Bursar advised that the Infrastructure Committee will need consider the role of biodiversity as part of the sustainability strand in the development of the next Strategic Plan.

323. The Head of Estates (FC 11) (GB 291, 09.02.21)

It was noted that Mr Colin Bailey, the Head of Estates, had now left the College and that Mr Paul Blake, the Building Maintenance Manager, had taken on responsibility for overall site maintenance and will serve as the College's Health and Safety Officer, in addition to managing the Maintenance Team until the new appointee has started. The advertisement for a new Head of Estates had gone live and it was hoped that the new appointee might start during the summer. 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.

324. Head of Estates' Report and Recommendations (FC 12) (GB 164, 01.12.21)

The Hilary Term report from the Head of Estates had been circulated and was received. The report included a report on progress with the Planned Maintenance Programme for 2021-22 and the Planned Preventative Maintenance Programme for 2022-23, as well as an update on responsive repairs and statutory maintenance and the Maplethorpe Building Refurbishment Project.

Items from the Head of Estates' report are included in Minutes 325-328, below.

325. Estates Team (IC 11)

The Head of Estates' report advised that the Maintenance Team had recruited to vacant positions and had maintained good business continuity during a difficult and challenging period with the pandemic, involving student and staff isolations. Servicing activity remained on schedule with specialist sub-contractors and statutory compliance works completed as normal.

326. Planned Preventative Maintenance Programme for 2021-22 (IC 12, 22.02.22)

The Planned Preventative Maintenance Programme for 2021-22 had been circulated as part of the Head of Estates' report and was received. The Planned Preventative Maintenance Programme for 2021-22 was running to schedule and works would be completed by the end of the financial year at the end of July. Responsive maintenance was also running to plan.

327. Proposed Planned Preventative Maintenance Programme 2022-23 (FC 13)

The proposed Planned Preventative Maintenance Programme for 2022-23 had been circulated as part of the Head of Estates' report and was received.

328. Maplethorpe Building Refurbishment Project (FC 14) (GB 165, 01.12.21)

The Head of Estates' report advised that the ventilation and snagging works had been completed as planned in December 2021 prior to the College's festive period closure. This concluded the Project from the main contractor perspective. Some elements of the furnishings and the AV equipment installation remain to be completed by the College (see also Minute 329.vi, below).

329. Priority Works Funding (FC 15) (GB 269.iii, 09.02.22)

A report from the Head of Estates, to prioritise estates work, agreed by the Governing Body at its meeting on 9 February 2022, had been circulated and was received.

On the recommendation of the Finance Committee, it was agreed that the following works should be funded in this way as a priority:

i. Fire Detector Head Replacement

Some of the detector heads are functional but are now beyond their expected lifespan. Whilst these can be replaced in piece-meal fashion, it was agreed that the whole site system be replaced to match the latest investment in the Maplethorpe Building in 2021. It was noted that the Dickson Poon China Centre Building was excluded from the project as its system was still within its life expectancy.

ii. Accessibility Audit Works (GB 166, 01.12.21)

The Accessibility Audit, prepared by the University's Access Auditor, had been received in November 2021 and had included a number of recommendations for priority action. It was agreed to address all (top) priority 1 items and some urgent Priority 2 items, including a pressing need to install powered assistance to the Canterbury Road pedestrian gate.

iii. Fire Risk Assessment Compliance Works

An independent Fire Risk Assessment is currently being scheduled and this may reveal the need for further investment to address issued identified.

iv. 76 Woodstock Road, Flat 3

This flat is having a new bathroom and kitchen fitted this academic year. On further assessment, it had become apparent that the bedroom had suffered from water ingress from the roof, which has loosened plaster and damaged internal finishes. The flat is also in need of full renovation and re-design of the bathroom/bedroom wall orientation. In addition, the two external walls to the bedroom would benefit from thermal insulation. Full decoration and flooring replacements are also required.

v. Dickson Poon Building CHP Unit Flue

The Dickson Poon Building has a CHP (Combined Heat and Power) unit that keeps the hot water and heating topped up with minimal power intervening when the boilers have reached temperature (for sustainability purposes). Whilst a survey of this had not yet been completed, it was agreed that the costs of this are covered by other Restricted funds specifically for the maintenance of the Dickson Poon Building.

vi. Maplethorpe Building Kitchens (GB 165, 01.12.21)

It was agreed that there should be an allocation to upgrade the refrigerators in the Maplethorpe Building ground floor kitchens. The current fridges were at the end of their lifespans and it was important to replace them, especially given the central role this area of the College plays in conference activity.

330. Health and Safety Report and Recommendations (FC 16) (GB 167, 01.12.21)

The Hilary Term Health and Safety report from the Head of Estates had been circulated and was received. The report included accident reporting and statistics, details of fire alarm activations, the annual Health and Safety Audit, the Fire Risk Assessment, and the chairing of the Health and Safety Action Group in the absence of a Head of Estates.

Items from the Health and Safety report are included in Minutes 331-334, below.

331. Accident and Injury Statistics (IC 18, 22.02.22) (GB 168, 01.12.21)

The Health and Safety report advised that the number of accidents since the last Committee had continued at a low volume due to the limited number of staff on-site and recent reduced activity.

332. Fire Alarm Activations (IC 19, 22.02.22)

The Health and Safety report advised that the main cause of fire alarm activation is still from student cooking. There are also some activations from faulty detectors, which are nearing the end of their lifespan and are being replaced in piece-meal fashion. The fire detector head replacement project will address the issue for the longer term (see Minute 329.i, above).

333. Health and Safety Audit 2022 (IC 21, 22.02.22)

The Bursar advised that in the recent annual Health and Safety Audit, conducted by the College's Health and Safety advisors, the College had been awarded the Gold Standard, for compliance scores over 95%, a very rare achievement. It was noted that the Building Maintenance Manager had advised the Infrastructure Committee that these scores were a testament to the whole College's ongoing very positive attitude to Health and Safety matters.

The Bursar agreed to write to the Building Maintenance Manager to thank him and his Team for this outstanding achievement.

334. Head of ICT for NOSCS's Report (FC 17) (GB 160, 01.12.21)

The Hilary 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, information about enhanced security systems being installed, and plans for resourcing ICT for hybrid working.

336. Report and Recommendations from the Student Support Committee (FC 19)

The unconfirmed Minutes of the Stated Meeting of the Student Support Committee in Hilary Term held on 23 February 2022 had been circulated and were received.



337. Support for Students Affected by the Situation in Ukraine (FC 20)

The discussion by the Finance Committee of the (financial) support being provided by the College to students affected by the situation in Ukraine was noted (see also Minute 315a, above).

338. Student Rents for 2022-23 (FC 21) (GB 387, 19.05.21)

A proposal for student rents for 2022-23 had been circulated and was received.

The Bursar advised that a mechanism for setting rents had been agreed in 2021, based on the CPIH index. CPIH currently ran at 4.8% because of the current high level of inflation, with the increases in utility costs especially concerning. Representatives of the MCR and JCR had met with the Bursar on two occasions to discuss options for 2022-23 rent increases, with additional analysis and information-gathering in the period in-between meetings.

It was agreed that as a credible incentive for students to change behaviour in order to bring down energy usage, to drive down costs and to benefit the environment, is worth significantly more to the College than slightly increased rents. On the recommendation of the Finance Committee, it was therefore agreed that:

- i. For 2022-23, the lowest percentage increase under the current model, i.e. CPIH + 0% = 4.8%, is adopted.
- ii. It is clearly communicated to the student body that the College is absorbing very significant increases in the real cost of energy for each of 2021-22 and 2022-23, but that this is an intentional interim measure to buy time for (i) a wider review and consultation on the structuring of rent and utilities charges in relation to their real costs and (ii) sustained collaborative work with all parts of the College community to bring down energy usage and cost.
- iii. The intention for 2023-24 is that the College will charge the real cost of providing the accommodation, not a percentage increase on current-year prices. This means that 2023-24 student accommodation costs will be directly affected by how successful the College community is collectively in bringing down energy consumption.

The Bursar thanked the MCR and JCR Presidents and the student representatives involved in the process for their constructive and intelligent engagement. The MCR and JCR Presidents thanked the Bursar and the Finance Team for their very productive and constructive approach and noted the widening gap for students whose income is set to rise by less than the increase in CPIH.

339. Rent Rebates for Students (FC 22)

The Bursar advised that a small number of students had asked the JCR President to raise the question of rent rebates in the absence of regular cleaning of their bedrooms during recent short periods of COVID restrictions, referring to the requirement for cleaning of accommodation in the licence agreements. However, the Housekeeping Team was undertaking the same amount of cleaning as normally but, by agreement with student representatives during the earlier lockdowns, had shifted more of this effort to communal areas such as student kitchens, bathrooms and hallways and less on individual bedrooms, partly as a COVID prevention measure to limit close contact between staff and students during the pandemic. He further advised that the licence agreement did not specify the frequency of cleaning, simply that it would take place.

Cleaning of individual bedrooms had resumed on a fortnightly basis in Michaelmas Term following a two-week safety period to protect against any surge in COVID cases following the

return of most students to residence. The same model had been applied in Hilary Term, although the resumption of fortnightly cleaning was delayed by the significant surge in COVID cases amongst resident students. This has now abated, and fortnightly cleaning has resumed.

The Bursar emphasised that the College was adhering to all its obligations under the licence agreement and that there had been absolutely no reduction in the Housekeeping services that the College provided to students during the pandemic. The only reductions in staffing had been due to the reduction in conference and events work following the loss of conference business during lockdown. The Bursar further advised that any student complaints requesting rent rebates would be dealt with fairly and impartially under the complaints procedures in the College's Bylaws, but that none had been received on this to-date.

340. Gender Pay Gap Report 2022 (FC 23)

The draft Gender Pay Gap report 2022, together with a note of summary points concerning the report, had been circulated and were received.

The Bursar advised that the College's Gender Pay Gap had widened since the previous year, but stressed that this was a function of the decrease in headcount during the COVID pandemic rather than any other underlying factors. When this effect is separated out, the position is largely constant year-on-year. However, the College needed to target the structural causes of its underlying gender pay gap, including the need for increased diversity in the Fellowship, and the relative difference in the gender balance of lower- and higher-paid jobs. It was noted that the introduction of the Oxford Living Wage from 1 April 2022 (GB 269.iv, 09.02.22) will help to reduce the Gap in the future, but that the College needed to do much more to address the underlying issues behind the Gender Pay Gap.

It was agreed that the College needed to be more assertive in addressing its current gender imbalance in both the Fellowship and the Senior Management Team. It was also noted that the College's pay scale structures needed review, and that the College might benefit from moving to the University's pay structures.

The Gender Pay Gap report 2022 was approved, on the recommendation of the Finance Committee.

The Bursar, the HR Team and members of the Finance Committee were thanked for their work producing the 2022 report and for their recommendations to address underlying structural issues for the future.

341. Barclays Loan – Interest Rate Review (FC 24)

Details of the two College loans with Barclays had been circulated and were received.

345. Acting Principal's Report and Development Update

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

The Director of Development advised that:

a. Forthcoming Events:

- i. 10 March 2022 – The Development Team will livestream Professor Stellardi's lecture 'Literature as Translation, Expression, Communication: the Case of C.E. Gadda' to members of the College community, alumni and friends.

- ii. 12 March 2022 – Women in Engineering event (in conjunction with Dr Smyth).
- iii. 26 March 2022 – Jubilee Lunch for alumnae who matriculated in 1950, 1951, 1960, 1961, 1970, and 1971. 80 people have currently registered and funds had been raised for the Discretionary Fund through registration donations.

346. Legacies and Donations (GB 275, 09.02.22)

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 345, above).

347. Geochemical Society Geochemistry Fellow

The Acting Principal advised that Professor Ballentine had been honoured with the title of Geochemistry Fellow by the Geochemical Society and the European Association of Geochemistry. Professor Ballentine was recognised by the societies 'for his pivotal work to raise noble gas geochemistry to a new level of sophistication'. Professor Ballentine was also recognised for his exemplary service to the societies as President of EAG (European Association of Geochemistry) and chair of two Goldschmidt Conferences.

348. AAAI-22 Conference 2022

The Acting Principal advised that Professor Abate's paper "*Sampling-Based Robust Control of Autonomous Systems with Non-Gaussian Noise*" had been selected as the Distinguished Paper for AAAI-22, the flagship conference in Artificial Intelligence, organised by the Association for the Advancement of Artificial Intelligence in February 2022. It was noted that only a handful of accepted papers every year attain this recognition, among a cohort that reached almost 10,000 submissions this year.

349. Report and Recommendations from the Equality Committee

The unconfirmed Minutes of the Stated Meeting of the Equality Committee in Hilary Term held on 28 February 2022 had been circulated and were received.

The Acting Vice-Principal, who chaired the Equality Committee while the Principal was on sabbatical leave, noted the enormous amount of work undertaken by the Committee and the wide range of topics covered.

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

It was noted that the Tutor for Equality, Diversity and Inclusion had advised the Equality Committee on a number of topics, including:

- i. the next annual Lady Ademola Lecture, a Q&A and video screening with Cassa Pancho of Ballet Black, scheduled for Trinity Term
- ii. improved planning of the Equality, Diversity and Inclusion events calendar to ensure that days of note are appropriately marked
- iii. that nominations were open for the Vice-Chancellor's Diversity Awards. The deadline is 18 March 2022, and

- iv. exploring the potential for new initiatives for non-native English speakers at the College, to help these members of the community feel more included. Everyone was invited to approach the Tutor for Equality, Diversity and Inclusion with any suggestions.

The Tutor for Equality, Diversity and Inclusion thanked the Equality Committee members, and especially the student members, for their work and strong support with tasks such as the Equality Report and the Resource Map. He advised that he had had a number of positive meetings with members of both the MCR and JCR and that these meetings will continue into the future.

351. Harassment Advisors (EC 6)

The Tutor for Equality, Diversity and Inclusion advised that Mr Marshall will be retiring at the end of the current academic year and the College will need to recruit a new Harassment Advisor to replace him. The Equality Committee had noted that it might be pertinent to have more than two Harassment Advisors, but that these roles do require training. The Equality Committee had also noted that students had requested for Harassment Advisors to have a greater presence on-site and at some student events.

352. Multi-Faith Prayer Room (EC 7)

The Equality Committee had discussed the deep concern about the location, suitability, and accessibility of the Multi-Faith Prayer Room in the Wolfson Building basement, and the Bursar had advised that the issue is a priority. The Bursar had further advised the Equality Committee that, while there is currently no unused space in the College, work is underway to identify a suitable alternative for next year, and that he would also look into whether an interim alternative would be possible for Trinity Term.

The Equality Committee had noted that the two main priorities are access to a bathroom from the Prayer Room and wheelchair access to the Prayer Room, and that the most important thing was to identify an ongoing solution for next academic year, even if an interim solution for Trinity Term was not possible.

353. Public Sector Equality Duty Reports (EC 8)

The Public Sector Equality Duty reports for *On-course Students, Postgraduate Admissions, and Undergraduate Award Classifications* had been circulated and were received.

354. Report and Recommendations from the Academic Committee

The unconfirmed Minutes of the Second Stated Meeting of the Academic Committee in Hilary Term held on 23 February 2022 had been circulated and were received.

355. Outreach Report (AC 6)

The Hilary Term Outreach report from the Outreach and Partnerships Manager had been circulated and was received.

356. Update on Recruitment to New Posts (AC 15) (GB 285, 09.02.22)

An update regarding recruitment to new posts was received from the Senior Tutor.

357. Awards and Prizes

The following proposals had been circulated and were approved:

(a) Book Prizes

Aron Szocs and Eesha Patel (both 1<sup>st</sup> year Classics), in recognition of their performance in College and University Collections at the start of term.

358. Avril Bruten Creative Writing Award

It was noted that this year's winner of the Avril Bruten Creative Writing Award was Kanengo Diallo (2<sup>nd</sup> year English). Professor McDonald advised that there had been some excellent submissions this year. The winning entry would be published on the College website and in The Chronicle.

359. Edith McMorran Verse Translation Prize

It was noted that this year's winner of the Edith McMorran Verse Translation Prize was Isabel Parkinson (1<sup>st</sup> year DPhil Medieval and Modern Languages - G). The Prize was awarded for a translation from Marlene Streeruwitz's 'Der Abend nach dem Begräbnis der besten Freundin', which was considered to be an altogether intelligent and sensitive piece of work, and which would be published on the College website.

360. Notes from Principal's Collections, 3<sup>rd</sup> and 4<sup>th</sup> Year Undergraduate Students

A report from the Senior Tutor, summarising recurrent themes that had emerged from the Hilary Term Principal's Collections that had been undertaken by the Senior Tutor while the Principal was on sabbatical leave in Hilary and Trinity Terms 2022, had been circulated and was received.

The Senior Tutor advised that many of the points in his report were to note, but that he had been struck by the situation concerning Joint Schools' students. More could be done to ease Joint Schools' students' workloads and work-spikes, which were sometimes the result of a lack of communication between their two Tutors.

361. The Domestic Bursar (GB 290, 09.02.22)

The Bursar advised that Mrs Rahele Mirnateghi, the Domestic Bursar, would be returning to the College on Monday, 4 April after her maternity leave. She would be working three days per week initially.

362. The Head of Estates (GB 291, 09.02.22)

The Bursar advised that the recruitment plan had now been set to appoint a new Head of Estates pending the departure of Mr Colin Bailey in February:

- i. Applications close: 18 March.
- ii. Shortlisting: week of 21 March. Shortlisted candidates will be given the opportunity to visit the College and to meet direct reports and other key managers in the week before the interviews, week of 28 March. This will be an informal information-gathering opportunity for the candidates, and the colleagues they meet would not be interviewing them which will be made very clear to candidates. This approach gives candidates a better chance to assess whether or not the College is a good fit for them, and also allows the College to test how well they understand the College, communicate with people and assess information.

iii. Interviews: week of 4 April.

363. Risk Policy (GB 299, 09.02.22)

The Bursar advised that this would be considered by the Governing Body at the 0<sup>th</sup> Week meeting in Trinity Term.

364. The Admissions Coordinator

The Senior Tutor advised that Ms Sophie Cheng, Admissions Coordinator in the College Office, would be leaving the College on 15 March and that recruitment for her replacement was under way.

365. Future Mode of Delivery of Undergraduate Admissions Interviews (AC 4.2, 23.02.22)

A paper from the Conference of Colleges' Admissions Committee on the Future Mode of Delivery of Undergraduate Admissions Interviews, prepared by the University's Director of Undergraduate Admissions and Outreach, had been circulated and was received, along with a contextual cover note from the Senior Tutor.

The Senior Tutor advised that this paper had been discussed by the Academic Committee at its meeting in 6<sup>th</sup> Week, which had decided that this should be discussed by the Governing Body without any specific steer from its own discussions.

It was noted that there would be further discussion of the paper at the 0<sup>th</sup> Week meeting of the Governing Body in Trinity Term, and Fellows were invited to discuss these issues with colleagues during the vacation. A firm decision would have to be made in 0<sup>th</sup> Week about the December 2022 Admissions round, but whatever was decided for December 2022, this would not lock the College into any firm decision concerning future years.

366. Report and Recommendations from the Fundraising Committee

The unconfirmed Minutes of the Stated Meeting of the Fundraising Committee in Hilary Term held on 17 February 2022 had been circulated and were received.

367. Report and Recommendations from the Welfare Committee

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

368. Student Bops (WC 6.1)

The Bursar (and Acting Chair of the Welfare Committee) advised that feedback from the Decanal Team to the Welfare Committee had indicated a link between bops and welfare incidents and Decanal issues. This was concerning and there may need to be a re-think about how bops are planned, advertised and run, to ensure that there is no problematic behaviour.

369. Equality and Diversity Issues Arising

No equality and diversity issues were identified other than those raised in the meeting, including:

- i. the situation facing students, staff and the general population affected by the conflict in Ukraine (see Minutes 315 and 337, above)

- ii. the effect of the introduction of the Oxford Living Wage in the College from 1 April 2022 on the 5+7 Forecast to 31 July 2022 (see Minute 318, above)
- iii. the financing of the Accessibility Audit works being allocated priority works funding (see Minute 329.ii, above)
- iv. the rent negotiations which had discussed equality and diversity issues among the student body (see Minute 338, above)
- v. the Gender Pay Gap report 2022, and the widening Gender Pay Gap in the College (see Minute 340, above)
- vi. issues identified and considered by the Equality Committee on 28 February 2022 (see Minutes 349-353, above), and
- vii. the discussion of the future mode of delivery of Undergraduate Admissions interviews (see Minute 365, above).

370. Environmental Issues Arising

No environmental issues were identified other than those raised in the meeting, including:

- i. the results of the Biodiversity Audit 2021 (see Minute 322, above)
- ii. the energy efficiency in the Dickson Poon Building CHP unit (see Minute 329.v, above)
- iii. the imperative need to reduce College-wide energy consumption, linked to student rent increases (see Minute 338, above), and
- iv. the environmental impact of in-person interviews was also considered as part of the wider discussion of the mode of delivery of Undergraduate Admissions interviews (see Minute 365, above).

371. Equality, Diversity and Environmental Issues (FC 31, 02.03.22)

The Acting Vice-Principal advised that the Finance Committee had noted that the discussions of equality and diversity and of environmental issues at the end of meetings could lead, on occasion, to them being considered only rather superficially. Moving them to the start of the agenda could help Committee members to consider these issues throughout the discussions and to pay more attention to them during the whole course of meetings. This proposal was approved.

372. Date of the Next Meeting

The First Stated Meeting of the Governing Body in Trinity Term will be held in 0<sup>th</sup> Week on Thursday, 21 April 2022 at 11.00am.

This ended the business of the meeting.

PROFESSOR D DOYLE  
Secretary