

ST HUGH'S COLLEGE, OXFORD

The Second Stated Meeting of the **GOVERNING BODY** in Hilary Term was held on Wednesday, 10 February 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)	Professor Perera, Dean
	Professor Moore	Professor Leach
	Professor Garnett, Vice-Principal and Library and Archive Fellow	Professor Loutzenhiser
	Dr Kuhn	Professor Conway
	Professor Getzler	Professor Mann
	Professor Wong	Dr Sanders
	Professor Stellardi	Dr Parkin
	Professor McDonald	Professor Husband
	Mrs Vainker	Professor Doyle (Secretary)
	Professor Westbrook, Senior Tutor	Professor Jérusalem
	Professor Pařeta	Professor Oberhauser
	Professor Grainger	Professor Saupe
	Professor Wilson	Professor Cousins
	Professor Rood	Dr Taylor, Tutor for Equality
	Dr Perkins	Professor Kornmann
	Professor Martin	Mr Myring, Bursar
	Professor Marshall	Professor Abate
In attendance:	Professor Blunsom	Dr Nichols
	Professor McMahon	Dr Vandl
	Dr Large	Dr Smyth
	Professor De Luca	Mr Lawrence, Director of Development
	Ms Aitken	

Mr De Luca e Tuma represented the MCR and Mr Bakare the JCR. They attended for items 234-244, 246-248, 252-253 and 260-272.

234. Apologies for Absence

Apologies were received from: Professor Mitchell; Professor Duncan, Computing/IT Fellow; Professor Macnair; Professor Harnden; Professor Powell; Mr Marshall; Professor Ballentine; Professor Eidenmüller; Professor Morisi; Professor Kocsis; Professor Chalker; Professor Bentley; Professor Thompson; Professor Cook and Professor Alemany (Professor Plunkett; Professor Stevens and Professor Biro on leave).

235. Trustee Training for Governing Body Fellows (Circ Bus 25.01.21)

It was noted that information about the University's termly training course for Trustees had been circulated and received.

236. College Dean, Michaelmas Term 2021 (Circ Bus 10.02.21)

It was noted that the Principal had advised that the position of College Dean would become vacant in Michaelmas Term 2021. Fellows with an interest in taking on this important College role were invited to e-mail the Principal.

237. The Minutes of the First Stated Meeting in Hilary Term held on 14 January 2021 had been circulated and were approved.

238. Conflicts of Interest

No conflicts were declared.

239. Coronavirus (COVID-19) Pandemic Update (GB 203, 14.01.21)

The Bursar advised that there had been no reported positive cases in College since Christmas, which was excellent news. There were currently around 250 students residing in College and a further 30 were expected to return, in line with University policy, at the beginning of 5<sup>th</sup> Week. As a result of the lower than normal numbers of students, Fellows and staff onsite in College, operations such as catering and housekeeping were running at a reduced level.

The College is now waiting for further announcements from the Government and the University regarding the plans for Trinity Term and the impact this will have on students and College operations.

Governing Body expressed its thanks to those staff who were continuing to work in the College, including the Estates Team, Gardeners, Scouts and the Catering Team. Governing Body also conveyed its appreciation of the majority of students in College who were obeying the rules and regulations by wearing masks, maintaining social distancing and keeping windows open in public spaces to allow ventilation.

240. Report and Recommendations from Finance Committee

The unconfirmed Minutes of the First Stated Meeting of the Finance Committee in Hilary Term held on 27 January 2021 had been circulated and were received.

241. Management Accounts, Period 5 – Five Months to 31 December 2020 and 5+7 Forecast to 31 July 2021 (FC 7)

The Management Accounts for Period 5 (1 August–31 December 2020) and the 5+7 Forecast to 31 July 2021, together with a commentary on the Forecast to the end of the financial year, had been circulated and were received.

The Bursar advised that the 5+7 Forecast predicted a c£1m loss for the financial year, but that this was a better position than had previously been budgeted. Although there had been a reduction in student accommodation income in Hilary Term, with the smaller number of students living in College, the College had more students overall this year, Graduate and Undergraduate, than had been anticipated, which had had a positive effect on income. Cost savings had been made from the reduced level of College services.

On the recommendation of the Finance Committee, the Management Accounts for Period 5 (1 August–31 December 2020) and the 5+7 Forecast to 31 July 2021 were approved.

242. Equity Loan Update (FC 8) (GB 238, 07.03.18)

A report from the Bursar with an update regarding progress, in the early years, of the College's Equity Loan placement strategy and how it is progressing against the original modelling, had been circulated and was received.

243. Maplethorpe Building Refurbishment Project, Summer 2021 (FC 9) (GB 153, 02.12.20)

A proposal from the Bursar and the Head of Estates for the refurbishment of the Maplethorpe Building during the summer vacation 2021 had been circulated and was received. Approval had been given at the December 2020 meeting to pursue the option for a project to upgrade part of the estate during the summer vacation 2021, taking advantage of the fact that the College would not be running any significantly-sized summer schools or other commercial activity.

The Bursar advised that the Maplethorpe Building was now over twenty years old and suffered from a growing number of maintenance issues, particularly with regard to its bathrooms and water supply. Subject to Governing Body approval, focus groups, including student representatives, would be convened to prioritise the scope of the project, the procurement process and the work. It was planned to complete the work during the summer, before the start of Michaelmas Term 2021. The work would be procured and undertaken in the most environmentally- and climate-friendly way possible.

The College's ability to fund the project by reference to the current financial reserves available was noted.

The Principal advised that she was currently conducting Principal's Collections with 2<sup>nd</sup> year Undergraduate students, and that a number of students had commented very positively and favourably on the decoration and fully functioning heating in the Wolfson Building; the result of the Wolfson Building Refurbishment Project that had been undertaken in summer 2020. It was hoped that similar levels of student satisfaction would accrue from the Maplethorpe Building Refurbishment Project.

On the recommendation of the Finance Committee, the proposal for the Maplethorpe Building Refurbishment Project was approved.

244. Amended Financial Regulations v3, Hilary Term 2021 (FC 10) (GB 157, 02.12.20)

The draft of the amended College Financial Regulations v3, as well as a summary of the changes, had been circulated and were received. It was noted that the Financial Regulations streamlined all the regulations into one document and incorporated best practice as well, and that the updated version was the result of the most recent recommendations from the Remuneration Committee.

The amendments to the College Financial Regulations included changes to:

- Section 7 and Appendix B – Banking arrangements: delegation of authority added, to fulfil the requirements of the College's bankers, Barclays, and
- Section 20 – Shared Equity Housing Scheme loans added, to allow Fellows entering the Scheme to access a College loan in order to reduce the impact of higher Stamp Duty charges.

On the recommendation of the Finance Committee, the amended College Financial Regulations were approved.

246. Principal's Report and Development Update

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

The Principal advised that:

a. Events and Dates of Note

- i. 10 February: Entrepreneur event for students featuring alumni speakers with Professor Alemany
- ii. 12 February: Chinese/Lunar New Year – greeting cards have been sent to alumni, donors and prospects
- iii. 23 February: Academic Lecture by Professor Doyle
- iv. 3 March (tentative): *The Chronicle* – Virtual Launch event
- v. 8 March (tentative): *In Conversation* virtual event with Honorary Fellow, Ms Rebecca Front, in discussion with the Principal
- vi. 12–18 April: Meeting Minds Global (Asia, Europe and America)
- vii. 13 April: Alumni event - Freer Sackler Gallery virtual guided tour of its Chinese art collection

b. General Development Updates

- i. Direct mail campaign donations continued to be received. So far, more donors have responded to this year's appeal with a donation compared to last year, with many of them being first time givers.
- ii. Applications are now coming in for this year's off-site Telethon (15-29 March), with interviews due to take place during the 2<sup>nd</sup> week of February.
- iii. Fellows who had contributed to the College with donations were thanked.

247. Legacies and Donations

An update was received from the Principal. Some significant donations had been received from Elizabeth Wordsworth Fellows. The Principal continued to engage major donors and prospects with *Zoom* meetings and personal communications.

248. College Naming Opportunities (GB 97, 04.11.20)

The Principal advised that the Development Team had been developing College naming opportunities and that a brochure is being produced, to be presented to major Future Project donors in an effort to refocus or redirect their donations to current core activities such as Fellowships, current buildings and rooms.

252. Report and Recommendations from Academic Committee

The unconfirmed Minutes of the First Stated Meeting of the Academic Committee in Hilary Term held on 27 January 2021 had been circulated and were received.

254. Teaching in Law (AC 16)

A cv for Ms Laura Feldman had been circulated and was received. On the recommendation of the Academic Committee, the appointment of Ms Laura Feldman to a Non-Stipendiary Lectureship in Law for the 2021-22 academic year was approved.

255. Fellowship by Resolution in Physics (AC 17)

A proposal for Dr Jack Miller to be elected to a Fellowship by Resolution, together with his cv and a letter of support, had been circulated and were received. On the recommendation of the Academic Committee, Dr Jack Miller was elected to a renewable three-year Fellowship by Resolution. It was noted that this Fellowship would be held alongside a three-hour Stipendiary Lectureship in Physics at St Hugh's College, and Dr Miller's post as Professor of Medical Physics and Molecular Imaging at the University of Aarhus, Denmark. The arrangement will run, in the first instance, from October 2021 until September 2024.

256. Leave (AC 18)

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

- i. to Professor Stevens, unpaid leave for the academic year 2021-22.

259. Book Prizes

In light of their marks in their Collections at the start of Hilary Term, it was agreed to award Book Prizes to Patrick Coker (2<sup>nd</sup> year Ancient and Modern History), Oliver Lavelle (1<sup>st</sup> year History) and Isabella Webber (2<sup>nd</sup> year History).

260. The Dean (GB 236, 10.02.21)

The Principal advised that the Dean would be stepping down from this role at the end of his term of office at the end of September, and that expressions of interest to become the new Dean were sought. Any Fellow interested in taking on this important College role was invited to e-mail the Principal.

The Principal thanked the Dean and the Decanal Team for all their work, especially during the difficult times of the pandemic.

261. Decanal Team (GB 47, 08.10.20)

The Dean advised that Yurim Park had joined the Decanal Team as a fifth Junior Dean. This took into account that Síle Johnson will be leaving the Decanal Team at the end of Hilary Term to concentrate on finishing her Medicine degree. There was an extra Junior Dean this term, to allow for the induction and development of the new Junior Dean and for continuity, which is seen as particularly important in the current circumstances. The Decanal Team would revert to four Junior Deans from Trinity Term.

The Dean further advised that there would be advertisements for a new Assistant Dean and new Junior Deans next term, to take up their posts in Michaelmas Term 2021. If at all possible, it would be beneficial for the incoming Dean to be involved in this recruitment process in Trinity Term.

262. Lady Ademola Lecture (GB 115, 04.11.20)

The Tutor for Equality advised that planning was taking place for the annual Lady Ademola Lecture, which was being arranged for Trinity Term.

263. Report and Recommendations from Library Committee

The unconfirmed Minutes of the Stated Meeting of the Library Committee in Hilary Term held on 2 February 2021 had been circulated and were received.

264. Student Behaviour in the Library (LC 3) (GB 225, 14.01.21)

The Library and Archive Fellow advised that he wished to reinforce to the student body, via the MCR and JCR Presidents, the concerns of the Library Committee regarding student behaviour in the Library. There had been a number of breaches of COVID-secure behaviour, including students not wearing face masks, failing to maintain social distancing and closing windows that had been left open for ventilation.

265. Report and Recommendations from Risk Committee

The unconfirmed Minutes of the Stated Meeting of the Risk Committee in Hilary Term held on 2 February 2021 had been circulated and were received.

266. College Risk Matrix (RC 5)

The updated College Risk Matrix had been circulated and was received. The Bursar advised that the College Risk Matrix had been updated to take account of the continuing impacts of the pandemic.

267. Conference of Colleges

The Principal advised that the Conference of Colleges was continuing to meet regularly, and more frequently than previously, while the COVID pandemic lasted.

268. MCR Business

The MCR President advised that the MCR had agreed a Motion to ask the College to achieve carbon neutrality by 2035. It was agreed that this would be discussed by the Infrastructure Committee in 6<sup>th</sup> Week.

269. JCR Motion

A JCR Motion for consideration by Governing Body, together with a contextual note from the JCR President, had been circulated and were received.

In the light of the very late submission of these papers, it was agreed that the item should be postponed until the 8<sup>th</sup> Week meeting of Governing Body, which would allow for more time for proper consideration of the Motion and the issues involved.

270. Equality and Diversity Issues Arising

No equality and diversity issues were identified, other than those raised during the meeting concerning the Lady Ademola Lecture in Trinity Term (see Minute 262, above) and the JCR Motion (see Minute 269, above).

271. Environmental Issues Arising

No environmental issues were identified, other than those raised during the meeting concerning the proposed Maplethorpe Building Refurbishment Project that was being planned to the highest environmentally-friendly and climate-friendly standards (see Minute 243, above), the Project Board discussion of the Future Project, which had noted the need to adopt Passivhaus methodology, as well as environmentally-friendly and climate-friendly construction methods and materials, recycling and re-using materials wherever possible (see Minute 245, above), and the MCR Motion regarding College sustainability and carbon targets (see Minute 268, above).

272. Date of Next Meeting

The Third Stated Meeting of the Governing Body in Hilary Term will be held on Wednesday, 10 March 2021 (8<sup>th</sup> Week) at 2.00pm in Microsoft *Teams*.

This ended the business of the meeting.

PROFESSOR D DOYLE  
Secretary