

ST HUGH'S COLLEGE, OXFORD

The First Stated Meeting of the **GOVERNING BODY** in Hilary Term was held on Thursday, 13 January 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)	Professor Husband
	Professor Moore	Professor Doyle (Governing Body Secretary)
	Dr Kuhn	Professor Eidenmüller
	Professor Wong	Professor Jérusalem
	Professor Stellardi	Professor Oberhauser
	Professor McDonald	Professor Morisi, Library and Archive Fellow
	Mrs Vainker	Professor Cousins, Tutor for Equality, Diversity and Inclusion
	Professor Grainger	Dr Taylor
	Professor Macnair	Professor Abate
	Professor Wilson	Dr Clifford
	Professor Rood	Professor Vilain, Senior Tutor
	Professor Marshall	Dr Jenkins, Dean
	Professor Perera	Mr Prior, Bursar
	Professor Leach	
	Professor Loutzenhiser	
	Professor Conway	
	Dr Parkin	
In attendance:	Professor Chalker	Professor De Luca
	Professor Blunsom	Ms Aitken
	Professor Bentley	Professor Alemany
	Professor McMahan	Professor Cartea
	Dr Large	Professor Reeves
	Dr Hein	Dr Vandi

Ms Guo, MCR President, represented the MCR and Ms Dickson, JCR President, represented the JCR. They attended for items 218-219, 223-227, 230-235, 246-249, 251 and 253-259.

218. Apologies for Absence

Apologies were received from: Professor Harnden, Mr Marshall, Professor Baker, Professor Mann, Dr Sanders, Professor Saupe, Professor Cook, Mr Lawrence and Dr Miller (The Principal, Professor Garnett, Professor Mitchell, Professor Stevens, Dr Perkins, Professor Martin, Professor Biro and Professor Carvalho on leave).

219. Welcome to New Members of the Governing Body

Professor Getzler was welcomed in his new role as Acting Principal and as Chair of the Governing Body.

Ms Guo and Ms Dickson were welcomed to their first Governing Body meeting as the new MCR and JCR Presidents from 1 January 2022.

220. Academic Staff Mentoring Proposal (Circ Bus 01.12.21) (GB 198, 01.12.21)

It was noted that the proposal for academic staff mentoring from the Senior Tutor, outlined in the Governing Body meeting on 1 December 2021, had been circulated and received.

221. Hilary Term Trustee Training: Friday, 14 January (Circ Bus 05.01.22)

It was noted by circulation that the University would be holding its termly Trustee Training for new Fellows (and refresher training for Fellows who had previously taken the course) on Friday, 14 January.

222. Mentoring for New Colleagues (Circ Bus 07.01.22) (GB 198, 01.12.21)

It was noted that the Senior Tutor had sought expressions of interest to mentor three new Fellows starting in Hilary Term.

223. Admission of Fellows

The following made their Declarations and were admitted to their Fellowships:

- a. Fellowship by Resolution
 - i. Professor Álvaro Cartea (Fellowship by Resolution in Mathematics)
 - ii. Professor Madeleine Reeves (Fellowship by Resolution in the Anthropology of Migration).

224. Academic Staff Mentoring (GB 198, 01.12.21)

The Senior Tutor advised that a number of Fellows had volunteered to act as mentors for new Fellows.

For the new Fellows beginning in Hilary Term:

- i. Dr Perkins would mentor Professor Cartea
- ii. Professor Cousins would mentor Professor Reeves, and
- iii. The Senior Tutor would mentor Professor Jessica Valdez, the Belcher Visiting Fellow in Victorian Studies for Hilary and Trinity Terms 2022, who would be arriving in College in 1st Week and who would make her Declaration at the 4th Week meeting of the Governing Body. [Professor Valdez subsequently postponed her Visiting Fellowship until a later date.]

Dr Perkins, Professor Cousins and the Senior Tutor were thanked for taking on this role.

The Senior Tutor further advised that he had received very positive comments from the Fellowship about the mentoring scheme, which was meant to be light touch, supportive and enjoyable, and not at all onerous. The role of the mentor was especially important at the current time, with many of the normal channels of communication reduced by the pandemic.

225. The Minutes of the Third Stated Meeting held in Michaelmas Term on 1 December 2021 had been circulated and were approved.

226. Conflicts of Interest

No conflicts of interest were declared.

227. St Hugh's College Ball (GB 152, 01.12.21)

The Bursar advised that subsequent to the last meeting of the Governing Body, the College Ball Committee had advised the College that it wished to withdraw the proposal for a College Ball to be held in Trinity Term 2022.

228. Acting Vice-Principal (GB 154, 01.12.21)

Dr Kuhn was elected as Acting Vice Principal for Hilary and Trinity Terms 2022 in a formal vote. Dr Kuhn was thanked for taking on this additional role, and it was noted that he would chair the Equality Committee among other duties.

229. SCR Christmas Dinner (GB 183, 01.12.21)

The Bursar advised that subsequent to the last meeting of the Governing Body, the SCR had voted to postpone the Christmas Dinner as a result of the further spread of the Omicron variant and changing advice. Consultations would take place between the SCR President and key College staff to determine a date for an SCR Summer Dinner instead.

230. Membership of the Strategic Planning Oversight Group (GB 185, 01.12.21)

The Bursar advised that any Fellow wishing to join the Strategic Planning oversight group should contact him. After a short delay, necessitated by the rise of the Omicron variant, it was hoped to start the planning process soon.

231. Coronavirus (COVID-19) Pandemic Update (GB 153, 01.12.21)

Proposals from the Bursar, to ensure that the College can continue to perform its core activities in line with its charitable objects, and to ensure a safe working and living environment for students, Fellows and staff, had been circulated and were received.

The Bursar advised that the proposals were designed to protect the College's core activities of teaching, the Library and Catering provision for students, including quarantining and isolating students. The proposals covered mask-wearing and ventilation, teaching, working from home and essential on-site working, including for the Catering, Housekeeping and Library functions, Chapel services and the role of the Decanal Team. The proposals had been drawn up in consultation with the various stakeholders in the College, including the SCR President, the Library and Archive Fellow, the Chaplain and the Senior Management Team. While trying to be consistent with other colleges and the University, the plans had been adapted to the particular circumstances in the College.

It was agreed that the measures would be subject to regular review, with a view to relaxing restrictions as soon as it is safe to do so. The Governing Body will have the opportunity to vote on relaxing, retaining, or extending precautionary measures again at the 4th Week meeting. The proposals and the plan to review them in 4th Week were approved.

The MCR President advised that she felt that the College could be creative with its events, holding some events outside and/or socially distanced. The MCR members particularly valued the provision of Formal Halls and would wish for these to continue in some format. Students needed to be able to socialise on-site, or else they would spend more time socialising in the city centre, which carried greater risks of infection. The JCR President advised that the JCR also considered that some events could continue to be run, but in different ways, and perhaps with less or no staff involvement.

The Bursar advised that currently staff absences were at such a level that there was a need to re-deploy some staff to ensure that core activities in College could remain operational. The proposals being presented were a temporary measure, to ensure the continuation of on-site study until the situation improved. The Dean advised that protecting the health of the College staff was paramount and that the lack of mask-wearing by students had been of great concern in Michaelmas Term. The MCR and JCR Presidents agreed to reinforce this message to their Common Rooms.

The University Registrar advised that the biggest risk to the University's operations would be its inability to staff core activities. Colleges and the University needed to prioritise their activities to ensure that the most important ones could be effectively staffed.

The Registrar further advised that with infection rates appearing to start to fall, it was hoped that the second half of Hilary Term might be able to run more normally. There was a plea for everyone to test themselves regularly and to report their results to both the EAS and the NHS, as the reporting of results is a highly effective tool to monitor and counter the spread of the pandemic.

The Bursar advised that he and the Dean would be briefing all students in an online meeting immediately after the Governing Body, and that there would be a similar briefing for all staff next week.

232. Acting Principal's Report and Development Update

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

The Acting Principal advised that:

a. Recent Events:

- i. 28 November 2021 – Carol Service for alumni and members of the 1886 Society (legators). 59 people had attended. Funds were raised for the Chapel Restoration Fund through donations made as guests registered for the event.
- ii. 6 December 2021 – Festive greetings had been e-mailed to alumni including links to the College's celebrations for Oxmas and Hanukkah. The College's Hanukkah event for students and staff had been very successful and it was hoped that this would become an annual event in the College calendar.

b. Forthcoming Events:

- i. 1 February 2022 – Lunar New Year Celebrations and communications with alumni and friends.
- 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).
- iv. 21-27 March 2022 – Meeting Minds North America (to be confirmed).
- v. 26 March 2022 – Jubilee Lunch for alumnae who matriculated in 1950, 1951, 1960, 1961, 1970 and 1971.
- vi. 6-8 April 2022 – Meeting Minds Global virtual festival of events for alumni.

233. Legacies and Donations

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 232, above).

The Acting Principal advised of substantial gifts to support a new CDF/JRF in Artificial Intelligence and a potential gift for the Chapel. The Director of Development was currently in the USA meeting alumni.

234. Baroness Hallett

The Acting Principal advised that St Hugh's alumna and Honorary Fellow, The Rt Hon Baroness Heather Hallett DBE PC (Jurisprudence, 1968), had been appointed by the Prime Minister to lead the Public Inquiry into the COVID-19 pandemic. The Acting Principal emphasised the significance of this public work in the national interest by an alumna.

235. Recognition of Distinction Awards 2021

The Senior Tutor advised that Professor Loutzenhiser, Professor Husband, Professor Blunsom and Professor Carvalho had all been promoted to full Professor in the most recent Recognition of Distinction exercise.

236. Proposal for the 2022 Garden Party

A proposal for an enlarged College Garden Party, to be held on Saturday, 25 June 2022, had been circulated and was received. The Bursar advised that the proposal was to increase the number attending the Garden Party from 500 to 650, assuming that the pandemic allows and foul-weather provisions do not have to be put into place, and to codify the split in the numbers from each group of attendees.

It was agreed that:

- i. the Garden Party will happen on Saturday, 25 June 2022, subject to appropriate COVID-19 risk assessments and the state of the pandemic
- ii. numbers will be fixed at the lower of 650 or the maximum number that can safely be accommodated as a COVID-19-secure, foul-weather contingency
- iii. spaces will initially be allocated as 480 for alumni and their guests, 130 for College employees (academic and non-academic) and their guests, and 40 for neighbours and their guests, with additional spaces subsequently released to the other groups if there is capacity and
- iv. as in previous years, the mix of activities will cater for both adults and children, although the precise offering is likely to change this year given increased costs, supplier availability, and COVID-19 precautions.

The proposal was approved.

237. Report and Recommendations from Academic Committee

The unconfirmed Minutes of the meeting of the Academic Committee held by circulation on 6 January 2022 had been circulated and were received.

238. Teaching in Mathematics (AC 1)

The *curriculum vitae* for Ms Monika Kudlinska had been circulated and was received. On the recommendation of the Academic Committee, it was agreed to appoint Ms Kudlinska to a Non-Stipendiary Lectureship in Mathematics to teach Topology for the rest of this academic year.

239. Teaching in Mathematics (AC 1) (GB 403, 19.05.21)

On the recommendation of the Academic Committee, it was agreed that Mr Yue Liu's three-hour Stipendiary Lectureship in Mathematics be increased to a four-hour post for the duration of Hilary Term 2022.

240. Teaching in French (AC 2) (GB 469, 16.06.21)

On the recommendation of the Academic Committee, it was agreed that Dr Alice Violet's Stipendiary Lectureship in French be increased from six hours to seven for Hilary Term 2022.

241. Graduate Scholarships (AC 3) (GB 57, 07.10.21)

It was noted that the Academic Committee had received a list of the names of students currently holding Graduate Scholarships at St Hugh's.

242. Undergraduate Student Changes of Circumstances, Hilary Term 2022

Information regarding Undergraduate Student Changes of Circumstances at the beginning of Hilary Term 2022, previously considered by the Education Committee, had been circulated and was received.

243. Suspensions (USCC 1)

A list of Undergraduate students whose studies are currently suspended was noted.

244. Undergraduates Returning to Study (USCC 1)

A list of Undergraduate students who had returned to study this term was noted.

245. Change of Course (USCC 1)

A list of Undergraduate students who had changed course was noted.

246. Standing Committee of the Senior Tutors' Committee

Items from the meeting of the Standing Committee of the Senior Tutors' Committee (SCSTC), held on 5 January 2022, concerning the setting and marking of Collections, draft Fitness to Study guidance, and the report on the Three-Yearly Review of the Variation of Duties Scheme, had been circulated and were received, together with a contextual covering paper from the Senior Tutor.

The Senior Tutor advised that he would be keen to receive any feedback from Fellows, to be passed back to the SCSTC.

Items from the SCSTC are included in Minutes 247-249, below.

247. Collections – Setting and Marking

A summary minute from the SCSTC drafted by the Senior Tutor, as well as the full extract from the agreed template for reporting college Undergraduate academic provision (2021–22) about collection setting and marking, considered by the Standing Committee of the Senior Tutors' Committee on 5 January 2022, had been circulated and were received.

248. Draft Guidance for Fitness to Study Procedures

Draft guidance for Fitness to Study procedures, considered by the Standing Committee of the Senior Tutors' Committee on 5 January 2022, had been circulated and was received.

249. Variation of Duties: Report on Three-Yearly Review

The report on the Three-Yearly Review of the Variation of Duties Scheme, considered by the Standing Committee of the Senior Tutors' Committee on 5 January 2022, had been circulated and was received.

250. Fellows' Research Allowances (GB 448b, 16.06.21)

Guidelines for Fellows' Research Expenses and information about the Fellows' Discretionary Research Fund had been circulated and were received.

251. MCR and JCR Committees (GB 213, 01.12.21)

The Senior Tutor advised that he had met with members of the new JCR Committee the previous day, and that it had been a very open and useful meeting, providing a chance to get to know one another and to open channels of communication for the flow of ideas and concerns. The Senior Tutor was looking forward to meeting the MCR Committee members shortly.

The JCR President advised that the JCR Committee had also found the meeting very useful.

252. Update on Recruitment to New Posts (GB 197, 01.12.21)

The Senior Tutor advised on recruitment to new posts.

253. Tutor for Equality, Diversity and Inclusion (GB 213, 01.12.21)

The Tutor for Equality, Diversity and Inclusion advised that he was looking forward to meeting the new student representatives and to working with them this year.

254. Provisional Admissions Statistics, January 2022 (GB 123, 03.11.21)

The Senior Tutor advised that the first statistical analysis of this year's applications had been undertaken by the College Office. There is much more analysis to be done, and there are some significant caveats to be applied to these figures, but there are some interesting trends that speak very well of colleagues' care and dedication during this year's Admissions process.

The University Registrar congratulated the College on its admissions performance and how it had approached and thought about many of the difficult issues that it faced. The Acting Principal advised that the balance of home and overseas students needed further consideration.

255. Conference of Colleges

The Acting Principal advised that during Hilary and Trinity Terms, the Acting Principal, the Senior Tutor and the Bursar would attend meetings of the Conference of Colleges, depending on their availability and on the nature of the business being transacted.

256. MCR Website

The MCR President advised that the MCR was trying to re-vitalise the MCR website, but that they had encountered access issues. The President also advised that the MCR was planning to produce a video to promote the positive and inclusive aspects of the College to current and potential students.

257. Equality and Diversity Issues Arising

No equality and diversity issues were identified, other than those discussed during the meeting, particularly concerning the draft guidance for Fitness to Study procedures (see Minute 248, above) and the provisional Admissions data (see Minute 254, above).

258. Environmental Issues Arising

No environmental issues were identified.

259. Date of the Next Meeting

The Second Stated Meeting of the Governing Body in Hilary Term will be held on Wednesday, 9 February 2022 (4th Week) at 2.00pm in Microsoft *Teams*.

This ended the business of the meeting.

PROFESSOR D DOYLE
Secretary