

ST HUGH'S COLLEGE, OXFORD

The First Stated Meeting of the **GOVERNING BODY** in Hilary Term was held on Thursday, 14 January 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 Leach
	Professor Moore	Professor Loutzenhiser
	Professor Garnett, Vice-Principal and Library and Archive Fellow	Professor Conway
	Dr Kuhn	Professor Mann
	Professor Getzler	Dr Sanders
	Professor Stellardi	Dr Parkin
	Professor Mitchell	Professor Husband
	Professor McDonald	Professor Doyle (Secretary)
	Mrs Vainker	Professor Eidenmüller
	Professor Duncan	Professor Jérusalem
	Professor Westbrook, Senior Tutor	Professor Oberhauser
	Professor Stevens	Professor Morisi
	Professor Macnair	Professor Cousins
	Professor Wilson	Professor Cont
	Professor Rood	Dr Taylor, Tutor for Equality
	Dr Perkins	Professor Kornmann
	Professor Martin	Mr Myring, Bursar
	Professor Marshall	Professor Abate
	Professor Perera, Dean	Professor Kocsis
In attendance:	Professor Blunsom	Dr Nichols
	Professor Bentley	Dr Vandí
	Professor McMahon	Dr Smyth
	Professor De Luca	Mr Lawrence, Director of Development
	Professor Alemany	

Mr De Luca e Tuma represented the MCR and Mr Bakare the JCR. They attended for items 197, 199-209, 215, 224-226 and 228-233.

197. Apologies for Absence

Apologies were received from: Professor Wong, Professor Pařeta, Professor Grainger, Professor Harnden, Professor Powell, Mr Marshall, Professor Baker, Professor Ballentine, Professor Saupe, Professor Chalker, Dr Large, Professor Cook and Ms Aitken (Professor Plunkett and Professor Biro on leave).

Mr De Luca e Tuma and Mr Bakare were welcomed to their first Governing Body meeting as the new MCR and JCR Presidents from 1 January 2021.

198. Recommendation from Nominations for Vacancies Committee (Circ Bus 08.12.20)

It was noted that, on the recommendation of the Nominations for Vacancies Committee, Professor Loutzenhiser's appointment to the Student Disciplinary Committee as Chair for an urgent Disciplinary Panel had been approved by circulation.

199. The Minutes of the Third Stated Meeting in Michaelmas Term held on 2 December 2020 had been circulated and were approved.

200. Conflicts of Interest

No conflicts were declared.

201. Multi-Factor Authentication Project

The Bursar advised that, as an additional security measure, the University is implementing Multi-Factor Authentication (MFA) for all Oxford Single Sign-On (SSO) users across the University. Users will be asked to verify their account using a second factor, such as a code from an app on a phone, text message, or a phone call. MFA is being rolled out to all SSO accounts from January 2021 in alphabetical order of surname.

The Bursar further advised that colleagues should set up the second factor prior to their implementation date for MFA. On the implementation date this second factor will be required to log-in and this will be required initially for each application on each device. The mail app may need to be reinstated on i-phones. It was recommended that a range of devices are used for second factor messages, so that the loss of any one device is less problematic.

Further information is available on the IT Services webpages at: <https://projects.it.ox.ac.uk/multi-factor-authentication-project>.

202. JCR St Hugh's College Ball 2021 (GB 132, 02.12.20)

The Bursar advised that given the current serious situation regarding the Coronavirus pandemic, the JCR Ball Committee had decided that there was no realistic option except to postpone the Ball until *at least* October 2021. The JCR Ball Committee was continuing to review the unfolding situation actively and hoped to be in a position, depending on the progress of the pandemic, to present a new proposal for a date for the Ball to be held during 2021-22 to Governing Body at its February meeting in 4<sup>th</sup> Week.

203. Coronavirus (COVID-19) Pandemic Update (GB 133, 02.12.20)

The Bursar advised that with the current national lock-down in England, all of the measures in place last term were still effective on-site along with further restrictions due to the lock-down. Everyone was reminded of the paramount need to follow the '*Hands-Face-Space*' guidance from Public Health England.

Many staff members were nervous with the rapid rise in case numbers. With the smaller student population on site currently, the College was looking at reducing service levels appropriately and allowing staff to support shielding family members and to cope with childcare and home schooling issues. Staff were working from home wherever possible.

The College's main priority remained to support its students. Students had been advised to stay home unless there were particular reasons for them to return, but there was more flexibility

about returning to College than there had been in the first lock-down and around 200 students were currently living in College, with a few more expected to arrive later in January. Students are to take Lateral Flow Tests when they return to College and there will be remote teaching until restrictions are eased. The Library is open for studying and borrowing books, and catering provision, while more limited than usual, will provide regular hot meals for students and staff. The Management Team has been careful to try to balance the needs of students, Fellows and Staff.

The College is yet to have any positive cases of COVID-19 this year, but numbers in Oxford are rising, so the College is likely to experience cases at some point this term. It is important that students register their test results as they have been asked to do.

The MCR President noted that while the student body was disappointed by the way that events had forced this term to run, the MCR was busy organising as many online events as possible for its members.

Governing Body thanked the College Management Team for keeping the College open, operational and safe.

204. Principal's Report and Development Update

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

The Principal advised that she had continued to engage with Elizabeth Wordsworth Fellows and prospective donors throughout the holidays with personal communications, private virtual events and Christmas cards. A number of significant donors had been sent flowers, which had been very well received.

The Development Team would be delighted to hear from any Fellows who would like to lead a virtual event or lecture for the alumni community. The Team are also particularly keen to hear from anyone who might be interested in leading a virtual activity or academic session for the children of alumni.

205. Legacies and Donations

An update was received from the Principal. It was noted that there had been some significant donations and legacy pledges.

206. Professor Carvalho - AfOx ReDA Award (GB 234, 12.02.20)

The Principal advised that Professor Carvalho and fellow African senior researcher, Frederick Manthi, had been presented with one of only eight AfOx ReDA (Oxford-Africa Research Development) awards for their project '*Ecology and the deep roots of our African origins*'.

207. Professor Harnden – Deputy Chair of JCVI, Joint Committee on Vaccination and Immunisation

Governing Body wished to thank Professor Harnden for his work as the Deputy Chair of the JCVI, the Joint Committee on Vaccination and Immunisation, and for all his work on the national roll-out of the COVID-19 vaccines.

208. Frontline Medical Fellows and Graduate Students

Dr Jenkins and Professor de Luca were thanked for their involvement in the frontline of the COVID-19 effort, along with many of the College's Graduate medical students.

209. Professor Dame Jane Glover, CBE

The Principal advised that St Hugh's alumna and Honorary Fellow, Professor Dame Jane Glover, CBE (Music, 1968), had been made a Dame in the 2021 New Year's Honours for services to music.

212. Election to an Emeritus Fellowship

Professor Adrian Harris, who had now retired as a College Fellow, was elected to an Emeritus Fellowship.

213. Election to an Honorary Fellowship

Mrs Geneviève Adams was elected to an Honorary Fellowship.

214. APNTF in Asian Laws (GB 177, 02.12.20)

A *Curriculum Vitae* for the preferred candidate, the Selection Committee Report, the Further Particulars and three academic references had been circulated and were received. Professor Ngoc Son Bui was elected to the APNTF in Asian Laws with effect from 4 July 2021.

215. Belcher Visiting Fellowship in Victorian Studies (GB 401, 17.06.20)

The Senior Tutor advised that Professor Pamela Gilbert had postponed her Belcher Visiting Fellowship in Victorian Studies from Hilary Term 2021 until Trinity Term 2023 because of the ongoing pandemic. Similarly, Professor Sharon Weltman had also postponed her Visiting Fellowship from Trinity Term 2021, until Trinity Term 2022.

Professor Mark Turner is still planning to join the College in Michaelmas Term 2021 and Professor Jessica Valdez in Hilary and Trinity Terms 2022. It was noted that there will be two Belcher Visiting Fellows in College in Trinity Term 2022.

216. Student Disciplinary Committee (GB 198, 14.01.21)

The reports of the meeting of the Student Disciplinary Committee held on 17 December 2020 had been circulated and were received.

217. Undergraduate Changes of Circumstances

Information about Undergraduate Changes of Circumstances at the beginning of Hilary Term 2021, previously considered by the Education Committee, now subsumed into the Academic Committee, had been circulated and was received.

218. Withdrawals (UCC 1)

A list of Undergraduate withdrawals was noted.

219. Suspensions (UCC 1)

A list of Undergraduate students whose status is currently suspended was noted.

220. Undergraduates Returning to Study (UCC 1)

A list of Undergraduate students scheduled to return to study this term was noted.

221. Change of Course (UCC 1)

A list of students who had changed course was noted.

222. Awards and Prizes

The following proposal was approved:

(a) Scholarship

Alexander Goldie                      Engineering (3<sup>rd</sup> year)

224. Teaching in Hilary Term (GB 45, 07.10.20)

The Senior Tutor wished all teaching staff well in the new term, and urged Tutors to check in with their Tutees at the beginning of the term, especially if they are not teaching them this term, to see how they are. Fellows on leave were strongly encouraged to urge the lecturers covering their tutorials to do the same. This need to check in with, and to support, students during these difficult and isolating times was endorsed by the MCR President.

225. The Library (GB 117, 04.11.20)

The Library and Archive Fellow advised that the Library staff were again working particularly hard to keep the Library open and running smoothly.

Some students had been seen in the Library not wearing masks, and windows that had been left open to increase ventilation, as a COVID-19 security measure, had been found closed. It was agreed that this behaviour in the Library was not acceptable and needs to improve, or else the use of the Library for study purposes would have to be reconsidered. The JCR President agreed to reinforce this message to JCR members in College.

226. Equality Workshop (GB 167, 02.12.20)

The Tutor for Equality thanked those Fellows and staff attending the '*Introduction to Unconscious Bias*' workshop led by The Diversity Trust earlier in the week. There had been much very positive feedback on the session and a recording would be made available along with the slides for those who missed the workshop.

The Diversity Trust had also run a workshop the previous week, with about 130 students attending. The session had lasted longer than expected due to the enthusiasm of the participants, and the organisers had been most impressed by the level of interest and engagement in the session from the students attending. Ms Iris-Mae Morse, the JCR BAME Representative was thanked for her work publicising and preparing for the session.

As a result of these two highly successful events, it is very much hoped that the relationship with The Diversity Trust can be extended to future workshops and collaborations.

The Tutor for Equality was thanked for organising both these events and for all his work in this role.

228. Admissions Business

The Senior Tutor congratulated Tutors on completing the 2020 Admissions round under novel and sometimes difficult circumstances. He advised that the numbers proposed are manageable, even given the cancellation of 'A' Level examinations in summer 2021. 138 offers had been made for new Undergraduate students, including those entries deferred from the 2019 Admissions round. Four of these candidates were Graduate-entry Medical students, who are treated as MCR students, so a total of 134 new Undergraduate students are expected to join the College in Michaelmas Term 2021 and to live in College.

The Senior Tutor and Academic Registrar were thanked for organising such a successful Admissions round under often challenging circumstances.

229. Opportunity Oxford (GB 183, 02.12.20)

The Senior Tutor advised that two Oxford Opportunity places, both conditional, had been offered in the most recent Admissions round. The College had also made standard offers to seven candidates who were in the Opportunity Oxford category.

230. Report and Recommendations from Statutes and Bylaws Committee (GB 192, 02.12.20)

The unconfirmed Minutes of the Stated Meeting of the Statutes and Bylaws Committee in Michaelmas Term held on 25 November 2020 had been circulated and were received.

231. Equality and Diversity Issues Arising

No equality and diversity issues were identified, other than those raised by the Tutor for Equality and the Senior Tutor concerning Equality Training (Minute 226) and Opportunity Oxford (Minute 229).

232. Environmental Issues Arising

No particular environmental issues were raised in this meeting.

233. Date of Next Meeting

The Second Stated Meeting of the Governing Body in Hilary Term will be held on Wednesday, 10 February 2021 (4<sup>th</sup> Week) at 2.00pm in Microsoft *Teams*.

This ended the business of the meeting.

PROFESSOR D DOYLE  
Secretary