

ST HUGH'S COLLEGE, OXFORD

The First Stated Meeting of the **GOVERNING BODY** in Trinity Term was held on Thursday, 21 April 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 Sanders
	Dr Kuhn, Acting Vice-Principal	Dr Parkin
	Professor Wong	Professor Husband
	Professor Stellardi	Professor Doyle (Governing Body Secretary)
	Professor Mitchell	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	Professor Cont
	Professor Macnair	Professor Kornmann
	Professor Wilson	Professor Kocsis
	Dr Perkins	Dr Clifford
	Professor Martin	Professor Vilain, Senior Tutor
	Professor Marshall (Representative to the Alumni Association)	Dr Jenkins, Dean
	Professor Leach	Mr Prior, Bursar
	Professor Loutzenhiser	Professor Majid
	Professor Conway	
	Professor Mann	
In attendance:	Professor Bentley	Professor Thompson
	Dr Large	Mr Lawrence, Director of Development

Ms Guo, MCR President, represented the MCR and Mr Halali, JCR Vice-President, represented the JCR. They attended for items 373-374, 379-390, 402-403, 405-415 and 417-418.

373. Apologies for Absence

Apologies were received from: Professor Rood, Professor Harnden, Professor Perera, Professor Eidenmüller, Professor Jérusalem, Professor Abate, Professor Chalker, Professor Pašeta, Professor McMahon, Professor Cook, Dr Hein, Ms Aitken, Professor Reeves, Dr Vandi and Ms Dickson (The Principal, Professor Moore, Professor Garnett, Professor Stevens, Professor Biro, Dr Taylor and Professor Carvalho on leave).

374. Welcome to the Governing Body

Professor Asifa Majid was welcomed to her first meeting of the Governing Body (see Minute 379, below).

Mr Mehrdad Halali, JCR Vice-President, was welcomed to the meeting in place of Ms Dickson, JCR President.

In the absence of the regular minute-taker, it was agreed that the meeting would be recorded in order to write the Minutes, and that the recording would be deleted as soon as the Minutes had been produced and agreed. Mrs Moss, Executive Assistant to the Principal, was thanked for agreeing to draft the Minutes of the meeting at short notice.

375. Confirmation of Contract >£100k (Circ Bus 10.03.22) (GB 329.i, 09.03.22)

It was noted that the Infrastructure Committee, the Finance Committee and the Governing Body had approved the use of the major part of the £200k restricted maintenance donation for safety work replacing fire detector heads across the College site. The original estimate for this work had been £100k plus a 10% contingency. The College's financial regulations require that contracts of this size be referred to the Governing Body.

On the recommendation of the Bursar, it was agreed by circulation, that the contract should be awarded to Trinity, a current supplier to the College for other fire work, as the Trinity bid was significantly favourable to the other bid, and below the £100k plus contingency amount that had been set aside.

376. APTF-C / Tutorial Fellowship in Italian (vice Stellardi) (Circ Bus 29.03.22) (GB 356.v, 09.03.22)

It was noted that the Selection Committee report, as well as the cover letter, *curriculum vitae* and references for the preferred candidate, had been circulated and were received, and that Dr Emma Bond had been elected to a Tutorial Fellowship in Italian from Michaelmas Term 2022 in a formal vote.

377. Fellows' Discretionary Research Fund (Circ Bus 29.03.22) (GB 250, 13.01.22)

It was noted that information about the Fellows' Discretionary Research Fund and a call for applications to the Fund had been circulated and were received. All Fellows in all categories of Fellowship are eligible to apply and the deadline is Tuesday, 26 April (Trinity Term, 1<sup>st</sup> Week).

The Senior Tutor reminded the Governing Body that the Fund was still open for applications for grants. Bids should be sent to the College Office.

378. Trans Awareness Course – 11 May (Circ Bus 01.04.22)

It was noted that St Hugh's, in co-operation with four other colleges, is funding an online "trans awareness" course, to be delivered via *Zoom*. The course will be delivered at 11.00am on 11 May and anyone interested in attending the virtual course was asked to contact the Senior Tutor.

The Senior Tutor reminded the Governing Body that the College has a total of 20 places on this course. The organization delivering the course has a very good reputation for delivering high quality courses.

379. Admission of Fellows (GB 121, 03.11.21)

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

a. Fellowship

- i. Professor Asifa Majid (Tutorial Fellowship in Experimental Psychology).

380. Belcher Visiting Fellows in Victorian Studies (GB 215, 14.01.21)

The Acting Principal advised that Professor Sharon Weltman, a Belcher Visiting Fellow in Victorian Studies for Trinity Term 2022, would not arrive in College until later that day and would make her Declaration at the 4<sup>th</sup> Week meeting of the Governing Body.

It was also noted that Professor Jessica Valdez is also currently at St Hugh's for the second term of her Belcher Visiting Fellowship in Victorian Studies; her first term having been in Hilary Term 2022 (GB 262, 09.02.22).

381. The Minutes of the Third Stated Meeting in Hilary Term held on 9 March 2022 had been circulated and were approved.

382. Conflicts of Interest

A conflict of interest was declared with regard to the recommendation for leave (see Minute 392, below). Professor Martin left the meeting for the discussion and approval of this item.

383. Equality and Diversity Issues to be Considered

No equality and diversity issues were identified for consideration by the Governing Body, other than those raised and discussed during the meeting, particularly concerning:

- i. the Trans Awareness Course being held on 11 May at 11am (circulated business, 1 April 2022) (see Minute 378, above)
- ii. the Fitness to Study Guidance (see Minute 403, below)
- iii. the donation of books on women's history to the library (see Minute 408, below)
- iv. the report from the Tutor for Equality, Diversity and inclusion (see Minute 409, below)
- v. the Lady Ademola project (see Minute 410, below), and
- vi. the Future Mode of Delivery of Undergraduate Admissions Interviews (see Minute 417, below).

384. Environmental Issues to be Considered

No environmental issues were identified for consideration by the Governing Body.

385. Ukraine (GB 315, 09.03.22)

The Bursar advised that the College had been able to assist all students who had approached it for support having been affected financially by the invasion of Ukraine. The College, following the Governing Body's resolution at the previous meeting (GB 315f, 09.03.22), had been able to offer a one-year Visiting Fellowship position to a Ukrainian writer and scholar in conjunction with the English Faculty, and was assisting a generous member of the public in providing housing for the writer and her family. The details of this were in the process of being finalised, and it was hoped that the Fellowship could begin in the summer, subject to visa timelines.. The Senior Tutor, the Acting Vice-Principal and the English Fellows were thanked for their work in helping to make this happen.

There was a discussion of whether or not the Governing Body's decision not fly the Ukrainian flag in response to the JCR's request last term (GB 315e, 09.03.22) was final or subject to revision if circumstances changed. The Governing Body was asked to reflect on the issues, as were the MCR and JCR, and that this would be considered again at the 4<sup>th</sup> Week meeting of the Governing Body.

It was also agreed that Ukrainian flags might be flown within the College to mark the arrival and welcome the Visiting Fellow and their family.

386. Coronavirus (COVID-19) Pandemic Update (GB 316, 09.03.22)

Proposals from the Bursar and the College Bronze Group, 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 during Trinity Term 2022, had been circulated and were received.

The Governing Body wished to protect the College community and emphasised that it has a reasonable duty of care for its vulnerable students and staff, especially Finalists, Library staff and Dining Hall staff. This needed to be considered in the context of changing national restrictions and the University' move to BCP Stage 0.

The proposals on testing, provision of FFP2 masks to staff who want them, meeting guidance, the encouragement of mask-wearing in high-use shared spaces, and requiring staff not to come to work if positive were all approved. On measures in the Library, it was agreed that the Acting Principal would consult with the MCR and JCR Committees and that a proposal would then be circulated to Governing Body for an electronic vote.

[It was subsequently agreed, in a formal vote, that:

- i. an additional study space be opened where masks are not required (potentially extended hours in the Wordsworth Tea Room in the China Centre, although potentially elsewhere depending on practicalities)
- ii. in response to student feedback, people are asked to continue to wear masks in the Library, but make clear that this is an honour system and will not be actively policed or subject to sanction
- iii. however, it will also be made clear that the College will introduce a strict rule with enforcement, which will likely mean excluding people from the Library and/or restricting access to the space, if any of the following happens as a function of increased usage and/or reduced mask-wearing:
  - a. CO<sub>2</sub> levels increase beyond tolerable levels;
  - b. students report that they do not feel safe browsing and accessing books, or
  - c. staff report that they do not feel safe in the Library space.]

387. Strategic Planning (GB 342, 09.03.22)

The Bursar advised that the Strategic Planning Oversight Group had now met, and proposed that the timeline for strategic planning be revised in the light of the operational impact of (i) the Principal's leave as a result of her appointment as the Chair of the Independent Inquiry, appointed by the Home Secretary, and (ii) COVID disruption during Hilary Term.

It was therefore agreed that data gathering, analysis, stakeholder consultation, and baseline work would take place in Trinity Term, with voluntary workshops for Fellows at the end of the Long Vacation, and formal review and agreement of the five-year plan in Michaelmas Term of next academic year. The Oversight Group was also undertaking a review of achievements versus the previous Strategic Plan, which would be brought to Governing Body in the 4<sup>th</sup> Week of Trinity Term.

388. Acting Principal's Report and Development Update (GB 345, 09.03.22)

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

The Director of Development advised that:

a. Forthcoming Events:

- i. 28 May 2022 - Afternoon Tea for Donors in College: Fellows will be informed about attendees in due course.
- ii. 25 June 2022 – The Alumni Garden Party.

389. Legacies and Donations (GB 346, 09.03.22)

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 388, above).

The Director of Development advised that the Telethon appeal had been very successful. The student participants were thanked for this excellent achievement.

There had been a number of donor visits during April, including a new donor who is supporting the Artificial Intelligence CDF, as well as the funders of the Engineering CDF, and other donors who were in Britain for the Oxford and Cambridge Boat Race.

390. The Development Team

The Director of Development advised that the Deputy Director of Development, Ms Lorraine Hare, had resigned from the College and would be leaving in May 2022. Plans to recruit a replacement were being actively pursued. Ms Catharine Rainsberry, Alumni Relations Manager, had now begun her maternity leave and Ms Meghan Mitchell, Regular Giving and Trusts Manager, would also be on maternity leave from 1 June 2022.

This would leave a substantial shortfall in the staffing of the Development Office at least for the coming term and, given the difficulties of recruitment generally at the current time, maybe for longer.

391. Report and Recommendations from the Academic Committee held on 23 February 2022 (GB 354, 09.03.22)

The revised 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.

392. Leave and Buyouts (AC 14)

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

- i. to Professor Martin, leave from the College for the academic year 2022-23. It was noted that the Senior Tutor would work with the Tutors in Mathematics to arrange suitable teaching cover.

393. Report and Recommendations from the Academic Committee held by Circulation on 19 April 2022

The unconfirmed Minutes of the Meeting of the Academic Committee held by circulation on 19 April 2022 had been circulated and were received.

394. Teaching in Mathematics (AC 1)

The *curriculum vitae* for Dr Sam Palmer had been circulated and was received. On the recommendation of the Academic Committee, it was agreed to appoint Dr Palmer to a Non-Stipendiary Lectureship in Mathematics for Trinity Term. Dr Palmer has agreed to provide hard-to-secure teaching in Group Theory and Projective Geometry.

395. Teaching in English (AC 2) (GB 174.iv, 02.12.20)

The *curriculum vitae* for Dr Ben Wilkinson-Turnbull had been circulated and was received. On the recommendation of the Academic Committee, it was agreed to appoint Dr Wilkinson-Turnbull to a two-hour Stipendiary Lectureship in English (taking revision classes) for Trinity Term 2022. It was noted that this was to meet teaching needs occasioned by Dr Taylor's leave in the coming term.

It was agreed that a late proposal to appoint Dr Lucy Powell to a Non-Stipendiary Lectureship in English would be circulated for Governing Body approval after the meeting.

396. Learning Development and Support Tutor (AC 3) (GB 356.xii, 09.03.22)

The *curriculum vitae* and a reference for Ms Emma Kavanagh had been circulated and were received. Interviews having been held on 6 April, it was agreed, on the recommendation of the Academic Committee, to appoint Ms Kavanagh to the position of Learning Development and Support Tutor, a six-hour Stipendiary Lectureship, for ten terms from Trinity Term 2022, to the end of Trinity Term 2025.

397. Undergraduate Student Changes of Circumstances, Trinity Term 2022

Information regarding Undergraduate Student Changes of Circumstances at the beginning of Trinity Term 2022 had been circulated and was received.

398. Withdrawals (USCC 1)

A list of Undergraduate withdrawals was noted.

399. Suspensions (USCC 1)

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

400. Undergraduates Returning to Study (USCC 1)

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

401. Change of Course (USCC 1)

A list of students who had changed course was noted.

402. Alumni Association: Revised Constitution

The Alumni Association Constitution, revised at the Alumni Association AGM held in November 2021, had been circulated and was received. The previous Alumni Association Constitution, approved by the Alumni Association AGM held in June 2018, had also been circulated and was received for information.

The Governing Body Representative to the Alumni Association advised that there were four sets of changes being proposed, mainly to address issues with GDPR, and to allow a possible broadening of the age range of Alumni Association Committee members, to include more younger alumni, and also to increase participation on the Committee for certain groups or from particular geographic regions, if required.

The revised Alumni Association Constitution was approved.

403. Draft Guidance for Fitness to Study Procedures (GB 248, 13.01.22)

Draft Guidance for Fitness to Study Procedures v11, circulated to Governing Bodies for consultation, had been circulated and were received. Governing Body's views were sought on the Consultation Questions and the Senior Tutor agreed to communicate the College's position on each of these to the Senior Tutors' Committee.

404. Update on Recruitment to Academic Posts (GB 356, 09.03.22)

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

405. The Assistant Librarian

The Senior Tutor advised that the Assistant Librarian, Ms Holly Dowse, had resigned from the College and would be leaving at the end of April. Plans to recruit a replacement were being actively pursued.

406. The Admissions Coordinator (GB 364, 09.03.22)

The Senior Tutor advised that interviews for the Admissions Coordinator position, previously held by Ms Sophie Cheng, had been held during the Easter vacation and that an appointment had now been made. The new appointee would start on 9 May (3<sup>rd</sup> Week).

407. The Academic Officer

The Senior Tutor advised that Ms Pip Beck, the Academic Officer, had resigned her position and had now left the College. The deadline for applications for the post had closed on 11 April and interviews were scheduled to take place in 1<sup>st</sup> Week.

408. Report from the Library and Archive Fellow (GB 107, 03.11.21)

The Library and Archive Fellow advised that a book donation had been received from the estate of Honorary Fellow and former Lecturer, Mrs Geneviève Adams. The books had been carefully selected to diversify further the College's whole offering, with a focus on women's history, contemporary writers and non-metropolitan Francophone writers. It was hoped that students and colleagues will enjoy reading the books.

409. Report from the Tutor for Equality, Diversity and Inclusion (GB 350, 09.03.22)

The Tutor for Equality, Diversity and Inclusion advised that no issues of concern had been raised with him since the previous meeting of the Governing Body.

410. The Lady Ademola Project (GB 350.i, 09.03.22)

The Tutor for Equality, Diversity and Inclusion advised of the latest progress with the Ademola project, which consists of three aspects:

- i. a Visiting Fellowship programme, which needs further development
- ii. a Scholarship for a student - This academic year the College has accepted its first student as the result of fundraising by the Development Team, and
- iii. an annual Lady Ademola Lecture, plans for which are still in progress for this year's lecture.

The excellent support and guidance of AfOx (the Africa Oxford Initiative) was noted, as was their deadline of 18 May when they would interview candidates for the Scholarships.

411. The Domestic Bursar (GB 361, 09.03.22)

The Bursar advised that Mrs Rahele Mirnateghi, the Domestic Bursar, had now returned to the College after her maternity leave and had resumed all reporting lines and responsibilities. She was working three days per week, Mondays to Wednesdays, initially.

412. The Head of Estates (GB 362, 09.03.22)

The Bursar advised that interviews for the Head of Estates position had been held during the Easter vacation and that an offer was about to be made to the preferred candidate.

413. Risk Policy (GB 363, 09.03.22)

The Bursar advised that this would be considered at the next meeting of the Governing Body in 4<sup>th</sup> Week.

414. Summer Social Events (GB 52, 01.12.21)

The Bursar advised that a Student Garden Party will be held on Saturday, 14 May, the day before the Entz ban comes into place, and that this party has Decanal approval. It was noted that this event was being organised in lieu of a Summer Ball this year.

415. Bed and Breakfast Accommodation and Vacation Residence Policy and Procedures

The Bursar advised that he would bring a report to the Governing Body in 4<sup>th</sup> Week regarding the intersection of the Vacation Residence Policy and procedures with the College's Bed and Breakfast accommodation offering. The College is now in a position to resume bed and breakfast bookings for the long vacation, after the hiatus of the pandemic, and it is financially essential that the College does so. Consequently, there is a need to review safeguarding procedures, to ensure that vacation residence students and bed and breakfast visitors do not mix in their accommodation. There is also a need to tighten the Vacation Residence Policy to make clearer that students may have to move accommodation during the vacations in order for the College to accommodate bed and breakfast guests. In the meantime, the Bursar advised that the College would now accept bookings for bed and breakfast in the summer vacation to avoid losing

business, noting that there was ample time to cancel should the Governing Body not be satisfied with proposed arrangements in 4<sup>th</sup> Week.

417. Future Mode of Delivery of Undergraduate Admissions Interviews (GB 365, 09.03.22)

The 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, previously circulated to the Governing Body for its meeting on 9 March 2022, had been re-circulated and was received, along with a contextual cover note from the Senior Tutor.

The Senior Tutor reminded the Governing Body that the consultation fell into two parts:

- i. How interviews will be conducted in December 2022, and
- ii. How the University proposes to handle interviewing from 2023 onwards.

While a firm decision would have to be made about the December 2022 Admissions round, this decision would not lock the College into any firm decision concerning future years.

It was agreed, in a formal vote, that the College wishes for admissions interviews to remain online in December 2022. The Senior Tutor will vote accordingly at the University's Admissions Committee, which has the authority to make binding decisions.

418. Date of the Next Meeting

The Second Stated Meeting of the Governing Body in Trinity Term will be held on Wednesday, 18 May 2022 (4<sup>th</sup> Week) at 2.00pm in Microsoft *Teams*.

This ended the business of the meeting.

PROFESSOR D DOYLE  
Secretary