

ST HUGH'S COLLEGE, OXFORD

The First Stated Meeting of the **GOVERNING BODY** in Trinity Term was held on Thursday, 22 April 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 Marshall, Governing Body
	Professor Moore	Representative to the Alumni Association
	Professor Garnett, Vice-Principal and Library and Archive Fellow	Professor Perera, Dean
	Professor Plunkett	Professor Loutzenhiser
	Professor Getzler	Professor Conway
	Professor Wong	Professor Baker
	Professor Stellardi	Professor Mann
	Professor Mitchell	Dr Sanders
	Professor McDonald	Dr Parkin
	Mrs Vainker	Professor Husband
	Professor Duncan	Professor Doyle (Secretary)
	Professor Westbrook, Senior Tutor	Professor Jérusalem
	Professor Pašeta	Professor Saupe
	Professor Grainger	Professor Cousins
	Professor Wilson	Dr Taylor, Tutor for Equality
	Professor Rood	Professor Kornmann
	Dr Perkins	Mr Myring, Bursar
	Professor Martin	Professor Abate
		Professor Kocsis
In attendance:	Professor Bentley	Dr Nichols
	Professor McMahan	Dr Vandl
	Dr Large	Dr Smyth
	Dr Hein	Mr Lawrence, Director of Development
	Ms Aitken	
	Professor Alemany	

Mr De Luca e Tuma represented the MCR and Mr Bakare the JCR. They attended for items 332, 336-345, 359-366 and 369-373.

332. Apologies for Absence

Apologies were received from: Professor Harnden, Professor Powell, Mr Marshall, Professor Ballentine, Professor Eidenmüller, Professor Chalker, Professor Cook and Professor De Luca (Dr Kuhn, Professor Stevens, Professor Leach, Professor Biro and Professor Morisi on leave).

333. Recognition of Distinction Exercise 2021 (Circ Bus 18.03.21)

It was noted that information from the Senior Tutor about the 2021 Recognition of Distinction exercise, open to all staff in academic and senior research roles, had been circulated and received. Applications may be submitted until the closing date of 12.00 noon on 4 May.

334. Trustee Training (Circ Bus 29.03.21)

It was noted that an invitation to attend the University's Trustee Training for Governing Body Fellows on 16 April 2021 had been circulated and received.

335. Resignation of The Bursar (Circ Bus 21.04.21)

It was noted that the Principal had advised Governing Body of the resignation of the Bursar from the College, with effect from September 2021. The Principal had thanked the Bursar for the outstanding work carried out during a particularly difficult time for the College.

336. The Minutes of the Third Stated Meeting in Hilary Term held on 10 March 2021 had been circulated and were approved.

337. Conflicts of Interest

No conflicts were declared.

338. Coronavirus (COVID-19) Pandemic Update (GB 278, 10.03.21)

The Bursar advised that according to the Government 'roadmap', in-person teaching was allowed to resume, at the earliest, on 17 May (Monday of 4th Week) and that all teaching would have to be virtual until then.

A large number of students were already living on the College site currently, and this number would rise to over 400 by the start of 1st Week, which meant that the College site would be operating at about 80% of full capacity. There are expected to be challenges in managing student expectations through the term, as Government restrictions ease only gradually and the student perspective of risk potentially rubs up against the restrictions that will still be required to remain throughout term.

The College's Management Team had been working to use the College's resources as effectively as possible, including utilising public rooms such as the Mordan Hall for additional study spaces.

The University's guidance is for returning students to take two lateral flow tests when they return to College and for all students and staff working on site to take two lateral flow tests each week, to try to identify asymptomatic cases of the virus. The first positive result from a lateral flow test this term had been returned the previous day from a returning student, and their household has been put into immediate isolation pending the result of a PCR test.

Personal Tutors were requested to reinforce to students the importance of following COVID restrictions and regulations and there is a definite need for everyone to remain cautious, not just for their own health and well-being, but also for the sake of College staff and of those more vulnerable members of the College community. It is also important that students try to stay healthy, especially for their final examinations.

The Principal advised that the Multi-Faith Prayer Room had been used for a party during the Easter vacation. Such behaviour was agreed to be completely unacceptable. The MCR and JCR were thanked for working with the College to help to enforce Government regulations and to stop such lamentable behaviour.

Governing Body expressed its sorrow that Finalists would not be able to enjoy the usual end-of-study events in College, such as parties and barbecues. However, the College was working with

the MCR and JCR to provide such social events as were possible under the current regulations, perhaps running social activities multiple times, each for a small group. The hosting of Formal Halls of some description, in line with current restrictions, was also being investigated.

The MCR President thanked the College Tutors and staff for their support of the MCR during the continuing difficulties of the pandemic. The Principal thanked the MCR and JCR Presidents for the very conscientious way in which they had conducted themselves during this period and their work as a conduit for information between the student body and Governing Body and *vice versa*.

339. Maplethorpe Building Refurbishment Project Update (GB 284, 10.03.21)

An update report from the Bursar, with a proposal to extend the Maplethorpe Building Refurbishment Project and the final Budget for the whole Project, had been circulated and was received.

The Bursar advised that there were a number of benefits to be gained from widening the scope of the Project, to include the refurbishment of the ground floor conference facilities, kitchens and AV equipment in the Maplethorpe Building. This was an ideal opportunity to upgrade the conference facilities, to ensure that the College remained competitive in the conference market place in Oxford. The proposal to include the conference facilities in the scope of the Project was approved.

The final Budget for the overall Project was approved at £1.94m, inclusive of a 10% contingency.

The Bursar further advised that there had been much progress with the Project and that the Project Board had been working hard to progress the plans. A Project Manager, a Cost Consultant and the main Contractor (Savvy Construction) had now all been appointed to the Project, and the Project plan was running to schedule. It was hoped that the completed refurbishment would provide an extremely positive experience for students, with refreshed facilities and new bathrooms.

340. Principal's Report and Development Update

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

a. Recent Events

i. *Meeting Minds Global*, 12-17 April 2021

The Development Team had participated in *Meeting Minds Global*, the University's festival of virtual events for alumni. 175 St Hugh's alumni had registered, a greater number than from any other college. Throughout the week, the Team had hosted a College virtual 'booth', with information about College activities, links to past events, drop-in appointment availability and a welcome message from the Principal.

ii. *Spotlight on Graduate Research*, 15 April 2021

This event had been held in collaboration with the St Hugh's MCR: an evening celebrating some of the research being undertaken by the College's DPhil students. 72 registered for this event. This event was recorded so that those who were not able to attend in-person could watch it on demand.

b. Future Event

- i. Academic Lecture, Thursday, 6 May 2021, 5.00pm-6.00pm
Dr Amanda Smyth, Mary R Emerson Career Development Fellow in Engineering Science, will give an online Academic Lecture for the St Hugh's community entitled 'The road to net-zero: the role of offshore renewable energy'.

341. Legacies and Donations

An update was received from the Principal. It was noted that there had been some significant donations and legacy pledges and that more than 420 donors had now given to the COVID-19 College Support Fund.

342. Direct Mail Campaign (GB 302, 10.03.21)

The Principal advised that, to date, the 2020-21 Direct Mail Campaign had seen an increase of 30% in the total number of donors, and that the total amount pledged was up by 33%, compared with the previous campaign.

343. Annual Telethon Appeal (GB 303, 10.03.21)

The Principal advised that the off-site virtual Telethon in March had been a huge success, breaking all previous telethon records. The student volunteers had completed 614 phone calls over the two-week campaign, with 41% of calls resulting in gifts and a 21% increase in the total raised compared with the last Telethon held in 2019.

The Principal thanked the student callers, the Director of Development and the Acting Regular Giving and Trusts Manager, on behalf of Governing Body, for all their hard work and efforts in making the Telethon such a success this year.

344. Professor Saupe – NERC Grant

The Principal advised that Professor Saupe had been awarded a large grant from the Natural Environment Research Council (NERC), the UK's largest funder of independent environmental science. Governing Body congratulated Professor Saupe warmly on this splendid achievement.

The Principal thanked all academic colleagues who do so much to bring success to the College. All colleagues are asked to let the Principal or Senior Tutor know of their successes, so that they can be celebrated in College.

350. Teaching in German (GB 16, 10.10.19)

The report and recommendation of the Appointment Panel and the *Curriculum Vitae* for the preferred candidate had been circulated and were received. On the recommendation of the Appointment Panel, the appointment of Dr Benjamin Schaper to a three-year Stipendiary Lectureship in German from Michaelmas Term 2021, following on from the end of his current contract, was approved.

352. Undergraduate Changes of Circumstances

Information about Undergraduate Changes of Circumstances at the beginning of Trinity Term 2021 had been circulated and was received.

353. Withdrawals (UCC 1)

A list of Undergraduate withdrawals was noted.

354. Suspensions (UCC 1)

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

355. Undergraduates Returning to Study (UCC 1)

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

356. Change of Course (UCC 1)

A list of students who had changed course was noted.

357. Awards and Prizes

The following proposal was approved:

(a) Book Prize

Kezia Taylor (2nd year Biochemistry), a Book Prize, in recognition of her exceptional performance in Collections.

359. Associate Professorship with Tutorial Fellowship (APTF-U) in Zoology (Antimicrobial Resistance) (GB 317, 10.03.21)

The Senior Tutor advised that the bid for a College Association for an Associate Professorship with Tutorial Fellowship (APTF-U) in Zoology (Antimicrobial Resistance) had been successful. Professors Wilson, Conway, Biro and Kornmann were thanked for their excellent inputs into the submission which had greatly helped to secure the bid.

It was noted that the College was growing its reputation as a science college, with several synergies having been developed between the Fellows working in different scientific disciplines.

360. Freedom of Information (FOI) Request Concerning Decanal Fines

The Dean advised that the College had received a Freedom of Information (FOI) request concerning fines for students who broke COVID rules. This FOI request was being dealt with, but there was an implication that the College was using the fines to further its own finances. This was absolutely not true and it was stressed that all fines went to the COVID-19 College Support Fund.

361. Decanal Team (GB 261, 10.02.21)

The Dean advised that the previous term had been challenging, especially as students had had to remain mainly indoors during the national lockdown. This had created some frictions which had been difficult to resolve. The Dean thanked the Fellowship for their help during Hilary Term.

The Dean further advised that Ms Sile Johnson, Junior Dean, had completed her medical degree and would be leaving College shortly. Ms Yurim Park had now joined the Team as a new Junior Dean.

The Assistant Dean, Mr Chris Mason, would be leaving College at the end of Trinity Term, as would another Junior Dean. Replacements were being sought.

The Principal thanked the Dean and the Decanal Team for all the work they undertook, especially given the difficulties caused by the pandemic.

362. Tutor for Equality's Business

The Tutor for Equality thanked the Dean for his assistance, over the last term in particular, on various difficult issues.

363. Lady Ademola Lecture (GB 262, 10.02.21)

The Tutor for Equality advised that planning was still taking place for the Lady Ademola Lecture, which it was hoped could be held at the end of Trinity Term or, failing this, at the start of Michaelmas Term. It was planned that this would become an annual event in the College calendar.

364. The Library (GB 117, 04.11.20)

The Library and Archive Fellow advised that the Librarian and her staff had kept the Library open throughout the Easter vacation, when it had been heavily used by the many students staying in vacation residence. The Library Team is now preparing for the new term and the challenges of serving more students residing in College than last term and also providing for the needs of those still studying remotely.

Fellows were asked to consider any further resources that the Library could provide for off-site students and to advise the Library and Archive Fellow accordingly.

365. Admissions Business

The Senior Tutor advised that the University's annual Admissions Report had just been received and that this would be considered by the Academic Committee in 2nd Week and by Governing Body in 4th Week.

366. College Wi-Fi Survey Summary Report, March 2021 (GB 294e, 10.03.21)

The summary report of the College Wi-Fi survey carried out by external consultants in January 2021, together with recommendations for upgrading Wi-Fi provision across all areas of the College site, had been circulated and was received. The Head of ICT for NOSC's report for Hilary Term 2021 had alerted Governing Body to the survey and its recommendations. The recommendations were approved.

The Bursar advised that student bedrooms on site all had wired access points and that this was more reliable than Wi-Fi in situations such as examinations. It was noted that the College Office would remind students of this more certain technology for examinations.

369. Conference of Colleges (GB 210, 14.01.21)

The Principal advised that COVID-related discussions were still taking most of the energies of the Conference, with adaptation to fast-changing regulations and developments.

370. The Bursar

The Principal advised that the Bursar had resigned and that Mr Myring would be leaving the College at the end of the summer. Governing Body was greatly saddened to hear this news and thanked the Bursar for his excellent service to the College since February 2020. It was hoped to be able to move quickly to recruit a replacement before the start of the new academic year.

371. Equality and Diversity Issues Arising

It was noted that one of the Project Objectives for the Maplethorpe Building Refurbishment Project was to improve DDA provision within the rooms (see Minute 339, above).

372. Environmental Issues Arising

It was noted that one of the Project Objectives for the Maplethorpe Building Refurbishment Project was to incorporate carbon reduction and sustainability initiatives as part of the Project (see Minute 339, above).

373. Date of Next Meeting

The Second Stated Meeting of the Governing Body in Trinity Term will be held on Wednesday, 19 May 2021 (4th Week) at 2.00pm in Microsoft *Teams*.

This ended the business of the meeting.

PROFESSOR D DOYLE
Secretary