

ST HUGH'S COLLEGE, OXFORD

The Third Stated Meeting of the **GOVERNING BODY** in Michaelmas Term was held on  
Wednesday, 2 December 2015

Present:	Principal	Professor Capelli
	Professor Watts	Professor Marshall
	Dr Holland	Mr Marshall
	Professor Moore	Professor Loutzenhiser
	Dr Kuhn	Professor Conway
	Professor Plunkett	Professor Mann
	Professor Wong	Dr Sanders
	Professor Stellardi	Ms Stott
	Professor Mitchell	Professor Husband
	Mrs Vainker	Professor Ballentine
	Professor Duncan	Professor Biro
	Professor Pařeta	Professor Doyle
	Professor Rood	Professor Jérusalem
	Dr Perkins	Professor Westbrook
In attendance:	Professor Llewellyn	Dr Ohta
	Dr Althaus	Ms Carthew
	Dr Subialka	

Ms Lyon represented the MCR and Ms Chatterjee and Ms Harvey the JCR. They attended for items 97-109, 111-113, 117-122, 125-140 and 142.

97. Apologies for Absence

Apologies were received from Professor Grainger, Professor Macnair, Professor Harnden, Professor Martin, Professor Perera, Professor Friedman, Professor Baker, Professor Kim, Professor Sullivan, Professor Eidenmüller and Professor Oberhauser (Professor Garnett, Professor Chalker, Professor Getzler, Professor McDonald, Professor Quah, Professor Wilson, Professor Lewis, Professor Leach, Professor Blunsom and Dr Parkin on leave).

98. College Christmas Closure (Circ Bus 13.11.15)

It was noted that a proposal to extend the Christmas closure for all staff this year, by two days, so that College is closed from Sunday 20 December 2015 and re-opens on Monday 4 January 2016 had been circulated and was received.

99. Honorary Fellowships and Distinguished Friends of St Hugh's College (Circ Bus 20.11.15)

It was noted that a request for proposals for new Honorary Fellowships and Distinguished Friends of St Hugh's College had been circulated and was received.

100. Conference of Colleges (Circ Bus 20.11.15)

Unconfirmed Minutes of the Meeting of Conference of Colleges held on 12 November 2015 had been circulated and were received.

101. Admission of Fellow
- The following made her Declaration and was admitted to her Fellowship by Resolution:
- Dr E Soilleux (Fellow by Resolution in Histopathology).
102. The Minutes of the Second Stated Meeting in Michaelmas Term held on 4 November 2015 were approved and signed.
103. The Minutes of the Special Meeting in Michaelmas Term held on 4 November 2015 were approved and signed.
104. Conflicts of Interest
- None were declared.
105. Report and Recommendations from Finance Committee
- The Minutes of the Finance Committee held on 24 November 2015 had been circulated and were received.
106. Management Accounts for Period 2 (FC 5)
- The Management Accounts for Period 2 had been circulated and were received.
107. Report and Recommendations from Student Support Committee (FC 8)
- The Minutes of the Student Support Committee held on 18 November 2015 had been circulated and were received.
108. Report and Recommendations from Infrastructure Committee (FC 9)
- The Minutes of the Infrastructure Committee held on 16 November 2015 had been circulated and were received.
109. Health and Safety General Policy Statement (FC 10)
- The revised Health and Safety General Policy Statement had been circulated and was approved.
110. Staff Changes in HR and Payroll (FC 12)
- A proposal for an additional member of staff in the Finance Office had been circulated and was approved. It was agreed that there would be a wider discussion about administrative staffing in College at the second stated meeting of the Governing Body in Hilary Term 2016.
111. Oxford and the Refugee Crisis (GB 95)
- The Principal advised that Professor Llewellyn had volunteered to explore the possibilities of College involvement in the project with the Council of At-Risk Academics (CARA) and other colleges. It was noted that College involvement may be limited to the use of facilities, such as the China Centre language laboratories, rather than College hosting a whole academic position, as there are only six academic refugees identified for Oxford to date. Mr Marshall offered support

from Oxford University Press in the form of English Language training materials for use in conjunction with language laboratories.

112. Development Report

The Principal advised that:

- i College Law Society, 13 November 2015  
Dominic Grieve QC, former Attorney General, addressed the St Hugh's College Law Society and a dinner was hosted in the Principal's Lodgings afterwards. The Law Society was congratulated on the successful initiation and running of this event.
- ii Charles Dickens Museum Event, 18 November 2015  
The alumni event in London included a talk by the acclaimed Dickens biographer, Claire Tomalin. Fifty people attended the event, to support scholarships for College English and History graduates.
- iii Development Board Meeting, 30 November 2015  
The new Development Board had its first meeting on 30 November.
- iv Academic Lecture, Professor Moore, 2 December 2015  
Professor Moore will give an Academic Lecture on 'Immortality and Infinity'.
- v Wolfson Study Space Project  
Consultation sessions on the proposals were held with Fellows, students and staff on 25 November, with further sessions on 4 December. There is an additional opportunity to see the concept plans at lunch-time on 9 December in the Wordsworth Tea Room.
- vi Gift to College  
The College has received a gift of a baby grand piano from Professor Loutzenhiser's mother in law.
- vii Experimental Psychology CDF  
This post will continue after 2016 as a result of a further pledge from Yvonne Winkler.
- viii. Direct Mail Leaflet Campaign  
The direct mail campaign had begun.
- ix. Abu Dhabi Event, 26 November 2015  
Twenty guests, including ten alumni, had attended the event hosted by the Vice Principal.
- x. Google Donation to College  
Professor Blunsom had secured part of his Google funding for College to support a DPhil post in Computer Science.

113. Anna Haxworth Prize

The Principal advised that the winner of the Anna Haxworth Prize was Joseph Zacaroli.

114. Hurry Prize

The Principal advised that the winner of the Hurry Prize was Dominic Pollard (Bachelor of Arts in Archaeology & Anthropology). The two students who were *Proxime Accessit*, Alex Cowan

(Bachelor of Arts in Music) and William Summers (Master of Engineering in Engineering Science), would be awarded book tokens as a personal gift from the Principal.

117. Romola Christopherson Notebooks

A proposal to donate the notebooks as a gift to the Churchill Archives Centre in Cambridge had been circulated and was approved.

118. Government Consultation: Teaching Excellence, Social Mobility and Student Choice

The Principal advised that the deadlines for the consultation (at <https://www.gov.uk/government/consultations/higher-education-teaching-excellence-social-mobility-and-student-choice>) were very short and that any comments and feedback on the proposals should be sent promptly to the Principal.

119. Report and Recommendations from Academic Committee

The Minutes of the Academic Committee held on 18 November 2015 had been circulated and were received.

120. Undergraduate Academic Feedback (AC 2)

On the recommendation of the Academic Committee, it was agreed that the College should replace the former rolling survey 'Undergraduate Academic Feedback'.

121. Philosophy Small Schools (AC 4)

On the recommendation of the Academic Committee, it was agreed that St Hugh's College ceases to be an admitting College for the degrees of Computer Science & Philosophy and Physics & Philosophy.

122. Graduate Admissions Planning (AC 5.1)

On the recommendation of the Academic Committee, it was agreed that the Michaelmas Term 2016 targets be trialled in the administration of the 2015-16 graduate admissions cycle.

123. Leave and Buyouts (AC 11)

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

- i. Professor Smith leave from his Lectureship for Trinity and Michaelmas Terms 2016;
- ii. Professor Stellardi sabbatical leave, according to entitlement, for Michaelmas 2016.

124. Academic Recruitment (AC 15)

It was agreed that the Bursar would prepare a paper for Governing Body in Hilary Term 2016 to consider the implications of advertising Tutorial Fellowships as job-shares.

125. OxCORT deadlines

The Senior Tutor advised that the deadline for OxCORT was 5 pm on 2 December and for organising tutors it was 5 pm on 4 December.

126. Communications Manager (GB 39)

The Bursar advised that the post has now been re-advertised as a part-time fixed-term contract post for three months, to dovetail with the work being undertaken by Ms Foord-Weston. An advertisement will be placed shortly for a new full-time Communications Manager.

127. HR Advisor (GB 40)

The Bursar advised that Ms Felicity Walker had accepted the position and will start in January.

128. Head Chef (GB 41)

The Bursar advised that Mr Carl Tipler, Sous Chef and currently Acting Head Chef, had been appointed. A replacement Sous Chef would be recruited.

129. New CDF, Scholarship and Bursary Fundraising Manager (GB 83)

The Bursar advised that Ms Arlene Paterson has been appointed and will start in January.

130. Staff Engagement (GB 38)

The Bursar advised that an all-staff meeting had been held on 26 November, and College Managers are now considering actions to address the suggestions raised.

131. Liquidated Damages (GB 85)

The Bursar advised that a further meeting with the contractors would take place early in the New Year now that a meeting of the Quantity Surveyors and the Project Manager had taken place subsequent to the College's previous meeting with contractors on 16 October 2015.

132. Admissions Business

The Senior Tutor advised that any Fellows wishing to book a room for interviews should do so through the [academic.bookings@st-hughs.ox.ac.uk](mailto:academic.bookings@st-hughs.ox.ac.uk) e-mail account.

133. Report and Recommendations from Fundraising Committee

The Minutes of the Fundraising Committee held on 12 November 2015 had been circulated and were received.

134. Voluntary Register of Fellows' Conference Travel (FRC 3)

It was agreed that there would be a voluntary register of Fellows' travel overseas to help the Development Office.

135. Report and Recommendations from Welfare Committee

The Minutes of the Welfare Committee held on 24 November 2015 had been circulated and were received.

136. Report and Recommendations from Equality Committee

The Minutes of the Equality Committee held on 23 November 2015 had been circulated and were received.

137. Equality Action Plan 2015-16 (EC 5)

The Equality Action Plan 2015-16 had been circulated and was received.

138. Report and Recommendations from Gender Equality Working Group

The Minutes of the Gender Equality Working Group held on 18 November 2015 had been circulated and were received.

139. Presentation on Unconscious Bias (GEWG 7.2)

It was agreed to take up Ms Coe on her offer to give a presentation to the Governing Body on the subject of unconscious bias at the second stated meeting of Hilary Term.

140. MCR and JCR Committees

A list of the new MCR and JCR Committees had been circulated and was received.

142. Equality and Diversity Issues Arising

No issues were identified.

DR T SANDERS  
Secretary