

ST HUGH'S COLLEGE, OXFORD

The Second Stated Meeting of the **GOVERNING BODY** in Michaelmas Term was held on
Wednesday, 4 November 2015

Present:	Principal	Professor Capelli
	Professor Watts	Professor Perera
	Professor Moore	Professor Loutzenhiser
	Dr Kuhn	Professor Conway
	Professor Plunkett	Professor Mann
	Professor Stellardi	Dr Sanders
	Professor Mitchell	Ms Stott
	Mrs Vainker	Professor Husband
	Professor Pašeta	Professor Ballentine
	Professor Macnair	Professor Biro
	Professor Rood	Professor Jérusalem
	Dr Perkins	Professor Westbrook
	Professor Martin	
In attendance:	Professor Llewellyn	Dr Ohta
	Dr Althaus	Ms Carthew

Ms Lyon represented the MCR and Ms Harvey the JCR. They attended for items 52-55, 57-67, 73-90, 92-93 and 96.

52. Apologies for Absence

Apologies were received from Dr Holland, Professor Duncan, Professor Grainger, Professor Harnden, Professor Marshall, Mr Marshall, Professor Friedman, Professor Doyle, Professor Sullivan and Professor Eidenmüller (Professor Garnett, Professor Chalker, Professor Getzler, Professor McDonald, Professor Quah, Professor Wilson, Professor Lewis, Professor Leach, Professor Blunsom and Dr Parkin on leave).

53. Admission of Fellows

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

Ms S Carthew (Fellow by Resolution).

54. The Minutes of the First Stated Meeting in Michaelmas Term held on 8 October 2015 were approved and signed, with a correction in minute 31, that Henry Bentham had changed course from Law (with Law Studies in Europe) to Law.

55. Matters Arising – Education Committee (GB 27)

The Principal had noted that attendance at the Committee on 8 October 2015 had been poor and it was agreed to schedule the meeting for 10.45 am on the same morning as the 0th Week meeting of Governing Body.

56. Matters Arising – Awards and Prizes (Exhibitions) (GB 32b)

On the recommendation of Education Committee it was agreed to award an Exhibition to:

Maisie Satchwell-Hirst, 3rd Year PPL.

57. Conflicts of Interest

Fellows declared a potential conflict for the items from Academic Committee (GB 68-71).

58. Report and Recommendations from Finance Committee

The Minutes of the Finance Committee held on 21 October 2015 had been circulated and were received.

59. Report and Financial Statements for the Year Ended 31 July 2015 (FC 4)

The Report and Financial Statements for the Year Ended July 2015 had been circulated and were received.

It was noted that College had achieved a 6.5% sustainability surplus for the first time, above the 5% target, and the Governing Body thanked all Senior Managers and staff across College who had made this possible.

60. Value for Money (FC 5)

The Governing Body of St Hugh's College has considered the processes in place during the financial period ending 31 July 2015 and is satisfied that, with regard to public and publically accountable funds, the processes for achieving economy, efficiency and effectiveness were appropriate.

In making this confirmation, members of the Governing Body are cognisant of their obligations as Charity Trustees to ensure that funds are correctly applied, in line with the objects of the College.

61. Management Letter from the Auditors (FC 6)

The Management Letter from the Auditors, Critchley's, had been circulated and was received. The Letter of Representation to the Auditors was approved.

62. Management Accounts Period 7 (FC 7)

The Management Accounts for Period 7 had been circulated and were received. It was noted that Hall income had risen in the year, but was down against target, which had been set high in anticipation that the Wordsworth Tea Room would generate new income, rather than a migration of income from Hall.

63. Accounts of the Permanent and Special Funds (FC 8)

The Accounts of the Permanent and Special Funds had been circulated and were received.

64. ICM (Integrated Charging Mechanism) Review (FC 12)

A paper outlining the set of principles concerning cross-charging between the University and the colleges proposed by the ICM Review Group was received. The Governing Body agreed to recommend to the Conference of Colleges that the recommendations of the ICM Review Group are integrated into the ICM and the JRAM review.

65. JCR Constitution

The revised JCR Constitution had been circulated and was approved.

66. Report and Recommendations from Academic Committee

The Minutes of the Academic Committee held on 21 October 2015 had been circulated and were received.

67. Quota System for Graduate Admissions (AC 5.1)

On the recommendation of the Academic Committee, it was agreed that the Senior Tutor would devise a quota system for graduate admissions, to help plan the graduate intake more effectively and over time increase the proportion of research students

68. Teaching in Physics (AC 11)

On the recommendation of the Academic Committee, it was agreed to appoint Mr Jack Miller to a three-hour Stipendiary Lectureship in Physics for the current academic year.

69. Teaching in German (AC 12)

On the recommendation of the Academic Committee, it was agreed to extend Dr Gwyer's appointment as a five-hour Stipendiary Lecturer in German until the end of Trinity Term 2017.

70. CDF in Psychology: Dr Althaus (AC 13)

On the recommendation of the Academic Committee, it was agreed to extend the secondment of Dr Althaus to the Faculty of Linguistics for the academic year 2015-16. It was also agreed to extend Dr Althaus' CDF in Psychology to conclude in October 2017, at the end of Professor Plunkett's period of leave. It was further agreed that, for the academic year 2016-17, during Professor Plunkett's leave, Dr Althaus would assume additional tutorial and pastoral duties and be remunerated in the usual way.

71. Leave and Buyouts (AC 14)

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

- a. Dr Kuhn, for Hilary 2017.
- b. Professor Mitchell, for Hilary 2017.
- c. Professor Moore, for the 2016-17 academic year.
- d. Professor Plunkett, for the 2016-17 academic year.

72. University Posts Circulated for Association (AC 16)

On the recommendation of the Academic Committee, it was agreed that College should make an expression of interest in an association with the new Associate Professorship in Organisation Studies.

73. Report and Recommendations from Library Committee

The Minutes of the Library Committee held on 27 October 2015 had been circulated and were

received.

74. Rare Book Room (LC 3)

It was noted that the valuation of the Library Rare Books Collection and the Archive had been undertaken in August, and that the rare book collection has been added to the College insurance. The Librarian was thanked for organising this.

75. Development Report

The Principal advised that:

- i. Mok Lecture, Hong Kong
she had been invited to give this lecture in 2016;
- ii. Launch of Dorothy Hammonds' Diary, 16 October 2015
the Launch had been held with 26 alumni attending;
- iii. 'Suffragette' film, 22 October 2015
there had been a special showing of the film, followed by a panel discussion, at the Phoenix Cinema. 88 people had attended and the panel, chaired by Professor Pařeta, had included Frances O'Grady, General Secretary of the TUC and Sam Smethers, CEO of the Fawcett Society;
- iv. Academic Lecture, Dr Damian Jenkins, 28 October 2015
80 people had attended this lecture and two legacy pledges had been made;
- v. Freshers' Lunch, 8 November 2015
180 guests (Freshers and their families, as well as Tutors) had indicated their intention to attend;
- vi. Charles Dickens Museum Event, 18 November 2015
this alumni event in London includes a talk by acclaimed Dickens biographer, Claire Tomalin. The event is to support scholarships for College English and History graduates.

76. Legacies and Donations

An update was received from the Principal.

77. Wolfson Study Space Project

The Principal advised that consultation meetings had now been arranged for 25 November 2015 and 4 December 2015. A survey would be conducted by the Development Office in early December, after the sessions, to elicit further feedback from Fellows, staff and students.

78. Bicycle Parking in College

The Dean advised that students had been warned against riding bicycles on site.

79. Business of the Tutor for Women

The Tutor for Women advised that she is settling into her role and has started to meet with her counterparts from other Colleges.

80. Communications Manager (GB 39)

The Bursar advised that the selection panel comprises Dr Perkins, the Senior Tutor, the Bursar, the Director of Development and the PA to the Principal and that the post was to be re-advertised.

81. HR Advisor (GB 40)

The Bursar advised that two applicants had been interviewed, with more to be seen in the next week.

82. Head Chef (GB 41)

The Bursar advised that shortlisting was now taking place.

83. Fundraising Manager

The Bursar advised that this position was currently being advertised with a closing date of Monday, 9 November.

84. HR Database (GB 43)

The Bursar advised that the new payroll and HR database was now in the process of being set up in College.

85. Liquidated Damages (GB 45)

The Bursar advised that a meeting with the contractors had taken place on 16 October 2015.

86. Right to Work Audit

The Bursar advised that an audit of the College's Right to Work procedures and checks had been carried out on 27 October. The final report is awaited, but the feedback from the audit team was that College processes were working well.

87. Living Wage

The Bursar advised that the Living Wage had increased to £8.25 per hour from 2 November 2015. This was expected to increase College costs by £15,000 per annum.

88. Admissions Business

The Senior Tutor advised that in the coming interview round all interviews with prospective students would be conducted with at least two interviewers. He encouraged anyone involved in interviewing who had not engaged a note-taker to facilitate that to contact the College Office.

89. Report and Recommendations from Risk Committee

The Minutes of the Risk Committee held by circulation on 27 October 2015 had been circulated and were received.

90. Risk Matrix

The College Risk Matrix had been circulated and was received. The Dean advised that Academic Committee (AC 6) had recommended that a more effective academic feedback system be devised and that this might relate to the Risk Matrix.

91. Report and Recommendations from Disciplinary Committee

The Minutes of the Disciplinary Committee held on 20 October 2015 had been circulated and were received. The recommendation from the Disciplinary Committee with regard to the penalties imposed was approved.

It was agreed that a small group should be formed to look at issues of penalties, parity of penalties across colleges and the possibility of training for Disciplinary Committee members.

92. Race Working Group

The JCR President advised that a Race Working Group was being formed by the JCR and that SCR members would be welcome to join the group.

93. Additional Formal Hall for Finalists and their Parents, Hilary or Trinity Term

It was agreed that a Formal Hall for Finalists and their parents could be organised, but that it would not be possible for College to subsidise the event. It was further agreed that SCR members would be welcome to dine at High Table that evening, although there would be no expectation that they do so.

94. Summer School 2016

A proposal for College to bid to teach courses at a summer school in 2016 had been circulated and was received. After discussion of the proposal, Governing Body agreed not to bid to teach the summer school.

95. Oxford and the Refugee Crisis (GB 17)

The Principal advised that the University was proceeding with the proposal and asked if any Governing Body members are interested in exploring the possibilities of College involvement in the project with the Council of At-Risk Academics (CARA) and other Colleges.

96. Equality and Diversity Issues Arising

No issues were identified.

DR T SANDERS
Secretary