

ST HUGH'S COLLEGE, OXFORD

The First Stated Meeting of the **GOVERNING BODY** in Michaelmas Term was held on
Thursday 8 October 2015

Present:	Principal	Professor Capelli
	Professor Watts	Professor Marshall
	Professor Moore	Professor Loutzenhiser
	Dr Kuhn	Professor Conway
	Professor Plunkett	Professor Friedman
	Professor Wong	Professor Mann
	Professor Stellardi	Dr Sanders
	Professor Mitchell	Ms Stott
	Professor Duncan	Professor Husband
	Professor Pašeta	Professor Ballentine
	Professor Grainger	Professor Doyle
	Professor Stevens	Professor Sullivan
	Professor Macnair	Professor Jérusalem
	Professor Rood	Professor Oberhauser
	Dr Perkins	Professor Westbrook
	Professor Martin	
In attendance:	Professor Llewellyn	Dr Subialka
	Dr Althaus	Dr Ohta
	Dr Patterson	

Ms Lyon represented the MCR and Ms Harvey the JCR. They attended for items 1-21, 23-26, 33 and 35-51.

1. Apologies for Absence

Apologies were received from Dr Holland, Mrs Vainker, Professor Harnden, Professor Perera, Mr Marshall, Professor Baker, Professor Kim, Professor Biro 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).

2. Nominations for Vacancies (Circ Bus 24.06.15)

It was noted it had been agreed by circulation to elect Professor Jennifer Green to the Fundraising Committee.

3. Wolfson Architect's Brief (Circ Bus 06.07.15 and 22.07.15 and 10.08.15)

It was noted that the draft of the architect's brief for the Wolfson project had been circulated for comment (Circ Bus 06.07.15) and feedback from Governing Body had been incorporated into the agreed final architect's brief (Circ Bus 22.07.15).

4. Conference of Colleges (Circ Bus 14.07.15)

The unconfirmed minutes of the Meeting of Conference of Colleges held on 25 June 2015 had been circulated and were received.

5. Tutor for Graduates (Circ Bus 23.07.15)

It was noted that it had been agreed by circulation to retain the element of Tutor for Graduates in the Senior Tutorship.

6. VJ-Day – 70th Anniversary (Circ Bus 23.07.15)

It was noted that it had been agreed by circulation to fly the Union Flag on the 70th Anniversary of Victory in Japan Day.

7. Tutor for Women (Circ Bus 27.07.15)

It was noted that expressions of interest for the role of Tutor for Women had been sought by circulation.

8. National Trust Report on Development of College (Circ Bus 10.08.15)

It was noted that a report from the National Trust on possible College development of the estate had been circulated.

9. Communications Manager Job Description (Circ Bus 02.09.15)

It was noted that the final version of the job description and further particulars for the Communications Manager position had been circulated and were received.

10. Teaching in Mathematics (Circ Bus 08.09.15)

On the recommendation of Academic Committee it was noted that it had been agreed by circulation to appoint Mr Jonathan Harrison to a 4-hour Stipendiary Lectureship and to appoint Ms Josephine French to a Non-Stipendiary Lectureship in Mathematics from 1 October 2015.

11. Teaching in Computer Science (Circ Bus 08.09.15)

On the recommendation of Academic Committee it was noted that it had been agreed by circulation to appoint Dr Alessandro Abate to a 4-year fixed term 4-hour Stipendiary Lectureship in Computer Science from 1 October 2015.

12. Teaching in English (Circ Bus 08.09.15)

On the recommendation of Academic Committee it was noted that it had been agreed by circulation to appoint Miss Eleanor Lavan to a 7-hour Stipendiary Lectureship in English from 1 October 2015.

13. Career Development Fellowship in Philosophy (Circ Bus 10.09.15)

It was noted that Mr Yuuki Ohta had been given leave to supplicate and having now satisfied this condition, would be joining the College as the new Career Development Fellow in Philosophy from 1 October 2015.

14. Graduate Scholarships 2015-16 (Circ Bus 14.09.15)

On the recommendation of Academic Committee it was noted that it had been agreed by circulation to award the following Graduate Scholarships:

Scholarship	Scholar	Degree	Status
Oxford-Lady Gore-Booth Memorial Graduate Scholarship	Hninwint Naing	MSt Global Governance and Diplomacy	One year
St Hugh's MCR Scholarship	Miha Torkar	MSc Mathematical and Computational Finance	One year
The Oxford-Mok Graduate Scholarship in Chinese Studies at St Hugh's	Kate Costello	DPhil Oriental Studies	1 st of 3 years

15. Clarendon Linked DPhil Scholarship in History (Circ Bus 14.09.15)

On the recommendation of Academic Committee it was noted that it had been agreed by circulation to use a recent legacy to College of £250,000 to establish a fund to provide an annual £7,000 contribution to a three-year full Clarendon Scholarship for a student reading for a DPhil in History from October 2016.

16. Teaching in Physics (Circ Bus 14.09.15)

On the recommendation of Academic Committee it was noted that it had been agreed by circulation to appoint Dr Adam Povey to a Non-Stipendiary Lectureship in Physics from 1 October 2015.

17. Oxford and the refugee crisis (Circ Bus 21.09.15)

It was noted that a proposal from Mr Will Hutton, Principal of Hertford College, with subsequent thoughts thereon from other Heads of Houses had been circulated and was received.

18. Nominations for Vacancies (Circ Bus 29.09.15)

On the recommendation of Nominations for Vacancies Committee it was noted it had been agreed by circulation to appoint Professor Pařeta as Tutor for Women for 12 months in the first instance with effect from 1 October 2015.

19. Admission of Fellows

The following made their Declarations and were admitted to their:

a. Fellowships

Professor H Oberhauser (Tutorial Fellow in Mathematics)
Professor S Carvalho (APNTF in Palaeoanthropology)

b. Fellowships by Resolution

Dr D Jenkins (Fellow by Resolution in Medicine)

c. Career Development Fellowship

Dr Y Ohta (Career Development Fellow in Philosophy)

20. The Minutes of the Third Stated Meeting in Trinity Term held on 17 June 2015 were approved and signed.

21. Conflicts of Interest

None was declared.

22. Fellowship by Resolution

It was agreed to elect the Director of Development, Ms S Carthew, to a Fellowship by Resolution.

23. Feasibility Study on Wolfson Study Space Project

Further to the approval by circulation (Circ Bus 06.07.15, 22.07.15) of the brief to the architects, two feasibility studies from different architects were received for the Wolfson Study Space Project.

It was estimated that it would take 20 months from the date of any decision to the start of building work, and 18-24 months after that for building work to be completed. During this time there would necessarily be some disruption and inconvenience to students and the College was already in discussion with the University regarding nomination agreements that would allow displaced students to be housed in University accommodation.

It was agreed that minuted discussion groups would be organised during Michaelmas Term, some of which should include students, to allow discussion of the views of Governing Body members, and that a special meeting of Governing Body would be held immediately before the First Stated Meeting of Hilary Term, at which a formal decision could be made.

24. Proposal for Academic Refugees

General support for the proposal was agreed and more detail of the plan and cost implications for the College would be sought from Conference of Colleges.

25. Development Report

The Principal advised that:

i. Hong Kong and China

the Principal, the Director of Development and PA to the Principal had visited Hong Kong and Shanghai in September. They had attended 32 meetings with alumni and potential donors for the Wolfson Study Space Project;

ii. Gaudy and Jubilee Lunch

the Gaudy and the Jubilee lunch had been held on the weekend of 19/20 September. 137 Senior Members had attended the Gaudy on Saturday evening and 46 Senior Members, covering the matriculation years of 1945, 1955 and 1965, had attended the Jubilee Lunch;

- iii. Oxford 'Open Doors', 12 and 13 September
guided tours of College, the Library (including a special exhibition of Library treasures) and the gardens had been provided for around 300 visitors over the weekend. There had been very positive feedback from visitors;
- iv. Launch of Dorothy Hammonds' Diary
the Launch will be held on 16 October in the Library. 18 Alumni are scheduled to attend;
- v. 'Suffragette' film
a special showing of the film followed by a panel discussion will be held at the Phoenix Cinema on 22 October. The panel will include Frances O'Grady, General Secretary of the TUC, and Ursula Owen (Alumna) co-founder of Virago Publishing. The panel will be chaired by Professor Pařeta.

26. Legacies and Donations

An update was received from the Principal.

27. Education Committee

The Minutes of the meeting of Education Committee held on 8 October 2015 had been tabled and were received. The Principal noted that attendance at the Committee had been poor and it was agreed that the next Governing Body meeting should discuss how attendance might be improved, perhaps by scheduling the Committee meeting for a different time.

28. Withdrawals

A list of withdrawals was noted.

29. Suspensions

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

30. Returns

A list of students scheduled to return was noted.

31. Change of Course

Lists of students who had changed course and of students who had completed in Trinity Term, having changed to a three year course were noted.

32. Awards and Prizes

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

(a) Scholarships

Gonzalo Linares Matas	2 nd year	Archaeology and Anthropology
Joshua Newman	3 rd year	Biomedical Sciences
Elliot Bailey	2 nd year	Chemistry
Frederick Barnes	2 nd year	Chemistry

Jin Xia	2 nd year	Chemistry
Cameron Taylor	3 rd year	Chemistry
Thomas Roberts	4 th year	Chemistry
Mantas Pajarskas	2 nd year	Computer Science
Lydia Prescott	2 nd year	Earth Sciences
Jonathan Lim	2 nd year	Economics and Management
Fabio Schneider	2 nd year	Economics and Management
Benjamin Davis	2 nd year	Engineering
Laura Caccia	2 nd year	English
Catherine Kelly	2 nd year	English
Hannah Oram	2 nd year	Fine Art
James Barnett	2 nd year	History
Emily Everest-Phillips	2 nd year	History
Eden Foley	2 nd year	History
Sophie Harkins	2 nd year	History
Sulaiman Ilyas-Jarrett	2 nd year	History
Luke Walpole	2 nd year	History
Savannah Lord	2 nd year	Human Sciences
Willow Fox	2 nd year	Medicine
Amy Grobbelaar	2 nd year	Medicine
Aimee Jacquemot	2 nd year	Medicine
Paul Wakeling	2 nd year	Modern Languages (French & Spanish)
George Haggett	2 nd year	Music
Harry Keen	2 nd year	PPE
Martin Miklos	2 nd year	PPE

(b) Exhibitions

Leila-Mei Tan	2 nd year	Chemistry
Kieran Thow	2 nd year	Chemistry
Thomas O'Connor	3 rd year	Engineering
Joseph Zacaroli	2 nd year	Engineering
Rhea Leslie	2 nd year	Medicine
Isabel Westlake	2 nd year	Medicine

(c) Book Prizes

Suzy Heath (2nd year Modern Languages) for a strong performance in her First Public Examinations and marked improvement in the course of the year.

(d) Other Awards and Prizes

Elizabeth Francis Prize (best 2nd year improvement in French)
 French Olivia Hawe

The Jonathan Boulter Award (top first BM performance)
 Medicine Joe Watson

The John Morris Medical Award (best Preclinical Finals)
 Medicine Ben Patel

The Jones Award (best Clinical Finals)
 Medicine Michael Shea

Lois Vernon Chemistry Prize (Part IA)
Chemistry Cameron Taylor

Lois Vernon Chemistry Prize (Practical Work)
Chemistry Edward Barnard
Rebecca O'Neill

Mary Lunt Prize
Practical Biochemistry Steven Lavington

Alison Sheppard Prize
Mathematics Michael West

33. Annual Recognition of Distinction Exercise

It was noted that the following had received the title of Full Professor under last year's Recognition of Distinction Exercise and warmly congratulated them:

Professor Matt Friedman, Professor of Palaeobiology
Professor Senia Pašeta, Professor of Modern History
Dr Biao Xiang, Professor of Social Anthropology
Professor Clive Wilson, Professor of Cell and Developmental Genetics.

34. Right to Work Checks

The Senior Tutor advised Fellows that when using External/Out Tutors they should liaise with the College Office, in order that the appropriate checks can be undertaken prior to any teaching being undertaken.

35. Dean's Report 2014-15

A report from the Dean summarising decanal business during the 2014-15 academic year had been circulated and was received.

36. Shared Parental Leave Policy

The Policy, following recent legislative changes was approved.

37. Creation Theatre – 'Alice'

The Bursar advised that Creation Theatre's production of 'Alice' had run generally successfully in the summer.

It was noted that there had been complications in the relationship with other College activities, and that while sales of College wine were good, food sales were poor. The Bursar invited members of the Governing Body to send their feedback on the impact of the theatre over the summer.

38. Staff Engagement

The Bursar advised that a Staff Engagement project will be launched at an all-staff 'Town Hall' meeting on 13 October and will run during the academic year.

39. Communications Manager

The Bursar advised that shortlisting is taking place and the selection panel comprises Dr Perkins, the Senior Tutor, the Bursar, the Director of Development and the PA to the Principal. It is hoped that interviews will be held in the week of 19 October. Mary Foord-Weston is currently in post on a temporary basis to cover MT15.

40. HR Advisor

The Bursar advised that the position made vacant by the resignation of the HR and Governance Manager is currently being advertised with a closing date of 19 October.

41. Head Chef

The Bursar advised that the advertisement is being drafted and will be placed soon.

42. Development Office

The Bursar advised that two vacancies will be advertised soon.

43. HR Database

The Bursar advised that a new payroll and HR database had already been procured, as the University, to whom payroll was outsourced previously, could no longer meet College's needs.

44. Santander Loan (GB 330)

The Bursar advised that the Santander loan had been repaid prior to the cut-off date of 23 August 2015, as agreed by Governing Body on 17 June 2015.

45. Liquidated Damages (GB367)

The Bursar advised that there had not been progress over the summer, but the meeting is now scheduled for 16 October.

46. China Centre Lease (GB368)

The Bursar advised that negotiations with the University of Oxford concerning the Lease for the China Centre were still progressing.

47. Admissions Business

The Senior Tutor advised that following the resignation of Alice McCallum as Admissions and Outreach Officer, Luke Jackson-Ross had taken over this role. Beth Sparks has been appointed to his former position as Administrative Officer in the College Office. The new team was working well and the Admissions and Outreach Officer would be in touch with Fellows soon about the next admissions round.

48. Tutor for Women

Professor Pařeta reminded the Governing Body that the role of Tutor for Women had been resurrected from the start of Michaelmas Term 2015.

49. Equality and Diversity Issues Arising

It was noted that equality issues had been considered in the academic refugee proposal [GB24 refers].

50. Honorary Degrees

The Principal advised that she had accepted an invitation from the Vice Chancellor to join the University's Committee for the recommendation of Honorary Degrees.

51. Honorary Fellowships and Distinguished Friends of the College

Governing Body was reminded that nominations for Honorary Fellowships and Distinguished Friends of the College would be considered at the 8th Week meeting of Governing Body.

DR T SANDERS
Secretary