

ST HUGH'S COLLEGE, OXFORD

The Second Stated Meeting of the **GOVERNING BODY** in Hilary Term was held on
Wednesday, 10 February 2016

Present:	Principal	Professor Perera
	Professor Watts	Mr Marshall
	Dr Holland	Professor Loutzenhiser
	Professor Moore	Professor Friedman
	Dr Kuhn	Professor Mann
	Professor Chalker	Dr Sanders
	Professor Wong	Ms Stott
	Professor Westbrook	Professor Husband
	Professor Macnair	Professor Biro
	Professor Rood	Professor Doyle
	Dr Perkins	Professor Sullivan
	Prof Powell	Professor Jérusalem
	Professor Capelli	Professor Oberhauser
	Professor Marshall	
In attendance:	Professor Llewellyn	Ms Carthew
	Dr Althaus	

Ms Lyon represented the MCR and Ms Chatterjee the JCR. They attended for items 177-183, 186-188, 190-192, 199-205 and 209.

177. Apologies for Absence

Apologies were received from the following members: Professor Plunkett, Professor Stellardi, Professor Mitchell, Mrs Vainker, Professor Pašeta, Professor Harnden, Professor Conway, Professor Ballentine and Professor Eidenmüller (Professor Garnett, Professor Getzler, Professor McDonald, Professor Quah, Professor Grainger, Professor Wilson, Professor Martin, Professor Lewis, Professor Leach, Professor Blunsom and Dr Parkin on leave).

178. Nominations for Honorary Degrees (Circ Bus 29.01.16)

It was noted that information about the process and deadline for nominations for Honorary Degrees had been circulated.

179. Admission of Fellow

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

Dr A Hein (Fellow by Resolution in Chinese Archaeology).

180. The Minutes of the First Stated Meeting in Hilary Term held on 14 January 2016 were approved and signed.

181. Conflicts of Interest

Conflicts of interest with regard to the shared equity scheme (minute 185), the consultation by HMRC on employer-provided accommodation (minute 189) and leave and buyouts (minute 198) were recorded by members of Governing Body.

182. Report and Recommendations from Finance Committee

The Minutes of the Finance Committee held on 27 January 2016 had been circulated and were received. The Bursar advised that the in-year adjustment to the College Funding Formula (CFF) through the JRAM was likely to lead to a loss of income to College of approximately £65,000. There would be a need to mitigate this amount, as well as the costs of increased pension and National Insurance contributions. Conference income was currently healthy and would help.

183. Management Accounts for Period 4 (FC 6)

The Management Accounts for Period 4 had been circulated and were approved.

184. College Staff Changes 2012-2015 (FC 9)

Staffing structures for College support staff in 2012 and 2015 and information about support staff turnover had been circulated and were received.

185. Shared Equity Scheme (FC 10)

A report of the current funding of the Shared Equity Scheme had been circulated and was received.

186. Burns Night Suppers

The Principal advised that 96 alumni and guests had attended the Alumni Association Burns Night Supper on 30 January, with Lord Wallace addressing the Gathering. The SCR Burns Night Supper on 26 January had also been very well attended.

187. Chinese New Year

The Principal advised that celebrations are taking place in College on Friday, 12 February to mark Chinese New Year. The Development Office was thanked for its work in organising special events.

188. Academic Lecture

The Principal thanked Dr Holland for his Academic Lecture in February 2016 on 'Feel Your Inner Stage: Outrageous Antics in French Theatre'.

189. Consultation by HMRC on Employer-Provided Accommodation

Professor Andrew Parker, Principal Bursar of St John's College, had been leading the University's response which will be considered by Conference of Colleges. Governing Body members were invited to inform the Principal of any comments they wished to feed into the discussion at the Conference of Colleges meeting.

190. Prevent duty (GB 175)

The College Prevent Action Plan and Self-Assessment Template 2015-16 and the College Prevent Risk Assessment Template 2015-16 had both been circulated and were received. The Principal advised that a working group is being formed to ensure that College is compliant with the

Prevent requirements by the deadline of the end of July 2016 and student members will be involved in the process.

191. Teaching in Economics (GB 154)

The Senior Tutor advised that following Professor Quah's resignation from College with effect from 31 July 2016, the Department of Economics had agreed to replace his position jointly with College from Michaelmas Term 2017. The Senior Tutor is currently planning interim arrangements for 2016-17.

192. Report and Recommendations from Academic Committee

The Minutes of the Academic Committee held on 27 January 2016 had been circulated and were received.

194. Stipendiary Lecturers – Terms of Appointment (AC 10)

The College's norms for the appointment of lecturers had been circulated and were received. On the recommendation of the Academic Committee, it was agreed that Stipendiary Lecturers should be paid a third of the full academic year's salary for teaching one term.

195. Job Share Policy (AC 11)

On the recommendation of the Academic Committee, it was agreed to approve the Job Share Policy. It was further agreed that job-share arrangements should be noted in the further particulars for every role advertised as well as the College's willingness to consider applicants wishing to work on a part-time basis.

196. Teaching in Philosophy (AC 12)

On the recommendation of the Academic Committee, it was agreed to appoint Dr Jordan Bell to a four-hour Stipendiary Lectureship in Philosophy for the academic years 2016-17 and 2017-18.

197. Academic Committee Away Day (AC13)

It was noted that Academic Committee would meet, away from its statutory meetings, to discuss the broad and long-term academic strategy of the College. Governing Body members were invited to join the Away Day on a date to be advised.

198. Leave and Buyouts (AC 15)

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

- a. Professor Baker, for Michaelmas Term 2016.
- b. Dr Perkins, for two terms during the 2016-17 academic year.
- c. Professor Duncan, for Hilary and Trinity Terms 2017.

199. Communications Manager (GB 168)

The Bursar advised that a new advertisement had been placed for the full-time Communications Manager post, with a deadline for the receipt of applications of 9 February. Shortlisting would take place on 12 February with interviews on 18 February.

200. Finance Officer (GB 110)

The Bursar advised that this position was now being advertised, with a closing date of 15 February.

201. Report and Recommendations from Library Committee

The Minutes of the Library Committee held on 2 February 2016 had been circulated and were received.

202. Report and Recommendations from Risk Committee

The Minutes of the Risk Committee held on 2 February 2016 had been circulated and were received.

203. Risk Matrix (RC 5)

The College Risk Matrix had been circulated and was received.

204. Wolfson Centre (GB 150)

The President of the MCR advised that the MCR and JCR were jointly compiling a report on issues at other colleges arising from major construction work and that this would be circulated when complete.

205. JCR Committee (GB 140)

The JCR President advised that its Welfare Equal Opportunity Committee had approved the creation of a new role representing transgender and minority genders.

207. The Avril Gilchrist Brutten Award for Creative Writing

The Dean advised that the deadline for this award is Tuesday, 16 February. The event to announce the winner will be on Friday, 4 March.

209. Equality and Diversity Issues Arising

No issues were identified.

This ended the business of the meeting.

DR T SANDERS
Secretary