

ST HUGH'S COLLEGE, OXFORD

The First Stated Meeting of the **GOVERNING BODY** in Michaelmas Term was held on
Thursday, 4 October 2018

Present:	The Principal (Chair)	Professor Conway
	Professor Moore	Professor Mann
	Professor Garnett	Dr Sanders
	Dr Kuhn	Dr Parkin (Secretary)
	Professor Chalker	Professor Ballentine
	Professor Plunkett	Professor Biro
	Professor Mitchell	Professor Doyle
	Professor Westbrook	Professor Oberhauser
	Professor Grainger	Professor Saupe
	Professor Macnair	Professor Morisi
	Professor Capelli	Professor Cousins
	Professor Loutzenhiser	Dr Taylor
In attendance:	Professor Cook	Professor Chow
	Professor Carvalho	

Ms Powell represented the MCR and Mr Yeandle the JCR. They attended for items 1-14, 16-18, 27, 30, 33 37-40, 45-51, and 54-55.

1. Apologies for Absence

Apologies were received from: Professor Giles, Professor McDonald, Professor Duncan, Professor Stevens, Professor Wilson, Professor Harnden, Professor Martin, Professor Perera, Mr Marshall, Professor Leach, Professor Baker, Ms Stott, Professor Sullivan, Professor Eidenmüller, Professor Jérusalem, Professor McMahon, Professor Cont, Professor Thompson, Professor Riddoch, Ms Carthew, Dr Hein, Professor De Luca, Dr Atack and Dr Zou (Professor Getzler, Professor Wong, Professor Stellardi, Mrs Vainker, Professor Rood, Dr Perkins, Professor Powell, Professor Marshall and Professor Husband on leave).

2. Minutes of Conference of Colleges Meeting, 24 May 2018 (Circ Bus 18.06.18)

The unconfirmed minutes of the meeting of Conference of Colleges held on 24 May 2018 had been circulated and were received.

3. USS Trustee Board on Cost Sharing Process (Circ Bus 27.06.18)

It was noted that information from UUK about their understanding of the likely levels of contributions from employers and employees required by the USS Trustee under Rule 76 from April 2019 had been circulated and received.

4. Charity Trustee Disqualification Rules (Circ Bus 19.07.18)

It was noted that information from the Charity Commission about the revised criteria for disqualification from acting as a Trustee of a charity had been circulated and received. It was also noted that declarations for Fellows to sign would be brought to the first Governing Body meeting in Michaelmas Term.

5. College Accommodation Tour (Circ Bus 02.08.18) (GB 353, 16.05.18)

It was noted that an Accommodation Tour, conducted by the Accommodation Manager and Head of Estates, would be offered to Governing Body members on 25 September, to highlight recent refurbishments and improvements to College rooms. It was also noted that this had been subsequently postponed until Michaelmas Term.

6. Teaching in Mathematics (Circ Bus 12.09.18)

On the recommendation of Academic Committee it was noted that it had been agreed by circulation to appoint Dr Liana Yepremyan to a three-hour Stipendiary Lectureship in Mathematics for the 2018-19 academic year.

7. Teaching in Physics (Circ Bus 12.09.18)

On the recommendation of Academic Committee it was noted that it had been agreed by circulation to appoint Dr Jack Miller and Dr Adam Povey to three-hour Stipendiary Lectureships in Physics for the coming academic year.

8. Teaching in Music (Circ Bus 12.09.18) (GB 342, 16.05.18)

On the recommendation of Academic Committee it was noted that it had been agreed by circulation to appoint Dr Tim Coombes as a four-hour Stipendiary Lecturer for the 2018-19 academic year; the appointment at St Hugh's will complement a similar post at Exeter College, and the salary for both will begin at Point 3 of the scale.

9. Teaching in Human Sciences (Circ Bus 12.09.18)

On the recommendation of Academic Committee it was noted that it had been agreed by circulation to appoint Dr Maria Vázquez-Montes to a Non-Stipendiary Lectureship for the 2018-19 academic year.

10. Fellowships for Renewal (Circ Bus 12.09.18)

On the recommendation of Academic Committee, it was noted that it had been agreed by circulation to renew the following Fellowships from the end of September 2018:

Professor Dora Biro (for seven years)

Professor Cristian Capelli (for seven years)

Professor David Doyle (for seven years)

Professor Senia Pažeta (for seven years)

Professor Michael McMahon (for four years)

Professor Ève Morisi (*for four years from 2017*)

Professor Erin Saupe (*for four years from 2017*).

11. MCR President

Ms Powell was welcomed to the meeting as the newly-elected MCR President, following Mr Petit's resignation as MCR President as he had now left College. Mr Petit was thanked for his service to Governing Body, the College and the MCR.

12. Admission of Fellows

The following made his Declaration and was admitted to his Fellowship:

Dr D Taylor (Tutor in English).

13. The Minutes of the Third Stated Meeting in Trinity Term held on 13 June 2018 were approved and signed.

14. Conflicts of Interest

None were declared.

15. St Hugh's Future Project (GB 382, 13.06.18)

The Principal advised that a donor might be visiting College in mid-October and that she and the Director of Development were visiting Hong Kong later in October to meet donors. It was understood that the potential lead donor was still committed to the Future Project.

The Principal and Director of Development were thanked for all their work on the Future Project. It was considered that while the project provided a once-in-a-lifetime opportunity to transform the College, Governing Body should remain mindful of the need to ensure current accommodation is maintained until the project build has commenced.

It was also noted the current condition of the JCR room had been acknowledged and that options were being explored to relocate the JCR in the short-term.

16. Principal's Report and Development Update

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

The Principal advised that:

- i. Reunion Dinner 1988-1991, 22 June 2018
82 alumni attended this dinner for those who matriculated between 1988 and 1991; many of whom had not been back to College since graduation. Dr Jon Parkin (Modern History, 1988) was thanked for being the after-dinner speaker. A large donation was received as an immediate result of the evening.
- ii. Summer Garden Party, 23 June 2018
350 guests, mainly alumni, had attended this event, held in the College grounds.
- iii. Chemistry Summer Exchange Programme, 24 June-10 August 2018
Five Chemistry students from South Carolina University had been welcomed for a summer exchange programme led by Professor Stuart Conway and organised by the Executive Director of International Alumni Engagement and Development. The Principal had hosted three events at her Lodgings for this group.
- iv. Singapore Alumni Dinner, 6 September 2018
Professor McMahon had hosted a dinner for Singaporean alumni. Professor McMahon was thanked for hosting this dinner.

- v. 'Shen Fuzong: first Chinese Visitor to Oxford exhibition, 8 October-14 December 2018
An exhibition in the Dickson Poon China Centre Building will open from 8 October, with an Opening Dinner, hosted by the Principal, on Wednesday 10 October.
- vi. Freshers' Lunch, Sunday, 4 November 2018
All Freshers and Fellows are invited to the Freshers' Lunch, hosted by the Principal on 4 November.
- vii. Houses of Parliament Celebration, 7 December 2018
An event is being held to celebrate the life of Margaret Belcher (English 1958). Her legacy is being used to support Victorian Studies. Dr Megan Aldrich will be speaking about Pugin and his influence, in recognition of Ms Belcher's life's work.

Fellows were thanked for their involvement with all these events, which had greatly helped to make them very successful.

17. Alumni Weekend

The Principal advised that she had hosted a Preview for the Art Exhibition of Mary Jose (Geography 1957) followed by the Gaudy Dinner with 68 guests, including alumni and guests of Mary Jose, on 15 September. 37 alumni had attended the Jubilee Lunch the following day.

It was noted that attendance at the Gaudy Dinner had declined and that the event only tended to appeal to more senior alumni. By contrast, the Reunion Dinner in June for alumni matriculating in 1988-1991 had proven very popular with younger alumni. It was suggested that perhaps different events could be piloted for older and younger alumni, to ensure the events are attractive to all.

18. Legacies and Donations

An update was received from the Principal.

19. Formal Halls and SCR Meals

The Principal reminded Fellows to sign in for Formal Hall by no later than noon on the day before each dinner. An e-mail reminder will be sent to Fellows one working day before each deadline. Fellows should also sign in for all other High Table meals by no later than 10.30am on the day.

20. Domus Dinner

The Principal reminded Fellows of the Domus Dinner on Tuesday, 9 October.

21. St Hugh's Night Dinner

The Principal reminded Fellows of the St Hugh's Night Dinner on Tuesday, 13 November.

22. Tutor for Equality and Diversity (GB 405, 13.06.18)

The Senior Tutor advised that no Fellow had yet volunteered to take on this vital role in College and that any expressions of interest should be directed to him in the first instance.

23. Memorial Service for Professor Rebecca Posner

It was agreed that College should host a memorial service for Professor Rebecca Posner, Honorary Fellow of the College, who passed away in July at the age of 88.

24. Rt Hon Lord Browne-Wilkinson PC

The Principal advised that Rt Hon Lord Browne-Wilkinson PC, Honorary Fellow of the College, passed away in the summer.

27. New Publication

The Principal congratulated Professor Mitchell on the publication of his new book '*The Donkey in Human History*'.

28. Election to Honorary Fellowship (GB 384, 13.06.18)

It was agreed to elect Professor Ian Walmsley to an Honorary Fellowship.

29. Proposal for a new Honorary Fellowship

It was agreed that the Principal would approach informally a nominee, to ascertain her willingness to accept an Honorary Fellowship should members of Governing Body elect her to such a Fellowship. The desire of Governing Body for Honorary Fellows to have an active relationship with College was noted and this will be expressed when the Principal approaches her.

30. Alumni Association: Proposed New Constitution

The new Alumni Association Constitution had been circulated was approved.

31. Trustee Eligibility and Automatic Disqualification Declaration (GB 4, 04.10.18)

The Principal advised that revisions to Charity Commission rules required charity Trustees to sign a declaration that there are no grounds for their disqualification and that they are eligible to act as a Trustee. Fellows present signed the declaration and those not able to attend Governing Body were asked to sign the declaration, which would be held in the Bursary.

32. Education Committee

It was noted that the minutes of the Stated Meeting of Education Committee held in Michaelmas Term on 4 October 2018 would be circulated as soon as they were available.

The Principal advised that attendance at the meeting had been disappointing, despite moving the meeting time so that it was adjacent to the Governing Body meeting.

It was agreed that the matter should be referred to Academic Committee, noting that a mechanism needed to be retained for College lecturers, who attended Education Committee but no other College committee, to be part of discussions and information-sharing that affected them.

33. Dean's Report 2017-18

A report from the Dean summarising decanal business during the 2017-18 academic year had been circulated and was received.

34. Report and Recommendations of the Senior Tutor Working Group

The Report of the Meeting of the Senior Tutor Working Group held on 15 March 2018 had been circulated and was received.

35. Senior Tutor

A recommendation from the Bursar regarding arrangements for the current Senior Tutor until a permanent Senior Tutor can be appointed, based on the work of the Senior Tutor Working Group and HMRC advice, had been circulated and was received. It was agreed that the current Senior Tutor should be offered a two-year, fixed-term appointment from 1 October 2018, to allow sufficient time for a new Senior Tutor to be recruited and to take up their appointment, ideally including a period of overlap with the outgoing Senior Tutor.

37. College Office

The Principal advised that Ms Elena Sorochina had been appointed to the position of Outreach Officer and Ms Sophie Cheng to the position of Academic Officer and that both had begun working in the College Office during the summer vacation.

38. Library

The Principal advised that Ms Holly Dowse had been appointed to the position of Senior Library Assistant and Ms Amy Douglas to the position of Graduate Trainee Library Assistant and that both had begun working in the Library in September.

39. Building Maintenance Manager (GB 351, 16.05.18)

The Principal advised that Mr Simon Furneaux had resigned from College in August and that the position was being re-advertised.

40. Flying the Women's Suffrage Banner in College (GB 143, 29.11.17)

A proposal from the Women in the Humanities Research Centre for College to purchase a reproduction suffrage banner and fly it in College on 14 December 2018, to commemorate the 100th anniversary of women first casting a vote in a general election and standing as parliamentary candidates, had been circulated and was approved. It was also agreed that the flag should be flown in College during Women's History Month each March.

41. Response to the UUK Consultation with USS's Participating Employers on the Joint Expert Panel Recommendations

The UUK consultation on the Joint Expert Panel's (JEP's) recommendations had been circulated and was received.

42. Admissions Business

The Senior Tutor advised that preparations were all in place for the admissions interviews that would be taking place in 9th and 10th Weeks. The Admissions Coordinator in the College Office had already sent out information about the admissions process, including information on required training for colleagues new to admissions and on refresher courses.

43. Graduate Advisors' List

The Senior Tutor advised that the Graduate Advisors' List of advisees will be published next week. It is recommended that Graduate Advisors contact their advisees by e-mail quickly, as it is preferential for the Advisor to make first contact with the advisee, rather than *vice versa*.

44. Right to Work Checks

The Senior Tutor advised that the HR Team in College had e-mailed academic colleagues about Right to Work Checks for all teaching and support staff. It was agreed that the Senior Tutor would clarify whether Right to Work checks were required for lecturers who had already been Right to Work checked by another college or department at the University.

45. SCR President

The outgoing SCR President was thanked for his service to the SCR and commended upon the successful Farewell Dinner for Leaving Fellows, held in late September. The new President would be confirmed in post following elections at the SCR Annual General Meeting in Michaelmas Term.

46. Wine Fellows' Business

The Wine Fellow advised that the two new Wine Fellows had now taken up their positions and would welcome feedback from Fellows about College wine.

47. Conference of Colleges

The Principal advised that she had now demitted her position as Deputy Chair of the Conference of Colleges.

48. MCR Committee

The complete list of interim MCR Committee members had been circulated and was received. It was noted that the Wining and Dining Officer and IT Representative position had now been filled.

49. New Graduate Students

The MCR President advised that the College and the MCR were busy welcoming new Graduate students and that, for the second year running, the MCR had more members than the JCR.

50. JCR Committee

The JCR President advised that the Committee had been restructured and that the roles of Access & Academic Affairs Officer and Careers Officer had been re-organised into new positions as Access Officer and Academic Affairs & Careers Officer, to allow more attention to access work.

51. Freshers' Week

The JCR President advised that Freshers' Week was progressing very smoothly.

53. Prospect Magazine Article

An article from Prospect magazine, written by the Principal of Lady Margaret Hall, had been circulated and was received. The article focussed on admissions processes at the University and it was considered that this was likely to generate much public discussion.

54. Equality and Diversity Issues Arising

No issues were identified.

55. Date of Next Meeting

The Second Stated Meeting of the Governing Body in Michaelmas Term will be held on Wednesday, 31 October 2018 at 2.00pm in the Mordan Hall.

A Special Meeting of the Governing Body will be held at 1.45pm on the same day in the Mordan Hall for Scholars and Exhibitioners to make their declarations and be admitted. This will be preceded by the Scholars' Lunch at 12.30pm.

Special presentations will also be made to Distinguished Friends of St Hugh's College at the Special Meeting of the Governing Body on 31 October.

This ended the business of the meeting.

DR J PARKIN
Secretary