

ST HUGH'S COLLEGE, OXFORD

The Second Stated Meeting of the **GOVERNING BODY** in Hilary Term was held on
Wednesday, 6 February 2019

Present:	The Principal (Chair)	Professor Perera
	Professor Moore	Mr Marshall
	Dr Kuhn	Professor Mann
	Professor Chalker	Dr Sanders
	Professor Getzler	Dr Parkin (Secretary)
	Professor Stellardi	Professor Ballentine
	Professor McDonald	Professor Doyle
	Professor Westbrook	Professor Jérusalem
	Professor Grainger	Professor Morisi
	Professor Macnair	Professor McMahan
	Professor Wilson	Professor Cousins
	Professor Capelli	Dr Taylor
In attendance:	Ms Carthew	Ms Aitken
	Dr Hein	Dr Atack
	Professor De Luca	

Ms Powell represented the MCR and Ms O'Callaghan the JCR. They attended for items 211-222, 225-226, 228-229, 232-233, 240-243, 246-252 and 254-256.

211. Apologies for Absence

Apologies were received from Professor Plunkett, Professor Duncan, Professor Harnden, Professor Leach, Professor Conway, Professor Baker, Ms Stott, Professor Sullivan, Professor Eidenmüller, Professor Oberhauser, Professor Saupe, Professor Cont, Professor Kornmann, Professor Thompson, Professor Cook, Professor Riddoch and Professor Carvalho (Professor Wong, Mrs Vainker, Professor Stevens, Professor Rood, Dr Perkins, Professor Powell, Professor Marshall, Professor Loutzenhiser and Professor Husband on leave).

212. Shared Equity Housing Scheme (Circ Bus 17.01.19)

It was noted that the Bursar had circulated alternative courses of action regarding the shared equity housing scheme property for Governing Body members to consider by circulation.

213. Presentation to Governing Body of New Distinguished Friends of St Hugh's College (Circ Bus 24.01.19) (GB 186, 10.01.19)

It was noted that information about the presentations of newly-elected Distinguished Friends of St Hugh's College at Governing Body meetings had been circulated and received.

214. The Minutes of the First Stated Meeting in Hilary Term held on 10 January 2019 were approved and signed.

215. Matters Arising: Suspensions (GB 195, 10.01.19)

It was noted that one student listed had been assigned to the wrong course.

216. Conflicts of Interest

No conflicts were declared.

217. St Hugh's Future Project (GB 185, 10.01.19)

The Principal advised that a donor had visited College at the end of January. Fellows had presented their current research and all the guests had been very impressed. It was noted that the donor remained enthusiastic about the Future Project and that the Principal and the Director of Development will meet him again, as well other potential donors introduced by him, in March.

The Principal further advised that another donor had visited College in January and had confirmed a pledge of £1million. The Principal thanked all the Fellows participating in these events for their inputs and enthusiasm.

218. Report and Recommendations from Finance Committee

The Minutes of the First Stated Meeting of Finance Committee in Hilary Term held on 23 January 2019 had been circulated and were received.

219. Management Accounts, Period 5 - Five Months to 31 December 2018 (FC 5)

The Management Accounts for Period 5 (1 August–31 December 2018) had been circulated and were approved.

220. Impacts on Future College Finances (FC 6)

A report on the impacts on College finances of possible future events, such as a reduction in tuition fees, Brexit and cost increases for USS pensions, had been circulated and was received.

The Bursar had advised Finance Committee that the report was based on incomplete information and that a worst-case approach had been taken, so that the final outcomes would hopefully be better.

a. Tuition Fees

The Government's post-18 education review is looking at tuition fees and there has been speculation in the media about what might happen. The College report was based on these conjectures and a very high-level estimate of how the proposed changes would filter through the University's JRAM and it was noted that greater clarity would only be provided once the Education Review had been published.

b. Brexit

The report had looked at only some aspects of a 'No Deal' Brexit, including the possible impact of 'No Deal' on food costs, as all the effects of Brexit were as yet largely unknowable. Governing Body noted that a register of Brexit risks had been drawn up by Risk Committee (GB 252, 06.02.19).

c. USS Pensions

It was noted that the USS Trustees had recently launched a new consultation and that College was likely to have a slightly lower level of contributions than previously estimated, but still an increase on the 2017 valuation.

221. Payroll and HR System Review (FC 8)

A report concerning the Cintra integrated payroll and HR system, to replace the current ADP payroll-only system, had been circulated and was approved.

222. JCR Finances (FC 9)

The Hilary Term Budget and a proposal to invest some of the funds in JCR refurbishment had been circulated and were approved.

225. Presentation to Governing Body of Distinguished Friends of St Hugh's College (GB 290, 19.04.18)

Ms Dorothy Livingston (Law, 1966) and Dr Yvonne Winkler were presented to Governing Body as recently-elected Distinguished Friends of St Hugh's College.

226. Principal's Report and Development Update

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

The Principal advised that:

- i. Women in Archaeology Study Day, 23 February 2019
This study day, which is now fully booked, will highlight prominent women archaeologists, with a particular focus on those who worked in the Middle East. The study day will culminate in a screening in the early evening of a new film on the life and work of St Hugh's alumna, the late Nancy Sandars (Archaeology, 1950), who worked with the archaeologist Dame Kathleen Kenyon, College Principal 1962-1973.
- ii. Distinguished Friends Celebration, 6 March 2019
The Principal will host five more Distinguished Friends of St Hugh's College, Mrs Joan Swindells (PPE, 1957), Dr Gianetta Corley (Modern Languages, 1958), Dr Susan Brown (Modern History, 1963), Mrs Mary Clapinson (Modern History, 1963) and Mrs Susan Clear (Mathematics, 1967), who will be presented to Governing Body.
- iii. St Hugh's Elizabeth Wordsworth Society Hong Kong Launch, 19 March 2019
The Principal will host the St Hugh's Elizabeth Wordsworth Society Hong Kong launch event at the Hong Kong Club and a ceremony to induct a new Elizabeth Wordsworth Fellow.
- iv. Alumni Weekend in Tokyo, 22-24 March 2019
In addition to the main programme for the University-wide Alumni Weekend in Tokyo, the Principal will be hosting a dinner for our alumni at the New Otani Hotel in Tokyo. The Principal will also host a private visit and talk at the Nezu Museum on 24 March.

227. Legacies and Donations

An update was received from the Principal.

228. Honorary Fellowship (GB 190, 10.01.19)

The Principal advised that Ms Amal Clooney had accepted the honour of becoming an Honorary Fellow.

229. Chevalier dans l'Ordre des Palmes Académiques

The Principal advised that Mrs Geneviève Adams, Lecturer in French, had received the honour of being named as a Chevalier dans l'Ordre des Palmes Académiques.

231. Election of Distinguished Friends of St Hugh's College (GB 189, 10.01.19)

Miss Judith Portrait OBE (Classics, 1965) and Mr Ben Parker (Law, 1995) were elected as Distinguished Friends of St Hugh's College.

232. Report and Recommendations from Academic Committee

The Minutes of the First Stated Meeting of Academic Committee in Hilary Term held on 23 January 2019 had been circulated and were received.

233. Collection Bookings (AC 5.1)

On the recommendation of Academic Committee, the proposal that the College's Collection booking schedule be brought forward each term, to make possible the circulation of the timetable on Monday, rather than Wednesday or Thursday of 0th Week, was agreed.

234. Teaching in French (AC 10)

On the recommendation of Academic Committee, the appointment of Dr Alice Violet to a five-hour Stipendiary Lectureship in French for the 2019-20 academic year was approved. Dr Violet will take responsibility for most language teaching and share administration duties.

235. Teaching in Engineering (AC 11)

On the recommendation of Academic Committee, the appointment of Dr Andrea Vallecchi to a four-hour Stipendiary Lectureship in Engineering for Hilary and Trinity Terms 2019 was approved. Dr Vallecchi will provide teaching cover during Professor Stevens' leave.

236. Teaching in Mathematics (AC 12)

On the recommendation of Academic Committee, the recruitment of a five-hour Stipendiary Lectureship in Mathematics for 2019-20 was approved. The appointment will meet first-year teaching needs created by the leave arrangements of Professor Martin and Professor Oberhauser for the coming academic year.

237. Teaching in Mathematics (AC 12)

On the recommendation of Academic Committee, the re-appointment of Dr Tom Crawford to an eight-hour Stipendiary Lectureship, for the 2019-20 academic year, was approved.

238. Teaching in Chemistry (AC 13)

On the recommendation of Academic Committee, the recruitment of a Career Development Fellow from Michaelmas Term 2019 for three years was approved. It was hoped that the CDF will provide continuity of teaching during Professor Conway's sabbatical leave in 2019-20 and two anticipated years of departmental buyout.

239. Leave and Buyouts (AC 16)

It was noted that Academic Committee had agreed to grant:

- i. to Professor Carvalho, sabbatical leave, according to entitlement, for Trinity and Michaelmas Terms 2020.
- ii. to Professor Conway, sabbatical leave, according to entitlement, for 2019-20.
- iii. to Professor Duncan, leave for Michaelmas Term 2019. Professor Duncan has offered to take part in undergraduate admissions.
- iv. to Professor Oberhauser, sabbatical leave, according to entitlement, for Michaelmas Term 2019 and Hilary Term 2020.

240. College Librarian (GB 116, 31.10.18)

The Principal advised that the College Librarian has now started her maternity leave. Ms Marjory Szurko, formerly Librarian at Oriel College and Keble College and currently part-time Librarian at St Stephen's House, is acting as *locum* while the College Librarian is away. Ms Szurko will work in College each weekday morning.

241. Building Maintenance Manager (GB 204, 10.01.19)

The Principal advised that Mr Imms, who began working as the interim Building Maintenance Manager in the Estates Team at the beginning of this term, had resigned. Mr Paul Blake, who has acted as interim Building Maintenance Manager on a number of occasions since 2017, has now agreed to take on the role permanently and started in his new position on 4 February 2019.

242. Deputy Academic Registrar

The Principal advised that Mrs Jane Hall, Deputy Academic Registrar in the College Office, was leaving College the following day, after seven years of service to the College.

243. Assistant Catering Manager (GB 106, 31.10.18)

The Principal advised that Mr Antony Barrett, Assistant Catering Manager, had now resigned from College.

245. Marquee on West Lawn in September

The Principal advised that the Conference Office had received a request from an event organiser to erect a marquee on West Lawn for their event on 13 September 2019. The proposal was approved.

246. Graduate Admissions

The Senior Tutor advised that a visit by a group including the Principal of Linacre College and graduate admissions officers, to improve the process of matching candidates to places in Colleges in the admissions cycle had been positive. Proposals had been put forward which College considered an improvement on previous years.

247. Conference of Colleges

The Principal advised that she would be chairing a group looking at procedures and practices concerning allegations of sexual misconduct by students. The Principal also advised that a binding vote would be taken by Conference for colleges to submit their jurisdiction for sexual misconduct cases to the jurisdiction of the University's Sexual Harassment and Violence Support Service, where cases could be handled by trained and experienced specialist advisors. It was agreed that College should submit such cases to this jurisdiction.

248. New Oxford College

The Principal advised that the Vice-Chancellor and Registrar had addressed a meeting last week about the proposed new Graduate College in Parks Road, potentially to open in October 2020. Professor Lionel Tarassenko, an Honorary Fellow, is proposed as the first Head of House of the new college.

249. Report and Recommendations from Library Committee

The Minutes of the Stated Meeting of Library Committee in Hilary Term held on 29 January 2019 had been circulated and were received.

250. Report and Recommendations from Risk Committee

The Minutes of the Stated Meeting of Risk Committee in Hilary Term held on 29 January 2019 had been circulated and were received.

251. Risk Matrix (RC 5)

The updated College Risk Matrix had been circulated and was received.

252. Brexit Risks (RC 7)

A report highlighting some of the risks from a 'No Deal Brexit' had been circulated and was received. The Bursar had advised Risk Committee that the report had been considered by the College's Brexit Working Group and forwarded to the University's Brexit Group, a sub-group of the Estates Bursars' Committee.

253. Students Attending Risk Committee Meetings (RC 9)

Governing Body approved the proposal for student members to be invited to attend meetings of Risk Committee from Trinity Term 2019; one representative from the MCR and one from the JCR.

254. MCR Committee

The MCR President advised that the MCR Secretary had stepped down from the post for family reasons and that the result of a by-election was awaited.

255. Equality and Diversity Issues Arising

No issues were identified.

256. Date of Next Meeting

The Third Stated Meeting of the Governing Body in Hilary Term will be held on Wednesday, 6 March 2019 at 2.00pm in the Mordan Hall. The meeting will include further presentations of new Distinguished Friends of St Hugh's College.

This ended the business of the meeting.

DR J PARKIN
Secretary