

ST HUGH'S COLLEGE, OXFORD

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

Present:	The Principal (Chair)	Professor Leach
	Professor Moore	Professor Loutzenhiser
	Dr Kuhn	Dr Sanders
	Professor Chalker	Ms Stott
	Professor Getzler	Dr Parkin (Secretary)
	Professor Stellardi	Professor Doyle
	Professor McDonald	Professor Sullivan
	Professor Duncan	Professor Jérusalem
	Professor Westbrook	Professor Oberhauser
	Professor Grainger	Professor Saupe
	Professor Macnair	Professor Morisi
	Professor Wilson	Professor Cousins
	Professor Martin	Professor Cont
	Professor Capelli	Dr Taylor
	Professor Perera	Professor Kornmann
	Mr Marshall	
In attendance:	Dr Hein	Dr Atack

Ms Powell represented the MCR and Ms O'Callaghan the JCR. They attended for items 257-260, 262-266, 268-281, 284-288, 292-295, 302-305 and 307-308.

257. Apologies for Absence

Apologies were received from Professor Plunkett, Professor Mitchell, Professor Harnden, Professor Conway, Professor Baker, Professor Mann, Professor Ballentine, Professor Eidenmüller, Professor McMahon, Professor Thompson, Professor Cook, Professor Riddoch, Ms Carthew, Professor De Luca and Ms Aitken (Professor Garnett, Professor Wong, Mrs Vainker, Professor Stevens, Professor Rood, Dr Perkins, Professor Powell, Professor Marshall and Professor Husband on leave).

258. Professor Sullivan

The Principal advised that this was Professor Sullivan's last meeting of Governing Body as the Centre for Time Use Research was moving to London during the Easter vacation. Professor Sullivan was thanked for her enormous contributions to the College and the work of Governing Body and her championing of gender equality issues. It was noted that a formal event will be held after the end of Trinity Term, to say farewell to departing Fellows.

259. Recommendation from Nominations for Vacancies Committee (Circ Bus 11.02.19)

On the recommendation of Nominations for Vacancies Committee, it was noted that Professor Cont had been elected by circulation to join Finance Committee.

260. Parks College (Circ Bus 21.02.19)
- It was noted that information about the proposed new Oxford College, Parks College, had been circulated and received.
261. Report of Alison Levitt QC (Circ Bus 26.02.19) (GB 230, 06.02.19)
- It was noted that the report of Alison Levitt QC had been made available in the Bursar's office for voting members of Governing Body to read.
262. Consultation by the USS Trustee on the 2018 Actuarial Valuation (Circ Bus 27.02.19)
- It was noted that the consultation by the USS Trustee on the 2018 actuarial valuation had been circulated and received. The Bursar had advised that while institutions had been invited to respond, the University's pensions working group would be looking at this issue and submitting a 'whole of Oxford' response. Fellows wishing to feed anything into this consultation process were invited to contact the Bursar, who would pass it to the Bursars on the University's pensions working group.
263. Minutes of Conference of Colleges Meeting, 14 February 2019 (Circ Bus 01.03.19)
- The unconfirmed minutes of the meeting of Conference of Colleges held on 14 February 2019 had been circulated and were received.
264. The Minutes of the Second Stated Meeting in Hilary Term held on 6 February 2019 were approved and signed.
265. Conflicts of Interest
- No conflicts of interest were declared.
266. Presentation to Governing Body of Distinguished Friends of St Hugh's College (GB 246, 07.03.18)
- 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 Sue Clear (Mathematics, 1967) were presented to Governing Body as recently-elected Distinguished Friends of St Hugh's College.
268. Report and Recommendations from Finance Committee
- The Minutes of the Second Stated Meeting of Finance Committee in Hilary Term held on 27 February 2019 had been circulated and were received.
269. Management Accounts, Period 6 - Six Months to 31 January 2019 (FC 5)
- The Management Accounts for Period 6 (1 August 2018–31 January 2019) and a Commentary on the Management Accounts had been circulated and were approved.
270. Forecast (5+7) for 12 Months to 31 July 2019 (FC 6)
- The Forecast for the 12 months to 31 July 2019 (5 months of actual accounts to 31 December 2018 and 7 months of forecast from 1 January to 31 July 2019, showing progress against the 2018-19 Budget) had been circulated and was approved.

The Bursar advised that very significant financial challenges remained for College in the rest of the year ahead and beyond. While College would still be in surplus at the end of the financial year, the targeted annual 5% cash surplus, which generates future years' working capital, was forecast to run at -0.2% this year, starting to reduce College reserves significantly.

271. Report and Recommendations from Investment Committee (FC 7)

The report and recommendations from the Stated Meeting of Investment Committee in Hilary Term held on 29 January 2019 had been circulated and were received.

272. Report and Recommendations from Infrastructure Committee (FC 8)

The report and recommendations from the Stated Meeting of Infrastructure Committee in Hilary Term held on 19 February 2019 had been circulated and were received.

273. Recommendations of the Head Gardener and Grounds Manager (FC 8a)

The Hilary Term report from the Head Gardener and Grounds Manager had been circulated and was received.

On the recommendation of Finance Committee, the following proposals were approved:

- i. to replace the shrubs in the garden outside the MGA Building. The shrubs were slowly dying and required replacement. The shrubs being planted as replacements will be partly grown so that they don't look too small initially;
- ii. to replace the declined and dangerous pines in front of the China Centre and West Lawn with fast-growing species;
- iii. to replace, eventually, the two beech trees in the row nearest the China Centre, which have a maximum remaining life of ten years. The Team are actively preparing for the replacement of these trees;
- iv. to create a border along the Dickson Poon terrace fence line. The plan for a climbing vine had been agreed, but there was concern that the ornamental grasses proposed shouldn't be too tall; and
- v. to purchase, as a trial, a small number (around 10) personalised wooden deckchairs with the College crest.

274. Head of Estates' Report (FC 8b)

The Hilary Term report from the Head of Estates had been circulated and was received.

275. Head of ICT for NOSCS's Report (FC 8c)

The Hilary Term report from the Head of ICT for NOSCS (North Oxford Shared College Services) had been circulated and was received.

276. New Maplethorpe Building Photocopier (FC 8c)

It was noted that there had been discussion at Infrastructure Committee of the new photocopier in the Maplethorpe Building, which was considered to have been located in an unsightly way. While no alternative locations for the copier in that part of College had been found, it was agreed, on the recommendation of Finance Committee, that it might be more hidden in its current location by the addition of a frosted glass screen in front of the copier, perhaps with a College crest design.

277. Report and Recommendations from Student Support Committee (FC 9)

The report and recommendations from the Stated Meeting of Student Support Committee in Hilary Term held on 20 February 2019 had been circulated and were received.

278. College Year Abroad Grants (FC 9a)

On the recommendation of Finance Committee, the proposal to raise the Year Abroad Grant from £500 per student to £800 was approved. Student Support Committee had noted that the grants currently made do not utilise the full funding available, ring-fenced for such grants, from the Thomas Willing Fund and the Monique Barber Fluchere Fund and that there was funding available to increase the grant.

279. Student Rents 2019-20 (FC 10)

A proposal for student rents for 2019-20 and a response from the MCR and JCR Committees had been circulated and were received. Governing Body thanked the MCR and JCR for their thoughtful and well-reasoned response to the College proposal and for their positive engagement with the process. On the recommendation of Finance Committee, the proposal to increase student rents for 2019-20 by 2.1%, compared with the 2018-19 rents agreed in March 2018, was approved.

The Bursar advised that it had also been agreed by Finance Committee that student rents and food costs should be de-coupled from one another in terms of proposed increases for 2019-20, especially given uncertainties over food prices after the UK leaves the EU. It had also been agreed by Finance Committee that the Domestic Bursar should meet with MCR and JCR representatives to discuss food price increases for the coming year.

280. Barclays Loans – Interest Rate Decision (FC 11)

A review of the three loans with Barclays, their interest rates and loan end-dates had been circulated and was received. It was noted that a review had been due, with the end of one of the loans falling on 11 March 2019. On the recommendation of Finance Committee, the proposal that College continues with Base Rate +0.5% margin, as the base rate is currently and likely to remain the lowest and most consistent available rate for the foreseeable future, was approved.

281. MCR PayPal Funds Proposal (FC 12)

A proposal to transfer sufficient funds to cover the MCR's 2018-19 College bills (mainly for MCR Formal Hall tickets) and to use the surplus money remaining in the PayPal account had been circulated and was received. On the recommendation of Finance Committee, the proposal to transfer funds to pay College bills and to use the surplus funds to create a financial buffer of £1,500, to cover the cost of new speakers in the MCR party room, to fund the creation of an MCR Excellence Award, and to cover the costs of MCR (87 Banbury Road) renovation was approved.

282. College Contribution Scheme Consultation (FC 14)

The Conference of Colleges consultation on the revised College Contribution Scheme (Scheme 7) had been circulated and was received

283. HMRC Taxation of Accommodation (FC 15)

The Bursar advised that notification had been received on 8 February 2019 from HMRC that, with effect from 6 April 2019, HMRC will withdraw one of the exemptions by which employees of Higher and Further Education providers are eligible for tax-free, rent-free accommodation.

284. Principal's Report and Development Update

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

The Principal advised that:

i. Donors' Dinner, 16 February 2019

The Principal had hosted a black tie dinner for over 90 donors to thank our most significant benefactors and those indicating that they will be leaving a legacy to St Hugh's. The event featured a pre-dinner concert from award winning jazz pianist, Zoe Rahman (Music, 1989) followed by a drinks reception and dinner.

ii. Women in Archaeology Study Day, 23 February 2019

This study day had highlighted prominent women archaeologists, with a particular focus on those who worked in the Middle East. The study day culminated 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 hugely influential archaeologist Dame Kathleen Kenyon, Principal of St Hugh's from 1962 to 1973.

iii. Launch of the Oxford Women's Suffrage Banner in College, 7 March 2019

The Principal will host an unveiling of the suffrage banner in College. The University Registrar and St Hugh's Fellow by Resolution, Ms Gillian Aitken, will unveil the banner. Delegates from the Women in Power conference and local alumni have been invited to attend the ceremony. Professor Pařeta was thanked for her work in bringing the banner to College.

iv. 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 Ms Li as an Elizabeth Wordsworth Fellow.

v. 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 College alumni the New Otani Hotel in Tokyo. The Principal will also host a private visit and talk at the Nezu Museum on the afternoon of 24 March.

vi. Alumni Relationship Activity in the United States, April 2019

Ms Catharine Rainsberry, Alumni Relations Manager, will be in the USA from 4-16 April, to visit alumni in San Francisco, Boston, New York and Washington DC.

285. Legacies and Donations

An update was received from the Principal.

286. Direct Mail Appeal

The Principal advised that the direct mail appeal launched in December 2018 has now raised over £47k (£33k at the same time last year).

287. Annual Telethon Appeal

The Principal advised that the Development Office will hold its annual telethon appeal from 11-25 March aiming to raise money for the College's Discretionary Fund and increase engagement by calling approximately 2,000 alumni.

288. Paleo-Primate Project

The Principal advised that Professor Carvalho is to lead a new multi-year collaboration between the University of Oxford and the Gorongosa National Park in Mozambique. The project involves an interdisciplinary team of academics from seven countries and research could yield new insights into early human evolution.

289. Disciplinary System for Dealing with Allegations of Sexual Misconduct by Students (GB 247, 06.02.19)

The Principal advised that a centralised system was now in place within the University for dealing with the disclosure of allegations of sexual misconduct by students. Plans for the proposed new system for dealing with the disciplinary aspects of such allegations were well advanced and Governing Body approved the proposal to surrender jurisdiction on such disciplinary matters to the proposed new structure.

290. St Hugh's Future Project (GB 217, 06.02.19)

The Principal advised that she and the Director of Development will hold a large number of meetings with current and prospective donors while in Hong Kong later in March. Professor Doyle and Professor McMahon were thanked for producing a proposal for the potential lead donor regarding academic involvement in the College.

291. Honorary Fellowships

The Principal advised that recommendations of nominations for new Honorary Fellowships, especially of alumna or past Fellows, would be welcomed from Fellows.

292. Report and Recommendations from Academic Committee

The Minutes of the Second Stated Meeting of Academic Committee in Hilary Term held on 20 February 2019 had been circulated and were received.

293. Mathematics and Economics (AC 4.2)

On the recommendation of Academic Committee, the proposal that St Hugh's expresses tentative interest in accepting students to read for a new undergraduate degree in Mathematics and Economics, on the understanding that places would be taken from the existing Mathematics or Economics and Management numbers, was approved.

294. CDT 'Mathematics of Random Systems' (AC 5.1)

On the recommendation of Academic Committee, the proposal that up to four College places per year be made available to students from Professor Cont's CDT, and that he be encouraged to find industry assistance to make up the shortfall in the students' EPSRC funding package, was approved.

295. Format of Archived Student Files (AC 6)

It was noted that Academic Committee had discussed the importance of future-proofing any electronic storage method, and had agreed to the proposed pilot scheme. Student files from matriculation years 2000 and 2001 will be digitised by an external company, with the paper files retained, before a decision is taken on a larger project.

296. Teaching in History – Professor Bentley (AC 11)

On the recommendation of Academic Committee, the reappointment of Professor Michael Bentley to a Stipendiary Lectureship in History for 2019-20, with a two-, rather than six-, hour stint, was approved. Professor Bentley's contract would be otherwise unchanged.

297. Teaching in History – Dr Nicholls (AC 11)

On the recommendation of Academic Committee, the appointment of Dr Sophie Nicholls to a seven-hour Stipendiary Lectureship in History was approved, to meet teaching and personal tutoring needs for 2019-20 during Dr Parkin's leave.

298. Teaching in History – Dr Atkins (AC 11)

On the recommendation of Academic Committee, the appointment of Dr Gareth Atkins to a six-hour Stipendiary Lectureship in History for 2019-20 was approved, to meet teaching needs during the next year of Professor Pařeta's buyout with the Women in the Humanities research centre.

299. Senior Research Fellowship (AC 12)

On the recommendation of Academic Committee, Professor Michael Bentley was elected to a non-stipendiary Senior Research Fellowship from October 2019, for three years in the first instance.

300. Leave and Buyouts (AC 13)

It was noted that Academic Committee had agreed to grant:

- i. to Professor Macnair, sabbatical leave, according to entitlement, for Hilary Term 2020.
- ii. to Dr Parkin, leave for the 2019-20 academic year.

301. Report and Recommendations from Fundraising Committee

The Minutes of the Stated Meeting of Fundraising Committee in Hilary Term held on 14 February 2019 had been circulated and were received. Governing Body expressed its gratitude to the Director of Development and the Development Team for their work over the past year.

302. Report and Recommendations from Equality Committee

The Minutes of the Stated Meeting of Equality Committee in Hilary Term held on 25 February 2019 had been circulated and were received.

303. Working Group for Access (EC 6)

On the recommendation of Equality Committee, the proposal to establish a fixed-term Working Group for Access was approved. Equality Committee had agreed that this should be a group,

reporting to Academic Committee, of approximately six people, to include the Outreach Officer and the College's Communications Manager.

304. Report and Recommendations from Welfare Committee

The Minutes of the Stated Meeting of Welfare Committee in Hilary Term held on 26 February 2019 had been circulated and were received.

305. MCR Feedback Survey Report

With the agreement of the MCR President, consideration of this item was deferred to the 0<sup>th</sup> Week meeting of Governing Body.

306. Safeguarding

The Bursar advised that two issues of safeguarding concerning the College had arisen in the past week and that both cases were being dealt with appropriately.

307. Equality and Diversity Issues Arising

No issues were identified.

308. Date of Next Meeting

The First Stated Meeting of the Governing Body in Trinity Term will be held on Thursday, 25 April 2019 at 11.00am in the Mordan Hall.

This ended the business of the meeting.

DR J PARKIN  
Secretary