

ST HUGH'S COLLEGE, OXFORD

The Second Stated Meeting of the **GOVERNING BODY** in Trinity Term was held on
Wednesday, 16 May 2018

Present:	The Principal (Chair)	Professor Capelli
	Professor Moore	Professor Marshall
	Professor Garnett	Professor Perera
	Dr Kuhn	Professor Loutzenhiser
	Professor Chalker	Professor Mann
	Professor Getzler	Ms Stott
	Professor Stellardi	Dr Parkin (Secretary)
	Professor Mitchell	Professor Husband
	Professor McDonald	Professor Ballentine
	Mrs Vainker	Professor Biro
	Professor Westbrook	Professor Saupe
	Professor Grainger	Professor Morisi
	Professor Macnair	Professor McMahon
	Professor Rood	Professor Cousins
	Professor Martin	
In attendance:	Ms Carthew	Professor De Luca
	Dr Ohta	Dr Chow
	Dr Pavlova	Dr Atack

Ms Walnicki and Mr Petit represented the MCR and Mr Yeandle the JCR. They attended for items 313-324, 327-332, 336-339 and 350-360. Ms McCabe from the JCR attended for item 337.

313. Apologies for Absence

Apologies were received from Professor Plunkett, Professor Wilson, Professor Harnden, Mr Marshall, Professor Conway, Dr Sanders, Professor Sullivan, Professor Eidenmüller, Professor Jérusalem, Professor Llewellyn, Dr Large, Professor Thompson, Professor Cook, Professor Riddoch, Dr Jenkins and Dr Zou (Professor Duncan, Professor Pašeta, Dr Perkins, Professor Leach, Professor Blunsom and Professor Doyle on leave).

314. Circulated Business Since the Last Meeting

It was noted that there had been no circulated business since the last meeting of Governing Body on 19 April 2018.

315. MCR Committee

Mr Petit was welcomed to the meeting as the newly-elected MCR President. Ms Walnicki, who is stepping down, was thanked for her service to Governing Body, the College and the MCR. It was noted that the MCR will hold elections for the remainder of the Committee during 5th Week.

316. The Minutes of the First Stated Meeting in Trinity Term held on 19 April 2018 were approved and signed.

317. Conflicts of Interest

No conflicts were declared.

318. Report and Recommendations from Finance Committee

The Minutes of the First Stated Meeting of Finance Committee in Trinity Term held on 2 May 2018 had been circulated and were received.

319. Management Accounts, Period 8 - Eight Months to 31 March 2018 and Forecast to 31 July 2018 (FC 5)

The Management Accounts for Period 8 (1 August–31 March 2018) and the Forecast to 31 July 2018 had been circulated and were approved.

320. Budget 2018-19 and Five-Year Plan Summary (FC 6)

The Budget 2018-19 and Five-Year Plan Summary had been circulated and was received.

The Bursar advised that the Budget was based on a number of cautious assumptions, including no change in student numbers or fees and a conservative view of income from the investment of the equity loan funds, being only to cover the interest payments. Next year will be financially tough, with a deficit in the retained income. However, it was stressed that this was not a College deficit, but a deficit in the cash surplus.

321. Designated Working Capital Reserve Fund (FC 7)

The proposal to create a designated Working Capital Reserve Fund had been circulated and was approved. The creation of a designated Working Capital Reserve Fund would allow the Estates Team to have a fund from which to carry out maintenance, and it was considered that this amount allowed College to fund work on the Estate without needing College to over-extend itself. It was noted that these funds are difficult to raise by other means.

322. Garage Rents (FC 8)

The proposal to increase garage rents for 2018-19 by 2.0%, compared with the 2017-18 rents was approved. It was noted that this was in line with the agreed 2.0% increase in student rents for 2018-19 approved by Governing Body at its meeting on 7 March 2018.

323. MCR and JCR Subscriptions 2018-19 (FC 9)

The proposal to increase the MCR and JCR subscriptions by 2.0%, compared with the 2017-18 subscriptions was approved. It was noted that this was in line with the agreed 2.0% increase in student rents for 2018-19 approved by Governing Body at its meeting on 7 March 2018.

324. College Application to the College Contributions Committee (FC 10)

The 2018 College bid to the College Contributions Committee had been circulated and was received. The Bursar advised that the bid requested the College Contributions Committee to help fund the cost of a new Deputy Director of Development, who will manage the Development Office and work on the fundraising campaign, taking charge of fundraising from alumni and regular giving. The Committee is also being asked to grant toward a selection of 3-year DPhil scholarships, in order to allow College to deliver the Governing Body's wish to rebalance the

graduate community towards research students. The outcome from the College Contributions Committee has to be formally ratified by Council at its meeting in 9th Week.

325. Budget 2018-19, Budget Masterfile and Operational Business Plans (FC 11)

The Budget 2018-19, Budget Masterfile and Operational Business Plans for the College Office, Domestic Bursary, Estates Office, ICT Office and the Library had been circulated and were approved.

The Bursar advised that:

- a. The coming year is likely to be a financially tough year, requiring close attention to the Budget and careful management.
- b. The Budget has been built on a cautious approach, including trimming Future Project expenditure to a level matched by donations.
- c. The position regarding pensions costs is unclear, so likely increased pensions costs have not been included in the Budget.
- d. Full-year salaries for all staff have been included in the Budget but any vacancies or unfilled posts will have a positive impact. It was agreed that any new posts recommended by other committees should be considered by Finance Committee so that the full budget impact can be assessed, before they are considered by Governing Body.

326. Review of Long-Service Awards to Staff (FC 12)

A Review of Long-Service Awards to Staff had been circulated and the new College schedule of Long-Service Awards, to take account of the HMRC framework for awards, was approved.

327. Oxford University Suffragette Banner (FC 13)

The proposal for a contribution to the project to help fund the reproduction of a banner used by Oxford University Suffragettes, for display in College, was approved.

328. Pilot Proposal – Undergraduate Interview Travel Expenses (FC 14)

The Senior Tutor advised that the University was proposing a scheme of around £1,000 to fund travel expenses for admissions interviews for UK candidates on low incomes or in care. It was agreed that St Hugh's would participate in this scheme as it will allow College to interview students it might not otherwise have seen.

329. Report and Recommendations from Investment Committee

The Minutes of the Stated Meeting of Investment Committee in Trinity Term held on 8 May 2018 had been circulated and were received.

330. Fund Manager Fee Structure (IC 8)

A proposal to move to a simplified, fixed fee structure of 0.40% on all monies invested across the medium- and long-term portfolios had been circulated and was approved. It was noted that this represented a reduction when compared to the current fees of 0.43%.

331. Investment Review (IC 10)

The Chair of Investment Committee advised that it had been discovered that stock lending was being undertaken by one of the Fund Managers, which Investment Committee had been unaware of at the time of the Investment Review in October 2015 or subsequently. There was great concern about the lack of transparency and disclosure, particularly given that the Fund Manager had stated that the split of proceeds from stock lending was 60:40 in favour of the College, which was in real terms a considerably larger fee than that disclosed in the client agreement. The Bursar confirmed that stock lending does not take place with the College's actively managed funds invested with other Fund Managers.

In light of this, and as a healthy activity to undertake when investing, it was agreed that a further Investment Review should be held in 2018-19, for College to reconsider its investment options, in the light of stock lending, the fixed 0.40% fee, and the performance of the College funds.

332. Development Report

The Principal advised that:

- i. London Business Breakfast Event, 26 April 2018
Owen Tudor, Head of European Union and International Relations at the TUC, had given a briefing on Brexit. Fifty guests attended this very popular event.
- ii. Afternoon Tea for Donors, Saturday 19 May 2018
The annual tea for donors will be held in the Wordsworth Tea Room, hosted by the Principal. Around forty alumni and guests are expected.
- iii. Concert of Music by Dame Ethel Smyth, Suffragette and Composer, Sunday 3 June 2018
A concert is being held on 3 June, to tie in with the Derby weekend, in memory of Emily Wilding Davison. The event will include a picnic lunch in the gardens.
- iv. Leavers' Drinks Reception, Friday 15 June 2018
Prior to the Leavers' Formal Hall, the Development Office will host a drinks reception to welcome leavers to the alumni community.
- v. Reunion Dinner 1988-91, Friday 22 June 2018
There will be a dinner for alumni who matriculated between 1988 and 1991. Dr Parkin, the after-dinner speaker, was thanked.
- vi. Summer Garden Party, Saturday 23 June 2018
The party is open to all alumni, Fellows and current staff and students, and their guests and family members. This family event will include entertainment such as the St Hugh's Dog Show, garden games and circus skills workshops for children.
- vii. Chemistry Summer Exchange Programme, Sunday 24 June to Friday 10 August
Five Chemistry students from South Carolina University will be welcomed for seven weeks for a summer exchange programme led by Professor Conway. The Executive Director of International Alumni Engagement & Development was thanked for his work in facilitating this Programme.

335. Election to Elizabeth Wordsworth Fellowships (GB 288)

The Principal advised that the ceremony to induct Mr Zhujun Chen and Mrs Joey Chen as Elizabeth Wordsworth Fellows will be held on 30 May in Hong Kong. Mr Chen is inviting friends to his Elizabeth Wordsworth Fellowship ceremony in Hong Kong on 30 May.

336. Report and Recommendations from Academic Committee

The Minutes of the First Stated Meeting of Academic Committee in Trinity Term held on 2 May 2018 had been circulated and were received.

337. Outreach and School Types (GB 249, AC 2.2)

Ms McCabe, JCR Access and Academic Affairs Officer, was welcomed to Governing Body for this item.

While Academic Committee had recommended that a clearer step should be made to conduct all official outreach work with the state sector, it was agreed that St Hugh's should focus outreach access and activity work on those UK students who are historically under-represented among the undergraduate body within the College and Oxford University. The JCR Access and Academic Affairs Officer was thanked for her work on this item.

338. Dinners at Academic Appointment Interviews (AC 5)

On the recommendation of Academic Committee, it was agreed that future arrangements for interview days should not include a formal dinner or lunch for the candidates. Academic Committee had felt that attendant confidentiality concerns and social awkwardness outweighed any benefit. Shortlisted candidates would be offered an individual meeting with the Senior Tutor and a tour of the College.

339. Writing References for Students (AC 8.1)

It was agreed that there should be no time limit on Tutors writing references for their students, but that there should be a disclaimer included that the reference only applies to the period that the Tutor knew the student.

340. Applications to the Additional Research Expenses Fund (AC 14)

On the recommendation of Academic Committee, the four applications to the Additional Research Expenses Fund were approved.

341. Teaching in Physics (AC 15)

On the recommendation of Academic Committee, the recruitment of a six-hour Stipendiary Lecturer in Physics was approved.

342. Teaching in Music (AC 16)

On the recommendation of Academic Committee, the recruitment, if required, of a four-hour Stipendiary Lecturer in Music to complement teaching rearrangements for the coming academic year was approved.

343. Teaching in English (AC 17)

On the recommendation of Academic Committee, the appointment of Dr William Ghosh to a six-hour Stipendiary Lectureship in English for two years from October 2018, to meet teaching needs created by Professor McDonald's sabbatical, was approved.

344. Teaching in Chemistry (AC 18)

On the recommendation of Academic Committee, the appointment of Dr Michael Laidlaw to a six-hour Stipendiary Lectureship in Chemistry from October 2018, during Professor Wong's year of sabbatical leave, was approved.

345. Teaching in Biology (AC 19)

On the recommendation of Academic Committee, the appointment of Dr Caroline Phillips to a three-hour Stipendiary Lectureship in Biology, for one year in the first instance, from October 2018 was approved.

346. Teaching in Mathematics (GB 250, AC 20)

Further to re-appointment of Dr Crawford to his nine-hour Stipendiary Lectureship in Mathematics for the 2018-19 academic year, it was agreed, on the recommendation of Academic Committee, that Dr Crawford be instead appointed to a twelve-hour Stipendiary Lectureship: eight hours at St Hugh's, with four hours at St John's College.

347. Leave and Buyouts (AC 21)

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

- i. to Professor Capelli sabbatical leave, according to entitlement, for the 2019-20 academic year.
- ii. to Professor Getzler sabbatical leave, according to entitlement, for Michaelmas Term 2018 and Hilary Term 2019.
- iii. to Professor Loutzenhiser sabbatical leave, according to entitlement, for Hilary and Trinity Terms 2019. It was noted that Professor Loutzenhiser would be involved in the Michaelmas undergraduate admissions round, and would continue as Graduate Advisor during his two terms of leave.
- iv. to Professor Morisi sabbatical leave, according to entitlement, for Trinity Term 2019.
- v. to Professor Wong sabbatical leave, according to entitlement, for the 2018-19 academic year. Professor Wong will play his usual role in the undergraduate admissions round and remain as personal tutor to his Fourth Year students.

348. Tutorial Fellowship in English

On the recommendation of the Selection Committee, the appointment of Dr David Taylor to a Tutorial Fellowship in English (*vice* Lewis) from Michaelmas Term 2018 was approved in a paper vote.

349. Graduate Admissions

The Senior Tutor advised that bringing the timetable for decisions forward is putting pressure on College Office to be able to make decisions on all applications. Fellows were requested to let the Senior Tutor know if they are still considering an application and to let the Senior Tutor know if they wished to take them.

350. College Accountant (GB 301)

The Bursar advised that the new College Accountant, Mr Jeremy Weeks, had visited College on 8 May for a familiarisation day. Mr Weeks will start working in College on 18 June.

351. Building Maintenance Manager (GB 302)

The Bursar advised that Mr Simon Furneaux had joined College on 14 May as the Building Maintenance Manager. Mr Paul Blake, the Electrician, was again thanked for taking on the role of interim Building Maintenance Manager.

352. Prevent Duty Training

The Bursar reminded Governing Body of their duties under the Prevent regulations and in particular advised that any Fellow with welfare concerns about a student should refer them as normal to the Welfare Team.

353. College Accommodation Tour for Fellows

The Bursar advised that an accommodation tour by the Accommodation Manager will be offered to Governing Body members, to show recent refurbishments and improvements to College rooms. The Bursar will set a date for the tour, once Mr Weeks, the new College Accountant is in post.

354. Report and Recommendations from Library Committee

The Minutes of the Stated Meeting of Library Committee in Trinity Term held on 8 May 2018 had been circulated and were received.

355. Library and Archives Report (LC 2)

The Library and Archives Report for Trinity Term had been circulated and was received.

356. Report and Recommendations from Risk Committee

The Minutes of the Stated Meeting of Risk Committee in Trinity Term held on 8 May 2018 had been circulated and were received.

357. Risk Matrix (RC 5)

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

358. JCR Summer Ball 2019

The JCR President advised that the JCR is appointing a President for the 2019 Summer Ball and the successful candidate will be announced next week. A proposal for the Summer Ball will be presented to the next Governing Body.

359. Equality and Diversity Issues Arising

No issues were identified.

360. Date of Next Meeting

The Third Stated Meeting of the Governing Body in Trinity Term will be held on Wednesday, 13 June 2018 at 2.00pm in the Mordan Hall.

This ended the business of the meeting.

DR J PARKIN
Secretary