

ST HUGH'S COLLEGE, OXFORD

The Second Stated Meeting of the **GOVERNING BODY** in Trinity Term was held on  
Wednesday, 22 May 2019

Present:	The Principal (Chair)	Professor Capelli
	Professor Moore	Professor Perera
	Professor Garnett	Dr Sanders
	Dr Kuhn	Ms Stott
	Professor Getzler	Dr Parkin (Secretary)
	Professor Stellardi	Professor Biro
	Professor McDonald	Professor Doyle
	Professor Westbrook	Professor Jérusalem
	Professor Grainger	Professor Saupe
	Professor Macnair	Professor Cousins
	Professor Wilson	Professor Cont
	Dr Perkins	Dr Taylor

In attendance:	Ms Aitken	Dr Zou
	Dr Atack	

Ms Powell represented the MCR and Ms O'Callaghan the JCR. They attended for items 344-355, 357-359, 362-363, 371-374 and 377-385.

344. Apologies for Absence

Apologies were received from Professor Chalker, Professor Plunkett, Professor Duncan, Professor Harnden, Mr Marshall, Professor Leach, Professor Baker, Professor Mann, Professor Eidenmüller, Professor McMahon, Professor Kornmann, Professor Cook, Professor Riddoch, Ms Carthew, Dr Hein and Professor De Luca (Professor Wong, Mrs Vainker, Professor Stevens, Professor Rood, Professor Powell, Professor Marshall, Professor Loutzenhiser, Professor Husband and Professor Morisi on leave).

345. Circulated Business

It was noted that there had been no circulated business since the previous meeting of the Governing Body, held on 25 April 2019.

346. The Minutes of the First Stated Meeting in Trinity Term held on 25 April 2019 were approved and signed.

347. Conflicts of Interest

No conflicts were declared.

348. Presentation to Governing Body of Distinguished Friends of St Hugh's College (GB 246, 07.03.18)

Mr Andrew Sheridan, College Catering Manager, was presented to Governing Body as a recently-elected Distinguished Friend of St Hugh's College.

349. Report and Recommendations from Finance Committee

The unconfirmed Minutes of the First Stated Meeting of Finance Committee in Trinity Term held on 8 May 2019 had been circulated and were received.

350. Management Accounts, Period 8 – Eight Months to 31 March 2019 and Forecast to 31 July 2019 (FC 5)

The Management Accounts for Period 8 (1 August 2018–31 March 2019) and Forecast to 31 July 2019, together with a Commentary on the Management Accounts, had been circulated and were approved.

351. Draft Budget 2019-2020 and Five-Year Plan (FC 6)

The draft Budget 2019-20 and Five-Year Plan, together with a Commentary on the Budget, had been circulated and were received. The Bursar advised that robust discussions with senior managers had already taken place, but that due to very large cost increases, especially for pensions contributions and food, the budget was still currently forecasting a deficit.

The Commentary circulated prior to the meeting had proposed seven options to be considered, to bring the draft Budget back into surplus, and closer to College's sustainability target.

On the recommendation of Finance Committee, it was agreed that the draft Budget is amended in the light of these proposals and that the final Budget is considered by Governing Body at its 8<sup>th</sup> Week meeting on 19 June 2019.

352. Garage Rents 2019-20 (FC 7) (GB 322, 16.05.18)

On the recommendation of Finance Committee, it was agreed to increase garage rents for 2019-20 by 2.1%, compared with the 2018-19 rents agreed in May 2018 and in line with the 2.1% increase in student rents for 2019-20 approved by Governing Body at its meeting on 6 March 2019.

353. MCR and JCR Subscriptions 2019-20 (FC 8) (GB 323, 16.05.18)

On the recommendation of Finance Committee, it was agreed to increase the MCR and JCR subscriptions by 2.1%, compared with the 2018-19 subscriptions agreed in May 2018 and in line with the 2.1% increase in student rents for 2019-20 approved by Governing Body at its meeting on 6 March 2019.

354. Six-Month Report on Food Purchasing Procurement Agency (FC 9) (GB 145, 28.11.18)

A report on the first six months of the College's second year of using a procurement agency for food purchasing had been circulated and was received. Finance Committee had noted that the first year of the scheme had led to a £60k (15%) reduction in food costs (the same level as promised when the agreement was made) and that these savings had been made in a climate of rising food prices. Further savings of £24k had been made in the first six months of the second year of the arrangement.

355. College Application to the College Contribution Scheme

The 2019 College bid to the College Contribution Committee had been circulated and was received. The Senior Tutor had advised Finance Committee that the £32.3k bid requested the

College Contribution Committee to help fund the cost of discrete projects in the Library that could not be funded from the regular budget. The bid is for funding for three projects: a new issuing system now that Bibliotheca is no longer supported, rare books conservation work, and a digitisation of records pilot.

356. Changes to the University Maternity Pay Policy and Associated Policies (GB 337, 25.04.19) (FC 12)

It was noted that information about changes to the University maternity pay policy and associated policies had been circulated to Governing Body at its meeting on 25 April 2019. The Bursar advised that the new policy had not yet been fully approved by the University and she was attempting to gain greater clarity as to its current status. The Finance Office and HR Team were modelling costings, to provide more details of the effects of such a policy on College finances, and it was planned to update Governing Body at its 8<sup>th</sup> Week meeting on 19 June 2019.

357. Principal's Report and Development Update

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

The Principal advised that:

i. Business Breakfast, 10 May 2019

Mr Adrian Blair (PPE 1994) had been the speaker at the Business Breakfast, talking on "From Startup to FTSE 100: Leadership lessons from Just Eat". The event, held at the RSA in London, had been fully booked.

ii. Afternoon Tea for Donors, 11 May 2019

The Tea for Donors was hosted by the Principal with about 50 alumni and their guests present.

iii. Forthcoming events

- Saturday, 15 June 2019: Boston Garden Party hosted by Claire Callewaert (Zoology, 1989) and her husband, Michael. The Principal will be attending the event for alumni and friends.
- Saturday, 29 June 2019: St Hugh's Garden Party. All 340 online alumni tickets have been booked, but the Development Office has held back tickets for academic colleagues, staff and students. Fellows were asked to contact the Development Office as soon as possible to secure tickets.
- Thursday, 4 July 2019: Alumni Reunion in York at Fairfax House, as part of the regional reunion event programme.

358. Legacies and Donations

An update was received from the Principal.

359. Prof Rebecca Posner Memorial Service, 24 May 2019

The Principal advised that the memorial service for Professor Rebecca Posner, Professor of Romance Languages, University of Oxford, 1978-1996, and Fellow, then Honorary Fellow, at St Hugh's College, 1978-2018, who died in July 2018, would be held on 24 May in the University Church of St Mary the Virgin. The College Chaplain will lead the service. Tea will be served afterwards in College.

360. Main Building Refurbishment Project Update (GB 327, 25.04.19)

The Principal advised that the Working Group had met for the first time recently and will meet again shortly, reporting to Governing Body on its progress.

361. St Hugh's Future Project (GB 326, 25.04.19)

The Principal advised that the Director of Development was currently in Hong Kong for ten days, to meet with a number of key potential donors.

The Principal also advised that she would be returning to Hong Kong in October, to continue building the relationships with donors and alumni. The Principal expressed gratitude to the Fellows for their continuing support of the Project.

362. Fellows' Publications

The Principal advised that Professor Morisi and Dr Dirscherl had both had books published recently. Professor Morisi had recently co-edited *Death Sentences: Literature and State Killing*, which considers the representation of the death penalty in works of fiction from Western Europe and the United States, and Dr Dirscherl had co-edited *Schachnovelle: Stefan Zweigs letztes Werk neu gelesen*, which sheds new light on 'Chess', by the Austrian writer Stefan Zweig. The new book had been launched at the Stefan Zweig Research Centre at the University of Salzburg.

363. Report and Recommendations from Academic Committee

The unconfirmed Minutes of the First Stated Meeting of Academic Committee in Trinity Term held on 8 May 2019 had been circulated and were received.

364. Teaching in English (AC 11)

On the recommendation of Academic Committee, the appointment of Dr Rachel Malkin to a six-hour Stipendiary Lectureship in English for the 2019-20 academic year was approved. It was noted that this appointment, following Dr Ghosh's departure at the end of the current academic year, was to cover the second year of Professor McDonald's leave.

365. Teaching in Spanish (AC 12)

It was noted that Dr Guadalupe Gerardi is to be appointed to a Wadham Stipendiary Lectureship in Spanish for Hilary Term 2020, to meet teaching needs during Dr Vázquez-Medina's term of sabbatical leave. As on previous occasions, the arrangement will extend to cover teaching for St Hugh's, equivalent to a third of her twelve-hour post.

366. Teaching in Portuguese (AC 13) (GB 251, 07.03.18)

On the recommendation of Academic Committee, the appointment of Mr Gui Perdigão to a Non-Stipendiary Lectureship in Portuguese for the 2019-20 academic year, when the College will have three students reading Portuguese, was approved. Mr Perdigão is currently the Senior Instructor at the Faculty and will act as the College's contact for the subject during the undergraduate admissions period.

367. The Sue and Jules Green Career Development Fellowship in Organic Chemistry (AC 14)

On the recommendation of the Selection Committee and of Academic Committee, the appointment of Dr Amelie Joffrin to the first Sue and Jules Green Career Development Fellowship in Organic Chemistry, for three years from October 2020, was approved.

368. The Powys Roberts Junior Research Fellowship in European Literature (AC 15)

On the recommendation of Academic Committee, following interviews on 12 March 2019, the appointment of Dr Serena Vandi to the Powys Roberts Junior Research Fellowship in European Literature, for three years from October 2019, was approved.

369. The Belcher Visiting Fellowship in Victorian Studies (AC 16) (GB 248, 07.03.18)

On the recommendation of Academic Committee, the election of Professor Martin Hewitt to the Belcher Visiting Fellowship in Victorian Studies, for Hilary and Trinity Terms 2020, was approved.

370. Leave and Buyouts (AC 18)

It was noted that:

- Dr Perkins is to hold an Ashmolean Faculty Fellowship for Hilary Term 2020.
- Professor Christina Kuhn has informed the College that she is to hold an Ashmolean Faculty Fellowship for Michaelmas Term 2019.

371. St Hugh's Ball (GB 389, 13.06.18)

The Dean thanked the Decanal Team for its work for the Ball and advised that the St Hugh's Ball had been very successful. The working together of the Ball Committee, Decanal Team, the MCR, the JCR, Fellows and College Staff had all contributed to this success.

372. Decanal Team

The Dean advised that Trinity Term had run smoothly so far and thanked the Decanal Team as well as members of the MCR and JCR for their support. The Dean also advised that there would be changes in the Decanal Team for next year and advertising for vacant posts would begin soon.

373. Prevent Duty Training (GB 352, 16.05.18)

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. It was noted that Fellows could refresh and update their knowledge of the Prevent duty by visiting the University's Prevent duty website at <https://www.admin.ox.ac.uk/councilsec/prevent/>.

374. Disclosure Training

A guide to handling disclosure of allegations of sexual misconduct from a student or staff member had been circulated and was received. The Bursar advised that how a disclosure is received initially can have a major impact on the wellbeing and recovery of the person making the disclosure. It was important that all members of staff feel confident in how they respond should such a disclosure be made to them.

377. Marquee on Main Lawn in August 2019

The Bursar advised that the Conference Office had received a request from an event organiser to erect a marquee on the Main Lawn for their event on 21 August 2019. The proposal was approved.

378. Marquee on Main Lawn in March 2020

The Bursar advised that the Conference Office had received a request from a wedding organiser to erect a marquee on the Main Lawn for their event on 22 March 2020, at the start of 10<sup>th</sup> Week. The proposal was approved.

379. Report and Recommendations from Library Committee

The unconfirmed Minutes of the Stated Meeting of Library Committee in Trinity Term held on 14 May 2019 had been circulated and were received.

380. Art and Portrait Committee (LC 4)

On the recommendation of Library Committee, the proposal to create a separate Art and Portrait Committee, which would also encompass the work of the *ad hoc* Portrait Committee, was approved. Library Committee had considered that an Art and Portrait Committee would enable a more co-ordinated approach to the management of art in College.

381. MCR Feedback Survey Report (GB 340, 25.04.19)

The MCR Feedback Survey Report had been circulated and was received. The MCR President advised that the survey had been undertaken in Hilary Term and that 58 students had responded from a student body of over 400 graduates. The MCR Committee had already acted upon some of the recommendations from the survey, including refurbishment of the MCR Common Room and the purchase of new audio speakers.

382. MCR Committee

The MCR President advised that the MCR Committee had opened nominations for two new Committee positions, an Equalities Representative and an International Students Representative. These new positions will require amendment to the MCR Constitution, which will be considered by Governing Body at its 8<sup>th</sup> Week meeting on 19 June 2019.

383. University Language Centre Library Proposals

It was noted that there is a consultation currently about the proposal to close the Library at the University Language Centre and move many of its holdings to Bodleian Libraries. This was of concern to many colleagues and there is an online petition against the proposal, as well as a petition sheet in the SCR.

384. Equality and Diversity Issues Arising

No issues were identified.

385. Date of Next Meeting

The Third Stated Meeting of the Governing Body in Trinity Term will be held on Wednesday, 19 June 2019 at 2.00pm in the Mordan Hall.

This ended the business of the meeting.

DR J PARKIN  
Secretary