

ST HUGH'S COLLEGE, OXFORD

The Third Stated Meeting of the **GOVERNING BODY** in Michaelmas Term was held on  
Wednesday, 28 November 2018

Present:	The Principal (Chair)	Professor Mann
	Professor Moore	Dr Sanders
	Professor Garnett	Ms Stott
	Professor Mitchell	Dr Parkin (Secretary)
	Professor Westbrook	Professor Biro
	Professor Wilson	Professor Sullivan
	Professor Martin	Professor Jérusalem
	Professor Capelli	Professor Saupe
	Professor Perera	Professor Morisi
	Mr Marshall	Professor McMahan
	Professor Leach	Professor Cousins
	Professor Loutzenhiser	Professor Cont

In attendance:	Professor De Luca	Dr Zou
	Dr Atack	

Ms Powell represented the MCR and Mr Yeandle and Ms O'Callaghan the JCR. They attended for items 123-133, 135-148, 158-160, 163-168, 170-177.

123. Apologies for Absence

Apologies were received from Dr Kuhn, Professor Chalker, Professor Plunkett, Professor McDonald, Professor Grainger, Professor Macnair, Professor Harnden, Professor Eidenmüller, Professor Oberhauser, Dr Taylor, Professor Thompson, Professor Cook, Professor Riddoch, Ms Carthew and Dr Hein (Professor Getzler, Professor Wong, Professor Stellardi, Mrs Vainker, Professor Rood, Dr Perkins, Professor Powell, Professor Marshall and Professor Husband on leave).

Ms O'Callaghan was welcomed to her first Governing Body meeting as the incoming JCR President from 1 January 2019. Mr Yeandle was thanked for his contribution and work for the College and Governing Body during the past year while he has been JCR President.

124. Timing of 0<sup>th</sup> Week Governing Body Meeting (Circ Bus 02.11.18) (GB 104, 31.10.18)

It was noted that a poll had been circulated concerning 0<sup>th</sup> Week meetings of Governing Body and whether these should be held on Wednesday or a Thursday.

125. Proposal for a new College Association (Circ Bus 13.11.18) (GB 103, 31.10.18)

It was noted that a proposal for the University Registrar, Ms Gill Aitken, an alumna of College, to be nominated for a College association and elected to a Fellowship by Resolution, had been circulated and approved.

126. PREVENT Duty Training (Circ Bus 14.11.18)

It was noted that PREVENT Duty training materials had been circulated and received in advance of the 8<sup>th</sup> Week Governing Body meeting.

127. Outcome of Vote on Timing of 0<sup>th</sup> Week Governing Body (Circ Bus 15.11.18) (GB 124, 28.11.18)

It was noted that the poll concerning 0<sup>th</sup> Week meetings of Governing Body had resulted in a majority for retaining the current timing of 11.00am on Thursdays in 0<sup>th</sup> Week.

128. Policy on Prevention of Sexual Harassment (Circ Bus 16.11.18) (GB 207, 07.02.18)

It was noted that the final version of the Policy on Prevention of Sexual Harassment had been circulated and received.

129. Changes Made to Charity Commission Details (Circ Bus 19.11.18)

It was noted that Fellows might receive an e-mail message from the Charity Commission as the result of their records being updated by the College Accountant to include contact e-mail addresses.

130. Minutes of Conference of Colleges Meeting, 8 November 2018 (Circ Bus 19.11.18)

The unconfirmed minutes of the meeting of Conference of Colleges held on 8 November 2018 had been circulated and were received.

131. The Minutes of the Second Stated Meeting in Michaelmas Term held on 31 October 2018 were approved and signed.

132. The Minutes of the Special Meeting in Michaelmas Term held on 31 October 2018 were approved and signed.

133. Conflicts of Interest

None were declared.

134. St Hugh's Future Project (GB 72, 31.10.18)

The Principal and Director of Development are working hard to secure donations and a number of key potential donors are expected to visit College in the New Year.

135. PREVENT Duty Training (GB 126, 28.11.18)

PREVENT Duty training materials had been circulated and were received.

136. Report and Recommendations from Finance Committee

The Minutes of the Second Stated Meeting of Finance Committee in Michaelmas Term held on 21 November 2018 had been circulated and were received.

137. Management Accounts for Period 3, to 31 October 2018 (FC 5)

The Management Accounts for Period 3 (1 August–31 October 2018) and a Commentary on the Management Accounts, had been circulated and were approved.

The Bursar advised that this was still quite early in the financial year and therefore many of the variances were not meaningful as income and expenditure are often seasonal and phased.

138. Report and Recommendations from Infrastructure Committee (FC 7)

The Minutes of the Stated Meeting of Infrastructure Committee in Michaelmas Term held on 13 November 2018 had been circulated and were received.

139. Recommendations of the Head Gardener (FC 7a)

The Michaelmas Term Report from the Head Gardener had been circulated and was received. On the recommendation of Finance Committee, the proposals from the Head Gardener were approved.

140. Health and Safety Policy Statement of Intent (FC 7d)

On the recommendation of Finance Committee, the revised Health and Safety Policy Statement of Intent had been circulated and was approved.

141. Environmental Policy Statement (FC 7e)

On the recommendation of Finance Committee, the revised Environmental Policy Statement had been circulated and was approved.

142. Information Security Baseline Assessment Return (FC 7g)

On the recommendation of Finance Committee, the College's Information Security Baseline Assessment Return had been circulated and was approved.

143. Report and Recommendations from Student Support Committee (FC 8)

The Minutes of the Stated Meeting of Student Support Committee in Michaelmas Term held on 14 November 2018 had been circulated and were received.

144. Proposed Policy on Funding for Blues Students (FC 8a)

On the recommendation of Finance Committee, the proposal that College supports Blues and Half-Blues up to £200 per person during their lifetime as a College student was approved.

145. Twelve-Month Report on Food Purchasing through a Group Purchasing Arrangement (FC 9)

A report on the first twelve months of the College's use of a procurement company for food purchasing had been circulated and was received.

146. Principal's Report and Development Update

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

The Principal advised that:

- i. Conference: 'The World of Shen Fuzong: Art, Culture and History', 10 November 2018  
The conference had taken place in the Dickson Poon University of Oxford China Centre Building in conjunction with the Shen Fuzong exhibition and had been very successful. It was noted that the exhibition would close on 14 December, and a last chance to see event had been organised for 13 December. The Director of Development and the Development Office were thanked for organising the conference and the exhibition.
- ii. Law Society AGM and Dinner, 14 November 2018  
The Principal had hosted this year's Law Society Dinner at the Foundling Museum in London. Professor Kate O'Regan, Director of the Bonavero Institute of Human Rights, had been the guest and speaker.
- iii. 'A.W. Pugin and the Gothic Interior', 7 December 2018  
The Principal will host an event at the Houses of Parliament to celebrate the life of Margaret Belcher (English, 1958), who recently left St Hugh's a very substantial sum, to be used to support Visiting Fellows in Victorian Studies.

147. Legacies and Donations

An update was received from the Principal.

148. Christmas Arrangements

The Principal advised that the College Children's Party would be held on Wednesday, 12 December and that anyone wishing to attend should contact the Executive Assistant to the Principal.

The Principal also advised that the SCR Christmas Dinner was being held on Friday, 14 December and that the deadline for signing-in is Friday, 7 December. The Staff Christmas Lunch will be on Wednesday, 19 December at Somerville College. Governing Body Members are cordially invited to attend the Christmas Lunch, and their participation will be much appreciated by staff.

The Principal further advised that in recognition of the hard work by staff during 2018, the Christmas closure had been extended by two days, to start after the end of Staff Christmas Lunch on Wednesday, 19 December and that College would re-open on the morning of Thursday, 3 January 2019.

149. Nomination 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.

150. Election to an Honorary Fellowship (GB 29, 04.10.18)

It was agreed to elect Dame Eileen Atkins to an Honorary Fellowship.

151. Fellowship by Resolution (GB 125, 28.11.18)

It was agreed to elect Ms Gill Aitken (Philosophy and Theology, 1979), the University Registrar, to a Fellowship by Resolution.

152. Distinguished Friend of St Hugh's College

It was agreed to elect Mr Andrew Sheridan, Catering Manager, as a Distinguished Friend of St Hugh's College.

155. Report and Recommendations from Nominations for Vacancies Committee

The Minutes of the Stated Meeting of Nominations for Vacancies Committee in Michaelmas Term held on 6 November 2018 had been circulated and were received.

156. Changes to College Officers (NVC 5.1)

On the recommendation of Nominations for Vacancies Committee, the following nominations were approved, subject to the consent of individuals to undertake the role.

Position	Officers to TT18	Proposed Officers
GB Rep to Alumni Association & Fellow for Senior Member Relations	Professor Marshall (on leave 2018-19)	Professor Grainger (for the remainder of 2018-19); Professor Marshall to resume as GB Rep in MT19
Harassment Officer	Professor Baker	The Bursar

157. Changes to College Committee Memberships (NVC 5.4)

On the recommendation of Nominations for Vacancies Committee, the following nominations were approved, subject to the consent of individuals to undertake the role.

Committee	Members to TT18	Proposed New Members
Fundraising Committee	Professor Husband	Professor Cousins
Nominations for Vacancies Committee	Professor Doyle	Professor Loutzenhiser
Student Members' Appeals Committee	Professor Grainger	Professor Pařeta

158. Report and Recommendations from Academic Committee

The Minutes of the Second Stated Meeting of Academic Committee in Michaelmas Term held on 14 November 2018 had been circulated and were received.

159. The Reach Oxford Scholarship (AC 4.1)

On the recommendation of Academic Committee, it was agreed that College host a Reach Oxford Scholarship as and when a donation can be secured to meet the College costs. The JCR's willingness to play their part in funding a Scholarship was noted.

160. Education Committee (AC 11) (GB 97, 31.10.18)

Following further discussion at Academic Committee of the recommendation that it should henceforth incorporate the Education Committee, it was agreed that the reporting of examination results and proposing of scholarships be brought instead to Governing Body under reserved business each term, with the October list-checking function conducted by electronic circulation to Fellows and Lecturers via the 'Academics' mailing list. Should an item of business need discussion by 'anyone responsible for the teaching or academic guidance of undergraduate Student Members of the College', the same mailing list will be invited to an extraordinary meeting of Academic Committee.

161. Teaching in Clinical Medicine (AC 13)

On the recommendation of Academic Committee, the appointment of Dr Ed Sellon to a Non-Stipendiary Lectureship in Clinical Medicine for the coming academic year was approved. Dr Sellon would teach Radiology to the College's Clinical students.

On the recommendation of Academic Committee, the appointment of Dr David Holdsworth (currently a Non-Stipendiary Lecturer) as a two-hour Stipendiary Lecturer in Clinical Medicine for the current academic year was approved. Dr Holdsworth, a Consultant Cardiologist in Oxford University Hospitals, would help to meet teaching and pastoral need for the College's Clinical students.

162. Leave and Buyouts (AC 14)

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

- i. to Dr Fait, leave from his St Hugh's teaching during Hilary Term 2019.
- ii. to Professor Garnett, permission for a divisional buyout of his teaching for Hilary Term 2019. Professor Garnett would continue as Library and Archive Fellow and has offered to retain Personal Tutor duties for the term.
- iii. to Professor Jérusalem, sabbatical leave, for the 2019-20 academic year. Professor Jérusalem anticipates assisting in undergraduate admissions in December 2019.

163. Deputy Director of Development (GB 107, 31.10.18)

The Bursar advised that Mr Tom Williams had been appointed to the post of Deputy Director of Development and would start on 7 January 2019.

164. PREVENT Duty Annual Review (GB 82, 31.10.18)

The PREVENT Duty Annual Review, including the Accountability and Data Return 2018, Annual Accountability Statement, Risk Assessment and Action Plan had been circulated and were received. The Bursar advised that the PREVENT Duty Annual Review would be submitted by the deadline on 3 December and no amendments were suggested by Governing Body.

The Bursar further advised that a pilot PREVENT Duty meeting had taken place that morning, in which representatives of the Office for Students had visited College to meet with PREVENT Duty leads, test College's PREVENT Duty processes and examine College's compliance with PREVENT Duty responsibilities. The meeting had gone well and a formal indication of the outcome is expected soon. It is hoped that a successful visit will mean that the Annual Review process can be replaced by such a meeting once every five years.

165. Policy on Prevention of Sexual Harassment (GB 128, 28.11.18)

The Bursar advised that the finalised Policy on Prevention of Sexual Harassment, including the Decanal Team, had been circulated to Governing Body on 16 November. Fellows were reminded to ensure that the Policy was circulated to their colleagues and it was noted that the Policy would be included in induction packs for new starters henceforth as well as being posted on the website.

166. HMRC Audit

The Bursar advised that an HMRC Audit concerning rateable values of properties leased by the College to third parties had been completed successfully on 23 November 2018.

167. Admissions Business

The Senior Tutor advised that preparations were all in place for the Admissions interviews that would be taking place in 9<sup>th</sup> and 10<sup>th</sup> Weeks. Fellows were reminded that all colleagues involved in Admissions should complete the relevant training by 30 November and that all confidential materials should be kept locked up when unattended and away from the eyes of candidates at all times.

168. Report and Recommendations from Welfare Committee

The Minutes of the Stated Meeting of Welfare Committee in Michaelmas Term held on 20 November 2018 had been circulated and were received.

169. Child Safeguarding Policy and Procedures (WC 7.1)

The Child Safeguarding Policy and Procedures had been circulated and were approved. The Senior Tutor advised that training for all staff will take place in Hilary Term. The Academic Dean was thanked for her work in drafting the Policy and Procedures.

170. Report and Recommendations from Equality Committee

The Minutes of the Stated Meeting of Equality Committee in Michaelmas Term held on 19 November 2018 had been circulated and were received.

171. Riot Squad Exhibition (EC 8) (GB 409, 13.06.18)

The Tutor for Equality and Diversity advised that a very positive Riot Squad event had been held on 26 November, which had been illuminating about the experiences of BME students at the University.

172. Portraits in College (EC 9)

On the recommendation of Equality Committee, it was agreed that a portrait of Gwyneth Bebb (Law, 1908) be commissioned by the Portrait Committee, as well as portraits of some more recent distinguished alumni. Donors should be sought to cover the costs of the portraits. It had also been agreed by Equality Committee that some of the portraits in the Riot Squad exhibition might be framed and placed on permanent display in College.

173. Black British Students in College (EC 14)

The Tutor for Equality and Diversity advised that Equality Committee had been very concerned by the need to increase the number of Black British students in College, which is a priority for the University.

174. Accessibility Audit Working Group (EC 16)

The Tutor for Equality and Diversity advised that the Conference of Colleges was working actively on accessibility, which would aid the College's work on this. Equality Committee had noted that the College's Accessibility Audit had been completed and a large amount of data was now to be translated into useable information. It had been agreed that a working group would be the most effective way to progress this.

175. MCR and JCR Committees

A list of the new MCR and JCR Committees from 1 January 2019 had been circulated and was received.

176. Equality and Diversity Issues Arising

No issues were identified.

177. Date of Next Meeting

The First Stated Meeting of the Governing Body in Hilary Term will be held on Thursday, 10 January 2019 at 11.00am in the Mordan Hall.

This ended the business of the meeting.

DR J PARKIN  
Secretary