

ST HUGH'S COLLEGE, OXFORD

The Second Stated Meeting of the **GOVERNING BODY** in Michaelmas Term was held on
Wednesday, 1 November 2017

Present:	The Principal (Chair)	Professor Perera
	Professor Moore	Professor Loutzenhiser
	Professor Garnett	Professor Conway
	Dr Kuhn	Professor Mann
	Professor Chalker	Dr Sanders
	Professor Wong	Ms Stott
	Professor Mitchell	Dr Parkin (Secretary)
	Professor McDonald	Professor Husband
	Professor Duncan	Professor Biro
	Professor Westbrook	Professor Doyle
	Professor Wilson	Professor Jérusalem
	Professor Rood	Professor Llewellyn
	Professor Harnden	Professor Morisi
	Professor Capelli	Professor McMahon
	Professor Marshall	
In attendance:	Professor Thompson	Dr De Luca
	Ms Carthew	
	Dr Ohta	Dr Mashayek
	Dr Attack	Ms Sučević

Ms Walnicki represented the MCR and Ms Pavlova the JCR. They attended for items 43, 50-52, 54-70, 74-79, 82-83, 89-90, 92 and 95-101.

43. Apologies for Absence

Apologies were received from Professor Plunkett, Mrs Vainker, Professor Grainger, Professor Walmsley, Mr Marshall, Professor Sullivan, Professor Eidenmüller, Professor Oberhauser, Professor Saupe, Professor Cook, Professor Riddoch, Dr Jenkins, Professor Carvalho, Dr Hein and Dr Pavlova (Professor Stellardi, Professor Pašeta, Dr Perkins, Professor Lewis, Professor Leach, Professor Blunsom and Professor Baker on leave).

44. Minutes of Education Committee Meeting, 5 October 2017 (Circ Bus 13.10.17)

The unconfirmed minutes of the meeting of Education Committee held on 5 October 2017 had been circulated and were received.

45. Withdrawals (EC 2.2)

A list of withdrawals was noted.

46. Suspensions (EC 2.2)

A list of students whose status is currently suspended was noted.

47. Returns (EC 2.2)

A list of students scheduled to return was noted.

48. Change of Course (EC 2.2)

A list of students who had changed course was noted.

49. Awards and Prizes (EC 5)

It was noted that the following had been approved on the recommendation of Education Committee:

(a) Scholarships

Harrison Fannon	Archaeology and Anthropology
Alana Rogers	Biological Sciences
Jack Davies	2 nd year Biology
Corina Hadjicharalambous	2 nd year Biology
Amelia Bond	Chemistry
Joseph Silcock	Chemistry
Daniel Stedman	Chemistry
Matthew Joyce	Computer Science
Toby Barnes	Economics and Management
Huang Loong Chen	Economics and Management
Shurvin Ho	Economics and Management
Harriet Binny	Engineering Science
Aleksandar Shtedritski	Engineering Science
Lewis Hunt	English
Cameron Marnoch	English
Elise O'Brien	English
Molly Foulkes	Fine Art
Michael Booth	History
Madeleine Briggs	History
Duncan Norton	History
Elie Danziger	Human Sciences
Oleksii Melnyk	Mathematics
David Munha Canas Correia	Mathematics
Verna Shum	Mathematics
William Vine	Mathematics
Daniel Phillips	Mathematics and Statistics
Jessica McCabe	Music
Jonathan Sands	Music
Khalil Mair	Philosophy, Politics and Economics
Pawel Czyz	Physics
Krystof Kolar	Physics
Vincenzo Pratley	Physics
Radim Lacina	Psychology, Philosophy and Linguistics
Shuet Ling Han	2 nd year Psychology

(b) Exhibitions

Nicholas Kelly	Archaeology & Anthropology
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Caroline Green	Biology
Megan Black	Modern Languages
Molly Ford	Modern Languages
Fatima Zaidi	Modern Languages
Jack Miller	1 st year Psychology
Oskar Schmidt-Hansen	2 nd year Psychology

(c) Book Prizes

Aleksandar Shtedritski (2nd year Engineering) in recognition of receiving the highest mark in the year in his Prelims.

Daniel Stedman (2nd year Chemistry) in recognition of receiving the fifth-highest mark in the year in his Prelims.

William Abbott (English Finalist) in recognition of his performance in the FHS.

(d) Other Awards and Prizes

Elizabeth Francis Prize (best 2nd year improvement in French)

French Verity Middleton and Isabel Nield

The Jonathan Boulter Award (top first BM performance)

Medicine Kenzo Motohashi

The John Morris Medical Award (best Preclinical Finals)

Medicine Aimee Jacquemot

The Jones Award (best Clinical Finals)

Medicine Anna Zornoza

Lois Vernon Chemistry Prize (Part IA)

Chemistry Michelle Keller

Lois Vernon Chemistry Prize (Practical Work)

Chemistry Leila-Mei Tan

Mary Lunt Prize for Practical Biochemistry

Biochemistry Li Chieh Lu

Alison Sheppard Prize

Mathematics Imelda Barnes

The Joseph and Nancy Burton FPE Prize Khalil Mair

The Joseph and Nancy Burton FHS Prize Martin Miklos

50. Recommendations from Nominations for Vacancies Committee (Circ Bus 13.10.17)

On the recommendation of Nominations for Vacancies Committee, it was noted that the following nominations had been agreed by circulation:

Investment Committee - Prof McMahon (as an additional member of the Committee).

Library Committee - Prof Husband (to fill the current vacancy on the Committee).

51. Trustee Training (Circ Bus 16.10.17)

It was noted that training was available for new Trustees, and those Fellows who wished to refresh their skills. Any interested Fellows should contact the Bursar.

52. Admission of Fellows

The following made their Declarations and were admitted to their Fellowships:

a. Career Development Fellowship

Ms J Sučević (Winkler Career Development Fellow in Experimental Psychology, fixed-term)

b. Junior Research Fellowship

Dr A Mashayek (Non-Stipendiary Junior Research Fellow in Oceanography)

54. The Minutes of the First Stated Meeting in Michaelmas Term held on 5 October 2017 were approved and signed.

55. Conflicts of Interest

Fellows declared potential conflicts for the items from Finance Committee (minutes 71 and 72) and Academic Committee (minute 87).

56. Report and Recommendations from Finance Committee

The Minutes of the First Stated Meeting of Finance Committee in Michaelmas Term held on 25 October 2017 had been circulated and were received.

57. Report and Financial Statements for the Year Ended 31 July 2017 (FC 5)

The Report and Financial Statements for the Year Ended July 2017 had been circulated and were received. It was noted that the operating surplus had reached 6%, well above both the 5% target and the budgeted surplus of 3.6%.

58. Letters of Representation (FC 6)

The Letter of Representation for Governing Body to reappoint the Auditors, Critchleys, had been circulated and was approved.

59. Letter Providing HEFCE Assurance on the Use of Public Funds (FC 6)

The letter providing HEFCE assurance on the use of public funds had been circulated and was approved.

60. Management Letter from the Auditors to Governing Body (FC 7)

The Management Letter from the Auditors, Critchley's, to Governing Body had been circulated and was received. It was noted that none of the issues raised was of serious concern, but that they had been highlighted to assist the College to continue to improve its practices.

61. Economy, Efficiency and Effectiveness Letter (FC 8)

The Economy, Efficiency and Effectiveness Letter to the University had been circulated and was approved.

The Governing Body of St Hugh's College has considered the processes in place during the financial year ended 31 July 2017 and is satisfied that, with regard to public and publicly accountable funds received from the University of Oxford (out of grants from HEFCE and student fees) for the year ended 31 July 2017, the arrangements for achieving economy, efficiency and effectiveness were appropriate.

In making this confirmation, members of the Governing Body are cognisant of their obligations as Charity Trustees to ensure that funds are correctly applied, in line with the objects of the College.

62. Report and Recommendations from Investment Committee (FC 9)

The Minutes of the Stated Meeting of Investment Committee in Michaelmas Term held on 24 October 2017 had been circulated and were received.

63. Private Placement (FC 10)

An update on the investment of the funds received through the drawdown from the Private Placement on 25 September 2017 had been circulated and was received. On the recommendation of Finance Committee, the proposal that the private placement funding currently invested overnight with Barclays should be invested with Sarasin was approved.

64. Drawdown from the Endowment (FC 11)

On the recommendation of Finance Committee, it was agreed that the level of income drawdown from the endowment should be maintained at its current level of 3.77%.

65. Consolidated Cashflow Forecast, Year to 31 July 2018 (FC 12)

XXX The Consolidated Cashflow Forecast, for the year to 31 July 2017 had been circulated and was approved. XXX Reserved section (Ref: Section 43, FOIA)

66. Food Purchasing Procurement Agency (FC 13)

A report on the first months of the College's trial use of Pelican Procurement for food purchasing had been circulated and was received. It was noted that the plan was likely to provide cost savings as well as administrative efficiency savings in College.

67. Management Accounts Period 12, 2015-16 (FC 15)

The Management Accounts for Period 12 (financial year ending 31 July 2017) had been circulated and were approved.

68. Management Accounts, Period 2 - Two Months to 30 September 2017 (FC 16)

The Management Accounts for Period 2 (1 August–30 September 2017) had been circulated and were approved.

69. Proposal for the Transfer of Head Hospital Related Funds (FC 17)

Funds from the Freda Newcombe Grant Fund and the Veterans' Association Fund had remained unused for some time. It was agreed that the Brain Injury Hub should be able to apply for funding from these funds, as this work remained within the spirit of the original donations. It was further agreed that a statement showing how ethical clearance had been gained should be attached to each application. It was confirmed that other applications to the fund would also be considered.

70. Accounts of the Permanent and Special Funds 2016-17 (FC 18)

The Accounts of the Permanent and Special Funds 2016-17 had been circulated and were approved.

74. Development Report

The Principal advised that:

- i. Elizabeth Wordsworth Fellowship Event, 13 September 2017
100 people had attended the event, to honour and celebrate the awarding of the Elizabeth Wordsworth Fellowship to Mr Weber Lo, Mrs Brenda Lo, Mr Eddy Tang and Mrs Emily Tang. Fellows were thanked for their involvement in the event.
- ii. Gaudy and Jubilee Lunch, 16-17 September 2017
80 Senior Members had attended the Gaudy on Saturday evening and 40 Senior Members, covering the matriculation years of 1947, 1957 and 1967, attended the Jubilee Lunch on the Sunday.
- iii. Garden Museum, Lambeth, 4 October 2017
Alumni and Fellows had enjoyed an exclusive tour and talk at the Garden Museum.
- iv. 'Art of Collecting' Conference, 1 November 2017
The conference, chaired by Mrs Vainker, had attracted a prestigious range of speakers and guests, including alumni and donors.
- v. Freshers' Lunch, 11 November 2017
180 bookings had been made to date for this lunch for first year students, their parents and many of their Tutors. Fellows are cordially invited to join this lunch to meet parents of their tutees.
- vi. Palestine Exploration Fund and Visit to the Kathleen Kenyon Archives, 23 November 2017
This event was now fully subscribed.
- vii. Regent Street Cinema Visit, 5 December 2017
Fellows are invited to this special screening for College of the film "It's a Wonderful Life".

75. Legacies and Donations

An update was received from the Principal.

76. St Hugh's Night Dinner, 14 November 2017

The Principal advised that the St Hugh's Night dinner will be held on Tuesday, 14 November.

77. Academic Lecture, 21 November 2017

The Principal advised that the Michaelmas Term Academic Lecture will be given by Dr Carol Atack, who will lecture on "The Fragility of Democracy: Lessons from the Classical Past".

78. Launch of the Women in the Humanities Centre (GB 29)

The Principal advised that the launch of the Women in Humanities Centre had now been postponed until later in the academic year.

79. Ms Wenda Reynolds

The Principal advised of the sad news of alumna, Ms Wenda Reynolds, who had died on 22 October, aged 103.

82. PREVENT Annual Review, December 2017

The PREVENT Annual Review, December 2017, had been circulated and was approved. The Bursar had discussed the draft review with HEFCE last week and they had seemed content with the review. HEFCE had also agreed that as College is a low-risk institution, they would consider adjusting the annual review process to be less onerous and frequent.

83. Report and Recommendations from Academic Committee

The Minutes of the First Stated Meeting of Academic Committee in Michaelmas Term held on 18 October 2017 had been circulated and were received.

84. Research Fellowship in Mathematics and Data Science (AC 14)

On the recommendation of Academic Committee, it was agreed that Dr Wang's College Research Fellowship is extended for a year in line with his post as a Senior Research Fellow in Data Science at the Mathematical Institute.

85. Teaching in Archaeology (AC 15)

On the recommendation of Academic Committee, the appointment of Dr Nathaniel Erb-Satullo to a three-hour Non-Stipendiary Lectureship in Archaeology for the 2017-18 academic year was agreed. Dr Satullo will provide teaching across three papers.

86. Teaching in Engineering (AC 16)

On the recommendation of Academic Committee, the appointment of Dr Ross Drummond to a two-hour Stipendiary Lectureship in Engineering for Hilary and Trinity Terms 2018 was agreed. This appointment is in order to meet teaching needs in Maths and Control during Professor Duncan's leave.

87. Leave and Buyouts (AC 17)

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

sabbatical leave, according to entitlement, for the academic year 2018-19.

On the recommendation of Academic Committee, it was noted that:

- i. Dr Carvalho has been granted 50% special leave with stipend by the Social Sciences Division to enable her to take up a Leverhulme award for the 2017-18 academic year.
- ii. Dr Fait has requested sabbatical leave, from his duties at New College, for Hilary Term 2018. Replacement teaching will be arranged in due course.
- iii. Professor Martin's sabbatical leave for Hilary and Trinity Terms 2018 will now be for Hilary Term 2018 only.

89. HR Manual

The Bursar advised that a College HR Manual was being compiled for non-academic staff, to detail HR processes and templates. This Manual would be in addition to the Employee Handbook, which forms part of the employment contract for non-academic staff. A meeting is taking place with College's HR legal advisers later this week before the Manual is launched to staff later this term. Any Fellow wishing to see the Manual should contact the Bursar.

90. General Data Protection Regulation (GDPR)

The Bursar advised that a College GDPR Working Group had been set up to ensure that College is compliant with the EU-wide General Data Protection Regulation, which comes into effect from 25 May 2018, and which includes much more stringent provision and heavier fines than current data protection legislation.

92. Future Project Design Review Panel Meetings

The Bursar advised that there were a number of Design Review Panel Meetings being held this term. The first was on Thursday, 2 November at 2.00pm in the MGA Lecture Room. Members of the Design Review Panel and Project Board were cordially invited to attend these meetings.

93. Admissions Business

The Senior Tutor advised that Governing Body members involved in the Admissions process should register any conflicts of interest in the College Office.

94. SCR

The SCR President advised that the SCR Annual General Meeting had taken place on 30 October.

95. Report and Recommendations from Library Committee

The Minutes of the Stated Meeting of Library Committee in Michaelmas Term held on 24 October 2017 had been circulated and were received.

96. Report and Recommendations from Risk Committee

The Minutes of the Stated Meeting of Risk Committee in Michaelmas Term held on 24 October 2017 had been circulated and were received.

97. Risk Matrix (RC 5)

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

98. JCR Room

The JCR President advised that the JCR had voted to un-name the JCR's room.

99. JCR Elections

The JCR President advised that JCR elections were also being held this month.

100. Equality and Diversity Issues Arising

No issues were identified.

101. Date of Next Meeting

The Third Stated Meeting of the Governing Body in Michaelmas Term will be held on Wednesday, 29 November 2017 at 2.00pm in the Mordan Hall.

This ended the business of the meeting.

DR J PARKIN
Secretary