

ST HUGH'S COLLEGE, OXFORD

The Second Stated Meeting of the **GOVERNING BODY** in Michaelmas Term was held on
Wednesday, 2 November 2016

Present:	The Principal	Professor Perera
	Professor Watts	Professor Loutzenhiser
	Dr Kuhn	Professor Conway
	Professor Chalker	Professor Mann
	Professor Getzler	Dr Sanders
	Professor Wong	Ms Stott
	Professor Mitchell	Dr Parkin
	Professor McDonald	Professor Husband
	Professor Westbrook	Professor Biro
	Professor Macnair	Professor Sullivan
	Professor Wilson	Professor Jérusalem
	Professor Rood	Professor Saupe
	Dr Perkins	Professor Llewellyn
	Professor Marshall	
In attendance:	Dr Ohta	Dr Chow
	Ms Carthew	Dr Atack

Mr Bull represented the MCR. He attended for items 50-51, 58 73, 77-92 and 94-95.

50. Apologies for Absence

Apologies were received from Mrs Vainker, Professor Harnden, Professor Doyle, Professor Eidenmüller and Professor Oberhauser (Professor Moore, Professor Garnett, Professor Plunkett, Professor Stellardi, Professor Pašeta, Professor Grainger, Professor Lewis, Professor Leach, Professor Blunsom and Professor Baker on leave).

Apologies were also received from Ms Chatterjee, representing the JCR.

51. Statuary in the Gardens for the Festival of Anniversaries (Circ Bus 11.10.16)

It was noted that information about the statues in the gardens displayed for the Festival of Anniversaries had been circulated.

52. Minutes of Education Committee Meeting, 6 October 2016 (Circ Bus 12.10.16)

The unconfirmed minutes of the meeting of Education Committee held on 6 October 2016 had been circulated and were received.

53. Withdrawals (EC 2.2)

A list of withdrawals was noted.

54. Suspensions (EC 2.2)

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

55. Returns (EC 2.2)

A list of students scheduled to return was noted.

56. Change of Course (EC2.2)

Lists of students who had changed course and of students who had completed in Trinity Term, having changed to a three year course were noted.

57. Awards and Prizes (EC 5)

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

(a) Scholarships

Aidan Fusco	Ancient and Modern History
Li Chen Kwok	Archaeology and Anthropology
Stefan Dascalu	Biology
Hannah Choi	Biomedical Sciences
Naomi Heffer	Biomedical Sciences
Michelle Keller	Chemistry
Ziwen Xu	Chemistry
Katherine Mellor-Jones	Earth Sciences
James Brown	Economics and Management
Helen Bridgman	Engineering
Thomas O'Connor	Engineering
Joseph Zacaroli	Engineering
Megan McGeown	English
Anora Sandhu	English
Emily Pullen	Fine Art
Thomas Barrett	History
Alex Beeton	History
Marcus Dashper	History
Cecilia Murray Brown	History
Joshua Stickland	History
Joseph Millard	History and Modern Languages
Gabrielle Lynch	Human Sciences
Anonymous	Human Sciences
Chen-Wei Lin	Mathematics
Joseph Double	Mathematics and Philosophy
Kenzo Motohashi	Medicine
William Croft	Music
Cheryl Tan	Music
Ilari Makela	PPL

(b) Exhibitions

Tom Owen	Archaeology and Anthropology
Isabel Tunna	Chemistry
Frederick Bullen	Modern Languages
Anonymous	Modern Languages

(c) Book Prizes

Curtis Crowley (1st year Classics) in recognition of outstanding Collection marks in Trinity Term.

(d) Other Awards and Prizes

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

French

Antonia Halliwell

The Jonathan Boulter Award (top first BM performance)

Medicine

Amy Grobbelaar

The John Morris Medical Award (best Preclinical Finals)

Medicine

Joseph Watson

The Jones Award (best Clinical Finals)

Medicine

Christopher Box

Lois Vernon Chemistry Prize (Part IA)

Chemistry

Jin Xia

Lois Vernon Chemistry Prize (Practical Work)

Chemistry

Cameron Taylor

Mary Lunt Prize

Practical Biochemistry

Anonymous

Alison Sheppard Prize

Mathematics

Charles Axtell

Maciej Mylik

58. Admission of Fellows

The following made his Declaration and was admitted to his Fellowship:

Professor J Llewellyn (Tutor in Music).

59. The Minutes of the First Stated Meeting in Michaelmas Term held on 6 October 2016 were approved and signed, with an addition to minute 1 that the Principal had thanked Dr Sanders, the outgoing Governing Body Secretary, for his excellent service to Governing Body since January 2013.

60. Conflicts of Interest

Fellows declared potential conflicts for the items from Finance Committee (minute 69) and Academic Committee (minutes 75 and 76).

61. Report and Recommendations from Finance Committee

The Minutes of the Finance Committee held on 19 October 2016 had been circulated and were received.

62. Report and Financial Statements for the Year Ended 31 July 2016 (FC 5)

The Report and Financial Statements for the Year Ended July 2016 had been circulated and were received.

It was noted that College had achieved a 7.3% sustainability surplus, above the 5% target, and the Governing Body thanked all Senior Managers and staff across College who had made this possible.

63. Letter of Representation (FC 6)

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

64. Management Letter from the Auditors (FC 7)

The Management Letter from the Auditors, Critchley's, had been circulated and was received.

It was noted that, overall, College was in a sound financial position and was well-managed. However, the Auditors wished to bring to the College's attention a number of items:

- although the College's accounting policies state that fixed asset additions under £10,000 are not capitalized, there had been some capitalization of sums smaller than this amount. College is reviewing the capitalisation policy, so as to reduce the amount of record keeping in this area.
- Property part-owned by the College under its shared equity housing scheme is included in the accounts within investments. These properties had been included at cost, rather than revalued to market value at 31 July 2016. The difference was not considered to be material since many of the properties had been purchased in the last 5 years. However, in future, market value will be reviewed at each year-end.
- Two Fellows' contracts had been issued as Letters of Appointment, rather than as full contracts. It was considered that these were past anomalies and it is now standard practice to issue all Fellows with full contracts.

The Auditors had confirmed that none of these issues was of serious concern.

65. 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 period ending 31 July 2016 and is satisfied that, with regard to public and publically accountable funds, 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.

66. Private Placement (FC 9)

The Bursar advised that funding had been sought through Private Placement.

The Senior Accountant and Bursar were thanked for hard and expert work in producing such an effective and well-received presentation to potential investors and in working so successfully to secure the Placement.

67. Policy for Free Reserves Target (FC 10)

A proposal from the Senior Accountant for the College to maintain sufficient free reserves to meet its short-term financial obligations in the event of an unexpected revenue shortfall had been circulated and was received. This policy target is required by the Charities SORP (FRS 102).

68. Management Accounts Period 12, 2015-16 (FC 11)

The Management Accounts for Period 12 (year ending 31 July 2016) had been circulated and were approved.

69. Selected Staff Pay Reviews (FC 12)

Finance Committee's recommendations concerning selected staff bonuses were approved.

70. Development Report

The Principal advised that:

i. Festival of Anniversaries, 12-16 October 2016

This had been a very successful event, with a variety of lectures, seminars, tours and activities around College, to celebrate the significant anniversaries all falling this year. More than 700 people had attended the Festival and there had been a number of donations made to College.

Fellows were thanked for their involvement in the Festival, giving talks, playing music, leading seminars and hosting events. The Director of Development and her team, who had organised the Festival, were also thanked, as were the Librarian and Archivist, who had conducted tours of the Library and Archives and curated the Head Hospital exhibition.

ii. Freshers' Lunch, 6 November 2016

180 bookings had been made for this lunch for first year students, their parents and many of their Tutors.

iii. Academic Lecture, 23 November 2016

Dr Collin Raymond will lecture on "Lies, Damn Lies and Economics".

71. Legacies and Donations

An update was received from the Principal.

72. Report and Recommendations from Academic Committee

The Minutes of the Academic Committee held on 19 October 2016 had been circulated and were received.

73. Student Numbers (AC 4)

It was noted that Academic Committee would consider St Hugh's recent expansion and its possible future size and composition at a future meeting in 2016-17.

74. Teaching in Mathematics (AC 9)

On the recommendation of the Academic Committee, it was noted that Dr Yepremyan's appointment was as a five-hour, rather than a six-hour Stipendiary Lectureship in Mathematics for the coming academic year.

75. Teaching in English (AC 11)

On the recommendation of the Academic Committee, the recruitment of a four-hour Stipendiary Lecturer in English for Hilary and Trinity Terms of this academic year, to meet teaching needs was approved.

76. Leave and Buyouts (AC 13)

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

- a. To Dr Perkins, according to entitlement, for Hilary Term 2017.

77. Research Grant Buyouts

The Senior Tutor advised that Fellows considering research grant proposals and attendant buyouts should consult the Senior Tutor, to ensure that appropriate College costings are covered in their applications.

78. HR Advisor (GB 39)

The Bursar advised that a suitable maternity cover for the HR Advisor had now been identified. A new part-time HR Assistant has been appointed to cope with the workload and specifically to help cover payroll.

79. Communications Manager

The Bursar advised that Mr Griffiths had now left College. The job description was being reviewed with a view to advertising the position.

80. Head Gardener

The Bursar advised that Mr Brandom had now left College and interviews for his replacement are taking place later this week. Ms Custerson is Acting Head Gardener until a new appointment is made. Mr Brandom was thanked for his service to College over the past five and a half years and the Principal agreed to write to him to convey Governing Body's gratitude and good wishes.

81. St Hugh's Future Project (GB 42)

The Bursar advised that the original long list of 18 architectural practices had now been shortlisted to five, who are now producing designs for a competition with a deadline of late November. Judging will take place on Monday, 5 December by a panel of Fellows from the St Hugh's Future Project Working Group. Members of Governing Body were also invited to attend the presentations to gain an informed view of the strengths and weaknesses of the various proposals. Copies of the designs would be made available in the SCR and circulated electronically

if practicable. The Bursar also advised that Quantity Surveyors were being appointed and they would be involved in costing the architectural competition designs.

82. Health and Safety Audit

The Bursar advised that a successful audit of the College's health and safety policies and procedures had been conducted by the College's new advisors, Stallard Kane. The report of the audit is expected shortly.

83. Living Wage

The Bursar advised that the Living Wage had increased from £8.25 to £8.45 per hour from 1 November 2016. Relevant staff will be notified shortly.

84. Admissions Business

The Senior Tutor advised that the final application figures for 2017 (applicants and applicants added to the pool) was 603, compared with 600 last year. While the University has seen a 4% increase in applications the College's application numbers have been more stable. The split of applicants by subject was also fairly stable when compared with last year.

85. Admissions Interviews

The Senior Tutor advised that anyone interviewing for the first time would need to be trained, and should contact the Admissions and Outreach Officer.

86. Report and Recommendations from Library Committee

The Minutes of the Library Committee held on 25 October 2016 had been circulated and were received.

87. St Hugh's Future Project - Library (LC 4)

It was agreed that the Librarian and Archivist should be involved with the architects, once appointed, in planning for the Future Project. It was noted that alternative arrangements for library provision would be required during some periods of the construction phase. As alternative locations would afford less space, this would be an opportune time for some weeding of unused stock.

88. Report and Recommendations from Risk Committee

The Minutes of the Risk Committee held by circulation on 25 October 2016 had been circulated and were received.

89. Risk Matrix (RC 5)

The updated College Risk Matrix had been circulated and was received. It was noted that the University has asked that college risk matrices should include provision of the possibility of the central University facing financial difficulties.

90. MCR Elections

The MCR President advised that MCR elections would be held shortly. The MCR President and interim MCR Committee were thanked for their work in College and with Governing Body.

91. JCR Elections

The Bursar advised that JCR elections were also being held soon. The JCR President and JCR Committee were also thanked for their work in College and with Governing Body.

92. Smoking in College

The Principal advised that she had written to all College Fellows, academic staff, students and support staff regarding an increasing number of unsightly cigarette butts left scattered around the College gardens and on the grounds around Maplethorpe and the entrances. The Principal has requested an immediate cessation, with cigarette butts only being deposited in the designated bins in College. If this does not achieve the required outcome, the Principal will ask Governing Body to consider a smoking ban throughout the College site, including the gardens.

94. Equality and Diversity Issues Arising

No issues were identified.

95. Date of Next Meeting

The Third Stated Meeting of the Governing Body in Michaelmas Term will be held on Wednesday, 30 November 2016 at 2.00 pm in the Mordan Hall.

This ended the business of the meeting.

DR J PARKIN
Secretary