

ST HUGH'S COLLEGE, OXFORD

The Third Stated Meeting of the **GOVERNING BODY** in Hilary Term was held on  
Wednesday, 8 March 2017

Present:	The Principal (Chair)	Professor Martin
	Professor Watts	Professor Marshall
	Professor Getzler	Professor Perera
	Professor Wong	Professor Loutzenhiser
	Professor Stellardi	Professor Mann
	Professor McDonald	Ms Stott
	Professor Duncan	Professor Husband
	Professor Westbrook	Professor Doyle
	Professor Macnair	Professor Oberhauser
	Professor Wilson	Professor Saupe
	Professor Rood	Professor Morisi
In attendance:	Professor Cook	Ms Carthew
	Professor Riddoch	
	Dr Ohta	Dr Pavlova
	Dr Chow	Dr Atack

Mr Bull represented the MCR and Ms Pavlova the JCR. They attended for items 208-233, 235, 243-247, 249-252 and 254-255.

208. Apologies for Absence

Apologies were received from Professor Chalker, Mrs Vainker, Professor Grainger, Professor Harnden, Mr Marshall, Professor Baker, Dr Parkin, Professor Sullivan, Professor Eidenmüller, Professor Jérusalem, Professor Llewellyn, Dr Large, Professor Carvalho and Dr Hein (Professor Moore, Professor Garnett, Dr Kuhn, Professor Plunkett, Professor Mitchell, Professor Pařeta, Dr Perkins, Professor Lewis, Professor Leach, Professor Blunsom, Dr Sanders, Professor Biro, Professor Xiang and Professor Thompson on leave).

209. Oxford Colleges' Healthcare Scheme, Invitation to Membership/Renewal (Circ Bus 13.02.17)

It was noted that updated information about the Oxford Colleges' Healthcare Scheme had been circulated.

210. The Minutes of the Second Stated Meeting in Hilary Term held on 8 February 2017 were approved and signed.

211. Conflicts of Interest

Fellows declared potential conflicts for the items regarding the Fellows' Computer Allowance Policy (minute 226), training for Trustees (minute 228) and leave and buyouts (minute 239).

212. Report and Recommendations from Finance Committee

The Minutes of the Second Stated Meeting of Finance Committee in Hilary Term held on 28 February 2017 had been circulated and were received.

213. Management Accounts Period 6 and Forecast, 2016-17 (FC 6)

The Management Accounts for Period 6 (financial year to 31 January 2017) and the Forecast to 31 July 2017 had been circulated and were approved.

214. PaytoStudy (FC 8)

The adoption of the PaytoStudy web service as a method for making payments to College was approved.

215. Report and Recommendations from Student Support Committee (FC 9)

The Minutes of the Stated Meeting of Student Support Committee in Hilary Term held on 22 February 2017 had been circulated and were received.

216. Report and Recommendations from Infrastructure Committee (FC 10)

The Minutes of the Stated Meeting of Infrastructure Committee in Hilary Term held on 21 February 2017 had been circulated and were received.

217. Memorial Plaques (FC 10, IC 7)

On the advice of the Custos Hortulorum, it was agreed that memorial plaques in the grounds should be discouraged, in favour of starting a memorial book in the Library. It was recognised that a plaque might still be required for larger donations, in which case it would most likely be incorporated into a substantive feature, such as a bench.

218. Woodstock Road Gates (GB 203, FC 10a)

With the closure of the 74 Woodstock Road entrance to College between midnight and 7am each night, it was agreed that the gate at 89 Banbury Road ('The Lawn') should be made available for night-time entry to College (by card access only) instead. It was also agreed that the bicycle racks should be moved from the West Lawn to this entrance, to an area of hard-standing behind the Dickson Poon Building, subject to a feasibility study of this positioning. It was further agreed that the Gardening Team should be asked to develop a plan to mitigate the effects of footfall across the lawns.

219. Landscaping and Planting Plans, 80 Woodstock Road (FC 10a)

The proposal for landscaping and planting at the front of 80 Woodstock Road had been circulated and was approved.

220. College Food Forest (FC 10b)

The proposal for a College food forest had been circulated and was approved.

221. College Contributions Committee Bid 2017 (FC 10c)

It was noted that the Stock Condition Survey, which had been 50% funded by the College Contributions Committee, had allowed College to formulate a coherent and complete five-year plan of prioritised, scheduled maintenance of the estate and would inform the next bid to the College Contributions Committee, due in early April.

222. Mordan Hall Stair Lift (FC 10d)

The recommendation from Infrastructure Committee that the Mordan Hall stair lift should be repaired, rather than replaced with a platform lift, was approved.

223. Ride-on Mowing Equipment (FC 10e)

On the recommendation of Finance Committee, the replacement of the College's ride-on mowing equipment with an Iseki SXG-326 was approved.

224. Health and Safety Policy Statement (FC 10g)

The revised Health and Safety Policy Statement had been circulated and was approved.

225. Environmental Policy Statement (FC 10h)

The revised Environmental Policy Statement had been circulated and was approved.

226. Fellows' Computer Allowance Policy (FC 10i)

The revised Fellows' Computer Allowance Policy had been circulated and was approved.

227. Report and Recommendations from Investment Committee (FC 11)

The Minutes of the Stated Meeting of Investment Committee in Hilary Term held on 31 January 2017 had been circulated and were received.

228. Training for Trustees (FC 13)

The Principal advised that Conference of Colleges has proposed further training for new Trustees (or as a refresher course for existing Trustees), so that Fellows are fully aware of their responsibilities and duties as a member of Governing Body. The Principal's Executive Assistant will circulate more details of the course when they become available.

229. Development Report

The Principal advised that:

- i. Philosophy CDF Dinner, 27 February 2017  
The annual dinner had been held successfully;
- ii. Donors' Dinner, 4 March 2017  
the annual Donor's Dinner, celebrating the achievements that donors have made possible through their support of St Hugh's College, had been held on 4 March. Donors from Hong Kong had attended the event;
- iii. St Hugh's Law Society's Dinner, 9 March 2017  
Sir Keir Starmer, KCB, QC, MP, former Director of Public Prosecutions and Head of the Crown Prosecution Service and currently Shadow Secretary of State for Exiting the European Union, addressed the College Law Society at its Dinner in London;

- iv. Alumni Association Locals lunch, 11 March 2017  
sixty local alumni are expected to attend this lunch in College;
- v. International Alumni Weekends, March 2017  
International Alumni Weekends will be held in Hong Kong on 22-24 March and in Singapore on 25-27 March. The Principal and Director of Development will accompany the Vice Chancellor at these events and will also host Alumni Dinners in Hong Kong on 23 March and in Singapore on 24 March;
- vi. Alumni Dinners in the United States, April 2017  
dinners are being held in Los Angeles on 4 April, Palo Alto on 5 April and New York on 8 April, hosted by the Executive Director of International Alumni Engagement, to coincide with the Vice Chancellor's visit to America;
- vii. St Hugh's Ball, 29 April 2017  
170 alumni are attending the St Hugh's Ball and there will be a Dinner beforehand in the Principal's Lodgings for major donors.

230. Legacies and Donations

An update was received from the Principal.

231. Anna Haxworth Prize

The Principal advised that the winner of the Anna Haxworth Prize was Taro Kobayashi (MSt Music (Musicology)).

232. The Avril Gilchrist Bruten Award for Creative Writing

The Principal advised that the Avril Gilchrist Bruten Award for Creative Writing was decided on 3 March 2017. The judge was Margie Orford and the winner was Catherine Kelly (3<sup>rd</sup> year English). Ms Orford had delivered the Avril Bruten Lecture on 'Writing Violence: Ethics and Aesthetics' on 1 March.

233. Bookfeast Schools' Festival, 16-19 May 2017

The Principal advised that the College will be hosting the Bookfeast Schools Festival in 4<sup>th</sup> week of Trinity Term, in connection with the Oxfordshire charity, Bookfeast. The event will offer a total of approximately 2,000 primary school pupils the opportunity to meet top children's authors, illustrators and poets over the four days. The festival is being held mainly in Maplethorpe Hall, but to maximise its outreach element, there is an optional tour activity, which includes a brief visit to the Fellows' Garden. The use of the Fellows' Garden for this purpose on these days was approved.

234. Vice Principal

It was agreed to appoint Professor Moore as Vice Principal from Michaelmas Term 2017, upon the retirement of the current Vice Principal on 30 September 2017.

235. Report and Recommendations from Academic Committee

The Minutes of the Second Stated Meeting of Academic Committee in Hilary Term held on 22 February 2017 had been circulated and were received.

237. Teaching in Philosophy (AC 11)

On the recommendation of the Academic Committee, it was agreed that Dr Bell should be re-appointed to a four-hour Stipendiary Lectureship in Philosophy for 2018-19, to meet teaching needs in Philosophy while Professor Moore's teaching is reduced to allow him to serve as Vice Principal.

238. Teaching in German (AC 12)

On the recommendation of the Academic Committee, it was agreed that Dr McClelland should be appointed as a Stipendiary Lecturer for a further academic year (2017-18).

239. Leave and Buyouts (AC 15)

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

- i. to Professor Duncan permission to defer his upcoming sabbatical leave to Hilary and Trinity Terms 2018, in line with permission to defer already secured from the Department;
- ii. to Professor Powell, sabbatical leave, according to entitlement, for the academic year 2018-19.

240. Report and Recommendations from Education Committee

The Minutes of the Education Committee held by circulation on 22 February 2017 had been circulated and were received.

241. Awards and Prizes (EC 1)

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

(a) Exhibitions

Eleanor Duncan                      English.

242. Organ Scholarships (EC 2)

On the recommendation of Education Committee, it was agreed to appoint the following to a Junior Organ Scholarship:

Alexander Yeandle (1<sup>st</sup> year PPE).

243. Admissions

The Senior Tutor advised that the Admissions Applications and Offers and Summary 2017 would be circulated with the agenda and papers for the 0<sup>th</sup> Week meeting in Trinity Term.

244. St Hugh's Future Project Review Report (GB 183)

The St Hugh's Future Project Review Report for February, compiled by Ridge, the Project Managers, had been circulated and was received. The Bursar advised that she would circulate the stakeholder management plan which had been agreed by the Design Review Panel.

245. HEFCE PREVENT Reporting 2017

The Bursar advised that the annual report to HEFCE on the PREVENT duty was due for submission by the deadline in early April.

246. JCR Careers Officer

The JCR President advised that the JCR had created a new Committee position, of JCR Careers Officer, with the remit of advising JCR Members of career support services available to them, organising workshops on interviews and assessment programmes with the Careers Service; representing JCR career concerns and interests in College, and working with the College's Development Office regarding alumni destinations and organising sessions for students with alumni.

247. Flying Home Nation Flags in College

It was agreed that a proposal from the JCR for College to fly the flags of UK nations to recognise each of their national days should be considered further by Infrastructure Committee in Trinity Term.

248. Report and Recommendations from Fundraising Committee

The Minutes of the Stated Meeting of Fundraising Committee in Hilary Term held on 16 February 2017 had been circulated and were received.

249. Report and Recommendations from Welfare Committee

The Minutes of the Stated Meeting of Welfare Committee in Hilary Term held on 28 February 2017 had been circulated and were received.

250. OUSU Welfare Survey – College Results (WC 5)

The College results from the OUSU Welfare Survey 2017 had been circulated and were received. It was noted that Welfare Committee is conducting a survey of welfare provision across College, to address the issues raised and to ensure that all students in College feel supported.

251. Report of the AdEx Working Groups on Access Targets and the Regionalisation of Access Work through Colleges

The Report of the Admissions Executive (AdEx) Working Groups had been circulated and was received. The Working Groups are continuing to meet and will report back again to Conference of Colleges in due course.

252. Staff-Student Relationships Policy

The current University Staff-Student Relationships Policy, to which College subscribes, had been circulated and was received. It was noted that the University Policy needed slight adjustment, to make it more relevant to the College context, for example by replacing references to 'the Head of Department' with 'the Principal'.

254. Equality and Diversity Issues Arising

No issues were identified.

255. Date of Next Meeting

The First Stated Meeting of the Governing Body in Trinity Term will be held on Thursday, 20 April 2017 at 11.00 am in the Mordan Hall.

This ended the business of the meeting.

DR J PARKIN  
Secretary