

ST HUGH'S COLLEGE, OXFORD
The Second Stated Meeting of the **GOVERNING BODY** in Hilary
Term was held on Wednesday 12 February 2014

Present:	Principal	Dr Martin
	Professor Moore	Dr Lewis
	Dr Garnett	Dr Perera
	Dr Kuhn	Mr Marshall
	Professor Chalker	Dr Loutzenhiser
	Professor Plunkett	Dr Blunsom
	Professor Getzler	Dr Mann
	Dr Stellardi	Dr Sanders
	Professor McDonald	Ms Stott
	Mrs Vainker	Dr Parkin
	Professor Westbrook	Dr Husband
	Dr Macnair	Dr Biro
	Dr Wilson	Dr Doyle
	Dr Rood	Ms Foley
	Dr Perkins	

Mr Hellings represented the MCR and Mr Kondragunta the JCR. They attended for Items 127-129, 133, 139-144, 147, 148, 151 and 152.

118. Apologies for Absence

Apologies were received from Professor Watts, Professor Giles, Professor Duncan, Dr Paseta, Dr Grainger, Dr Harnden, Mr Ovenden, Dr Emerson, Dr Capelli, Professor Marshall, Professor Leach, Dr Conway, Dr Friedman, Professor Kim and Professor Sullivan (Dr Holland, Professor Mitchell, Dr Tarres and Dr Hammond on leave).

119. College Funding Formula (Circ Bus 30.01.14) (GB 98)

Finance Committee's recommended response to the College Funding Formula Review Group's proposal had been circulated and was agreed by circulation.

120. Canon Murray Fellowship in Irish History (Circ Bus 06.02.14)

It was noted it had been agreed by circulation, on the recommendation of the Academic Committee, to make a bid for an association with the forthcoming Canon Murray Fellowship in Irish History.

121. Special Leave: Dr Blunsom (Circ Bus 06.02.14)

It was noted it had been agreed by circulation, on the recommendation of the Academic Committee, to grant Special Leave to Dr Blunsom for the duration of his EPSRC Fellowship for 2014-19.

122. 4-Hour Stipendiary Lecturer in Computer Science (Circ Bus 06.02.14)

It was noted it had been agreed by circulation, on the recommendation of the Academic Committee, to appoint a 4-hour Stipendiary Lecturer in Computer Science to cover Dr Blunsom's leave during 2014-19.

123. Lyell-Bodleian Postdoctoral Research Fellowship in Manuscript Studies (Circ Bus 06.02.14)

It was noted it had been agreed by circulation, on the recommendation of the Academic Committee, to make a bid for an association with the Lyell-Bodleian Postdoctoral Research Fellowship in Manuscript Studies.

124. The Minutes of the First Stated Meeting in Hilary Term held on 16 January 2014 were approved and signed.

125. Matters Arising – Communications and Marketing Update (GB 109)

A report from the Communications and Marketing Manager giving further details of the marketing strategy for the Conference business had been circulated and was received.

126. Conflict of Interest

Fellows declared a conflict with Item 142 and Dr Blunsom with Items 121 and 122.

127. Finance Committee

The Minutes of the Finance Committee held on 29 January 2014 had been circulated and were received.

128. Management Accounts Period 2 and 3 (FC 4)

The Management Accounts show an operating surplus for Period 2 of £727k and in Period 3 of £490k, with income over these periods £128k behind budget although expenditure is £35k under budget.

129. Santander Rate Fix and Payment Profile (FC 6)

On the recommendation of the Finance Committee, it was agreed:

- a. the College would make a lump sum repayment of £600,000 per annum to pay down the capital balance more quickly than anticipated, thus reducing the interest to be paid in each subsequent quarter; and
- b. the loan should be subject to a fixed rate of interest for a period of five years and that the Bursar should obtain the best rate of interest for the period of the fix.

130. Proctorship

The Principal confirmed, for those who had not been able to attend the earlier meeting, the process and timetable for electing a Proctor to serve from 2015-2016.

131. Proposal to Elect Jacky Lambert to a Fellowship

It was agreed to take a vote at the next meeting of the Governing Body to elect Mrs Lambert to an Honorary Fellowship.

132. Strategy Paper

A summary of the recent workshops and feedback received via the website to help formulate the draft strategy paper had been circulated and was received.

133. Dr Kennedy's Funeral

The Principal reminded members of the Governing Body that the funeral of Dr Barbara Kennedy would take place in the College Chapel on Tuesday 18 February.

134. Disciplinary Committee

The letters issued to four students by the Disciplinary Committee, held on 18 December 2013, had been circulated and were received.

135. Appeal Committee

The letter issued by the Appeal Committee to a student who had appealed against the decision of the Disciplinary Committee had been circulated and was received. The Appeal Committee agreed to uphold the decision of the Disciplinary Committee.

In response to a question from Dr Garnett, a discussion was held about the value of fining students without an established system of means testing available. The Dean noted that the JCR had previously proposed introducing community penalties, but had not been able to supply examples of how these might work, or good practice from other colleges. When College had considered community penalties previously, it was thought that they too were fraught with difficulties of equivalence, wasted time on the part of College staff, and problems with liability. Nevertheless, the Dean and Principal would be happy to consult the JCR and MCR and to gather any examples from other colleges. Fining is only one of the range of sanctions available, and is used in the context of students' financial situation where possible.

136. Report and Recommendations from Academic Committee

The Minutes of the Academic Committee held on 29 January 2014 had been circulated and were received.

137. Teaching in Archaeology and Anthropology

On the recommendation of the Academic Committee, it was agreed to make a one-off payment to Dr Alexander who has taken over personal tutoring duties during Professor Mitchell's leave in Hilary Term.

138. Sabbatical Leave

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

- a. grant sabbatical leave to Professor Quah for Michaelmas Term 2014 and Trinity Term 2015; and
- b. transfer Dr C Kuhn's leave as agreed previously from Hilary Term 2015 to Trinity Term 2015.

139. New Building Update

The Bursar provided an update on progress with the new building works and advised that the contractors were confident of being able to complete the project by the revised end date of 31 March.

140. New Building Opening Ceremony – Working Group

A paper giving details of the proposed make-up of the Working Group to help deliver the Opening Ceremony for the New Building had been circulated and was received. The composition of the proposed Group was agreed.

141. New Building Opening Ceremony

The Director of Development advised that the new dates for the Opening Ceremony were 8 and 9 September, and that these had been agreed with Dickson Poon and his family and Kensington Palace.

142. Parking Policy

A copy of the draft parking policy had been circulated and was received.

143. IT Developments

The IT Fellow advised that the project to install wireless capability throughout the site had begun with the first installation on the top floor of the Rachel Trickett Building; then the rest of that building, followed by the Kenyon Building. He further advised that new photocopiers had been installed in both the MCR and JCR; a new printer had been installed in the SCR Computer Room. CCTV was also due to be installed for the new building.

144. University IT Developments

The IT Fellow advised that there was a University led initiative to upgrade the speed of the internet across the collegiate university and that the telephone system was due to be upgraded. He further advised that both of these would benefit College but that there would be a cost implication for College of the telephone upgrade. These matters would be discussed at the IT Committee meeting in 7th week.

145. Update on Recruitment

The Bursar advised that

a. Head of Estates

Shortlisting had taken place with four candidates being asked for interview; with interviews scheduled for later in February.

b. Finance Bursar

The advertisement of the Finance Bursar had now gone live, with a deadline for receipt of applications of 24 February.

c. Director of Development

The Further Particulars for the role of Director of Development were currently being drafted. It was agreed that these would be sent to members of the Governing Body for their suggested amendments. Nominations for Vacancies Committee would be asked, at its meeting in 5th week, to consider the make-up of a Selection Panel for this recruitment, ahead of making a recommendation to members of the Governing Body.

146. Thames Water

The Bursar advised that Thames Water had agreed the final sum to be paid, over two years, for the Maplethorpe building. Thames Water was waiting to verify its estimates for the Rachel Trickett Building following a period of occupancy during term time and when the building was empty over the vacation before it submitted an invoice for this liability.

147. Library Committee

The Minutes of the Library Committee held on 5 February had been circulated and were received.

148. Additional Space for the Library

On the recommendation of the Library Committee, it was agreed to allow the small room at the top of the staircase to be used to enable storage of and access to the most sought after series and items from the stack rooms and to enable library staff to being the task of sorting and reorganising the stack room.

149. Book Prizes

On the recommendation of the Education Committee, it was agreed to award Book Prizes to Tabitha Norris and Zhe Ji, both 2nd year Biological Sciences, for their performance in the Part I examinations.

150. Edith McMorran Verse Translation Prize

On the recommendation of the Education Committee, it was agreed to award the first prize to Stephen Wu (MSt English) and the second prize to Anton Viesel (PGCE English).

151. Rainbow Flag

The JCR President reminded members of the Governing Body of their agreement (GB 208, 2012/13) to College flying the Rainbow Flag on 28 February 2013 in support of LGBT month. It was agreed that the College would fly the flag again this year on the last day of February in recognition of LGBT month.

152. JCR Trophy Cabinet

The JCR President asked if members of the Governing Body would allow the JCR to erect a cabinet in College in which to display the JCR trophies. It was agreed that a proposal, as prepared by the JCR, giving a range of options should be considered by Estates Committee at its forthcoming meeting.

This ended the business of the meeting.