

ST HUGH'S COLLEGE, OXFORD

The Third Stated Meeting of the **GOVERNING BODY** in Trinity Term was held on
Wednesday, 14 June 2017

Present:	The Principal (Chair)	Professor Perera
	Professor Watts	Mr Marshall
	Dr Kuhn	Professor Loutzenhiser
	Professor Chalker	Professor Conway
	Professor Plunkett	Professor Baker
	Professor Getzler	Ms Stott
	Professor Stellardi	Dr Parkin (Secretary)
	Professor Mitchell	Professor Husband
	Professor McDonald	Professor Ballentine
	Professor Westbrook	Professor Biro
	Professor Wilson	Professor Doyle
	Professor Rood	Professor Jérusalem
	Dr Perkins	Professor Oberhauser
	Professor Martin	Professor Saupe
	Professor Capelli	Professor Llewellyn
	Professor Marshall	Professor Morisi
In attendance:	Professor Thompson	Ms Carthew
	Professor Riddoch	
	Dr Ohta	Dr Pavlova
	Dr Chow	Dr Atack

Mr Bull and Ms Walnicki represented the MCR and Ms Pavlova the JCR. They attended for items 325-337, 339, 343-346, 348-350, 368-376, 379-380, 382-384 and 386-388

325. Apologies for Absence

Apologies were received from: Mrs Vainker, Professor Pařeta, Professor Grainger, Professor Harnden, Professor Mann, Professor Sullivan, Professor Eidenmüller, Professor Cook, Dr Jenkins, Professor Carvalho, Dr Hein and Dr De Luca, (Professor Moore, Professor Garnett, Professor Giles, Professor Macnair, Professor Lewis, Professor Leach, Professor Blunsom, Dr Sanders and Professor Xiang on leave).

326. Junior Deans (Circ Bus 26.05.17)

It was noted that information about the advertisement for the Junior Dean positions had been circulated.

327. Conference of Colleges (Circ Bus 07.06.17)

The unconfirmed minutes of the Meeting of Conference of Colleges held on 25 May 2017 had been circulated and were received.

328. Governing Body Membership

The Principal advised that this was Professor Watt's final Governing Body meeting prior to retirement. This was also the final Governing Body meeting for Dr Soilleux and Dr Leary, who are

leaving College at the end of the academic year. All were thanked for their service to College and to Governing Body and wished well in their retirement or future careers. A dinner is being held in College on 20 June to mark this occasion.

329. The Minutes of the Second Stated Meeting in Trinity Term held on 17 May 2017 were approved and signed.

330. Conflicts of Interest

Fellows declared potential conflicts of interest with regard to selected staff pay reviews (minute 338), nominations for vacancies for College officerships and committee memberships (minute 341) and leave and buyouts (minute 357).

331. Report and Recommendations from Finance Committee

The Minutes of the Second Stated Meeting of Finance Committee in Trinity Term held on 6 June 2017 had been circulated and were received.

332. Management Accounts Period 9 and Forecast, 2016-17 (FC 6)

The Management Accounts for Period 9 (financial year to 30 April 2017) and the Forecast to 31 July 2017 had been circulated and were approved. It was noted that an operating cash surplus of 5.1% is forecast for the current financial year, although this is partly the result of one-off gains during the year. Conference activity is being closely monitored and it is hoped that this will increase over the summer.

333. Report and Recommendations from Student Support Committee (FC 7)

The Minutes of the Stated Meeting of Student Support Committee in Trinity Term held on 31 May 2017 had been circulated and were received.

334. Report and Recommendations from Infrastructure Committee (FC 8)

The Minutes of the Stated Meeting of Infrastructure Committee in Trinity Term held on 2 June 2017 had been circulated and were received.

335. Flying Flags of Home Nations on National Days (FC 9)

The recommendation from Infrastructure Committee, endorsed by Finance Committee, that it should remain policy to fly only the St Hugh's flag, with the sole exception of the Rainbow Flag at appropriate times, was approved. The Domestic Bursar's offer to work with any student, to extend to any currently unrepresented nation the current practice of celebrating national holidays with appropriate menus was noted.

336. Report and Recommendations from Investment Committee (FC 10)

The Minutes of the Stated Meeting of Investment Committee in Trinity Term held on 9 May 2017 had been circulated and were received.

337. Private Placement Funds and Options for Investment (FC 11)

Investment Committee had considered the options for investing the funds from the Private Placement Equity Loan and Finance Committee had endorsed the recommendation, which was approved.

338. Selected Staff Pay Reviews (FC 13)

Proposals for staff salary reviews and one-off payments to individual members of College's non-academic staff had been tabled and were approved.

339. PREVENT Duty Annual Review (GB 278)

The PREVENT Duty Action Plan and Risk Assessment had been circulated and were received.

340. Report and Recommendations from Nominations for Vacancies Committee

The Minutes of the Stated Meeting of the Nominations for Vacancies Committee in Trinity Term held on 23 May 2017 had been circulated and were received.

341. Changes to College Officers and Committee Memberships (NVC 5)

On the recommendation of the Nominations for Vacancies Committee, the following nominations were approved, subject to the consent of individuals to undertake the role. Anyone wishing to discuss their nomination was invited to do so with the Principal. Those Fellows whose term of office serving on College committees had come to an end were thanked for all their hard work and service to the work of the committees and the College.

College Officers

Position	Current Holder	Proposed from MT17
Computing/IT Fellow	Prof Martin (on leave HT18, TT18)	Prof Martin to continue in post until end of TT19, including during leave
Library Fellow	Prof Doyle (until TT18, but on leave HT18, TT18)	Prof Doyle to continue in post until end of TT18, the posts of Library Fellow and Archive Fellow to be merged from MT18
Archive Fellow	Prof Doyle (until TT18, but on leave HT18, TT18)	Prof Doyle to continue in post until end of TT18, the posts of Library Fellow and Archive Fellow to be merged from MT18

Committee Membership

Committee	Current Members to TT17	Proposed from MT17
Academic Committee	Prof Mitchell	Prof Morisi
	Prof Husband	Prof Conway
	Prof Lewis (Prof Capelli covering leave TT17)	Prof Capelli
Academic Standards Committee	Prof Baker	Prof Baker to continue in post
	Prof Stellardi	Dr Sanders
	Prof Conway	Prof Sullivan
Student Members'	Prof Rood	Prof Rood to continue in post

Appeals Committee	Ms Vainker	Ms Vainker to continue in post
Finance Committee	Prof Doyle	Prof Marshall
	Dr Perkins	Prof Stevens
	Prof Martin	Prof Mann
Gender Equality Committee	Prof Husband	Prof Mitchell
	Prof Sullivan	Prof Sullivan to continue in post
	Prof Biro	Prof Carvalho
Infrastructure Committee	Prof Biro	Prof Saupe
Investment Committee	Prof Getzler	Prof Getzler to continue in post
Library Committee	Prof Duncan (until TT18, but on leave HT18, TT18)	Prof Llewellyn
Nominations for Vacancies	Prof Doyle (until TT18, but on leave HT18, TT18)	Prof Doyle to continue in post until end of TT18
Statutes & Bylaws Committee	Prof Giles	Prof Garnett
Student Support Committee	Prof Stellardi	Dr Perkins
Welfare Committee	Dr Sanders	Dr De Luca

343. Development Report

The Principal advised that:

- i. Donors' Tea Party, 20 May 2017
the annual tea party for donors was held on 20 May. 90 guests had enjoyed afternoon tea in College and this had generated a number of new donations from first-time givers;
- ii. Royal Holloway Picture Gallery, Chapel and Archive Tour, 15 June 2017
alumna Dr Harriet O'Neill (Modern History, 1999) will lead this tour, with the opportunity to view material relating to St Hugh's College from the Royal Holloway archives;
- iii. Leavers' Brunch, 17 June 2017
undergraduate leavers and their families had been invited to a Celebration Brunch in the Wordsworth Tea Room, which Fellows were invited to attend;
- iv. Garden Party, 18 June 2017
the Garden Party and Alumni Association Annual General Meeting will be held on 18 June, with a lunch-time barbecue for Fellows and staff beforehand hosted by the Principal;

344. Legacies and Donations

An update was received from the Principal.

345. St Hugh's Law Lecture

The Principal advised that the St Hugh's Law Lecture had been delivered by Mr Rimsky Yuen, Secretary for Justice, Government of Hong Kong, on 25 May 2017 with a dinner afterwards. More than 80 guests had attended the Law Lecture, including the Chancellor.

346. Academic Lecture

The Principal thanked Dr De Luca for his excellent Academic Lecture on 31 May 2017 on 'Sir Hugh Cairns: Pioneering Neurosurgeon'.

347. Election to Honorary Fellowship (GB 309)

It was agreed to elect Ms Margie Orford to an Honorary Fellowship.

348. Report and Recommendations from Academic Committee

The Minutes of the Second Stated Meeting of Academic Committee in Trinity Term held on 31 May 2017 had been circulated and were received.

349. Graduate Scholarships (AC 4.1)

On the recommendation of Academic Committee, the following proposals to reduce the likelihood of future scholarships standing unclaimed, were approved:

- that, following this year's appointment of a Flora Welch St Hugh's AHRC Scholar, the College should further investigate the matching opportunities offered by research councils, in place of Clarendon, for Michaelmas 2018 entry.
- that, where appropriate, fundraising for Graduate Scholarships should focus on the general fund, thus allowing the College maximum freedom to distribute monies, and to increase matching contributions.
- that the College refuses to apply domicile restrictions to new donations.

350. In-College English Language Course (AC 6)

The proposal that weekly in-College English Language classes, which have taken place for the first time this year, are offered every Michaelmas Term, with the possibility each year of an extension into Hilary Term if there is demand, was approved.

351. Teaching Arrangements for 2017-18 (AC 12)

On the recommendation of Academic Committee, the re-appointment of the following lectureships for one year from 30 September 2017 was approved:

Archaeology & Anthropology	Dr Alexander, Stipendiary Lecturer (6hr)
Biochemistry	Dr Stanley, Stipendiary Lecturer (4hr)
Biochemistry	Dr Bird, Non-Stipendiary
Biology	Dr Clegg, Stipendiary (3hr)
Chemistry	Dr Stewart, Stipendiary Lecturer (2hr)
Classics	Dr Stylianou, Non-Stipendiary
Classics	Dr Fowler, Non-Stipendiary
Economics	Mr Lanier, Stipendiary Lecturer (2hr)
Economics	Mr Waltman, Stipendiary Lecturer (2hr)
Economics	Dr Jain, Stipendiary Lecturer (6hr)
Engineering	Mr Camm, Non-Stipendiary
Management	Dr Brooks, Stipendiary Lecturer (3hr)
Mathematics	Dr Yepremyan, Stipendiary Lecturer (5hr)
Mathematics	Mr Bull, Non-Stipendiary Lecturer
Medicine	Dr Jenkins, Stipendiary Lecturer (6hr)

Medicine	Prof. Morris, Stipendiary Lecturer (3hr)
Medicine	Dr De Luca, Non-Stipendiary
Medicine	Dr Holdsworth, Non-Stipendiary
Medicine	Dr Kothari, Non-Stipendiary
Medicine	Mr Murphy, Non-Stipendiary
Medicine	Dr Palmer, Non-Stipendiary
Medicine	Dr Buckler, Non-Stipendiary
Medicine	Dr Watts, Non-Stipendiary
Modern Languages	Mrs Adams, Stipendiary (5hr)
Modern Languages	Dr McClelland, Stipendiary Lecturer (5hr)
Modern Languages	Dr Kaiser, Non-Stipendiary
Music	Dr Harper-Scott, Non-Stipendiary
Physics	Dr Povey, Stipendiary Lecturer (3hr)
Physics	Dr Miller, Stipendiary Lecturer (3hr) - MT
Psychology	Dr Martin O'Neill, Stipendiary Lecturer (3hr).

On the recommendation of Academic Committee, the following new appointments were noted:

Chemistry	Dr Ford, Stipendiary Lecturer (6hr)
English	Dr Gazzard, Non-Stipendiary Lecturer
Engineering	Mr Scott, Non-Stipendiary Lecturer
<i>English</i>	<i>TBA, Stipendiary Lecturer</i>
<i>Management</i>	<i>TBA, Stipendiary Lecturer (3hr)</i>
<i>Mathematics</i>	<i>TBA, Stipendiary Lecturer</i>
<i>Mathematics</i>	<i>TBA, Stipendiary Lecturer (4hr)</i>
<i>Mathematics</i>	<i>TBA, Non-Stipendiary Lecturer</i>
<i>Modern Languages</i>	<i>TBA, Non-Stipendiary</i>
<i>Modern Languages</i>	<i>TBA, Stipendiary (via Wadham)</i>

On the recommendation of Academic Committee, a list of appointments which will terminate on or before 30 September 2017 and which will not be renewed was noted.

352. Teaching in Chemistry (AC 12)

On the recommendation of Academic Committee, the appointment of Dr Ford to a 6-hour Stipendiary Lectureship in Chemistry for the 2017-18 academic year, in place of his current 4-hour Stipendiary Lectureship, was approved.

353. Teaching in English (AC 12)

On the recommendation of Academic Committee, the appointment of Dr Gazzard to a new Non-Stipendiary Lectureship in English was approved for the 2017-18 academic year.

354. Teaching in Engineering (AC 12)

On the recommendation of Academic Committee, the appointment of Mr Scott to a Non-Stipendiary Lectureship in Engineering was approved for the 2017-18 academic year.

355. Teaching in German (AC 12)

On the recommendation of Academic Committee, the appointment of Ms Schuchter as German Lektorin was approved for the 2017-18 academic year.

356. Teaching in German (AC 13)

The proposal for the College to advertise a five-hour Stipendiary Lectureship in German, tenable from October 2018 for four years was approved.

357. Leave and Buyouts (AC 16)

On the recommendation of Academic Committee, Professor Baker's leave arrangements for the four academic years to 2021 were approved.

361. Report and Recommendations from Education Committee

The Minutes of the meeting of Education Committee held by circulation on 29 May 2017 had been circulated and were received.

362. Awards and Prizes (EC 1 and 2)

On the recommendation of Education Committee it was agreed to award the following:

(a) Book Prize

Anora Sandhu (2nd year English), in recognition of sustained first-class work.

(b) Joseph and Nancy Burton Essay Prize

Martin Mikloš for the 2016-17 academic year.

368. Report and Recommendations from Equality Committee

The Minutes of the Stated Meeting of Equality Committee in Trinity Term held on 5 June 2017 had been circulated and were received.

369. Equality Report and Action Plan (EC 5)

The Equality Report and Review of the Action Plan, Trinity Term 2017, had been circulated and were received. It was noted that an equality data survey would be circulated next term, to ensure that College's equality data is up-to-date.

370. Harassment Policy (EC 5)

The Principal advised that there would be a review of the College Harassment Policy and procedures, including publicising them better to the College community. It was noted that it was important to maintain the close link between the College and University policies.

371. Report and Recommendations from the Gender Equality Committee, 13 February 2017 (EC 6)

The Minutes of the Stated Meeting of the Gender Equality Committee in Hilary Term held on 13 February 2017 had been circulated and were received.

372. Report and Recommendations from the Gender Equality Committee, 23 May 2017 (EC 7)

The Minutes of the Stated Meeting of the Gender Equality Committee in Trinity Term held on 23 May 2017 had been circulated and were received. The recent appointment of more female

Fellows was noted, and that this would help increase the number and proportion of female Fellows serving on Governing Body.

373. Library Reading Lists

The Library Fellow reminded Fellows that they should submit reading lists to the Librarian as soon as possible.

374. Communications Manager (GB 134)

The Bursar advised that the new full-time Communications Manager, Mr Benjamin Jones, would start work in College on 19 June. Mr Jones will work in the same office as the Executive Assistant to the Principal.

375. Decanal Team (GB 317)

The Bursar advised that interviews for the two Junior Dean positions were scheduled for 16 June.

376. Alumni Relations Manager

The Bursar advised that only two applications had been received for the Alumni Relations Manager position and that one candidate has been short-listed for interview on 27 June.

378. Report and Recommendations from Fundraising Committee

The Minutes of the Stated Meeting of Fundraising Committee in Trinity Term held on 25 May 2017 had been circulated and were received.

379. Welfare Pilot

The Principal advised that Welfare Committee had agreed to review the provision of welfare support.

380. Suspensions

The Principal advised that Welfare Committee had noted that there had been 15 suspensions this year, which was a greater number than usual.

381. Report and Recommendations from the Colin Matthew Fund Committee

The Notes of the Meeting of the Colin Matthew Fund Committee held on 30 May 2017 had been circulated and were received.

382. MCR Interim Committee

A list of the new MCR Interim Committee members, 1 August – 31 December 2017, had been circulated and was received. Ms Walnicki was welcomed to her first meeting of Governing Body as the incoming MCR President and the outgoing President, Mr Bull, was thanked for his support of Governing Body and other College committees.

383. MCR Constitution

A proposal to amend the MCR Constitution, in order to remove the post of Housing Representative and add a new position, that of Academic Representative, had been circulated and was approved.

384. Bookfeast Schools Festival (GB 233)

The report of the Bookfeast Schools Festival 2017, held in College in May, had been circulated and was received. The Festival had been a great success and the Academic Registrar and the College Office were thanked for their work on the project. It was noted that discussions were taking place with other colleges to host the Festival, so that College only hosted it in some years.

386. Governing Body Meeting Dates 2017-18

Meeting dates for Governing Body in the academic year 2017-18 had been circulated and were received.

387. Equality and Diversity Issues Arising

No issues were identified.

388. Date of Next Meeting

The First Stated Meeting of the Governing Body in Michaelmas Term will be held on Thursday, 5 October 2017 at 11.00am in the Mordan Hall.

This ended the business of the meeting.

DR J PARKIN
Secretary