

ST HUGH'S COLLEGE, OXFORD
The Second Stated Meeting of the **GOVERNING BODY** in Trinity
Term was held on Wednesday 15 May 2013

Present:	Principal	Dr Tarres
	Dr Holland	Dr Emerson
	Professor Moore	Dr Capelli
	Dr Garnett	Dr Lewis
	Professor Chalker	Dr Loutzenhiser
	Dr Stellardi	Dr Friedman
	Professor Quah	Dr Blunsom
	Professor Westbrook	Dr Sanders
	Dr Wilson	Professor Kim
	Dr Rood	Ms Stott
	Mr Ovenden	Dr Parkin
	Dr Perkins	Dr Husband

Mr Lieflander represented the MCR and Mr Pope the JCR. They attended for Items 279-281, 295-297, 300, 301, 303-306, 308-310.

271. Apologies for Absence

Apologies were received from Dr Kuhn, Professor Plunkett, Professor Getzler, Professor Duncan, Dr Grainger, Dr Harnden, Dr Martin, Dr Perera, Mr Marshall, Dr Mann, Professor Riddoch, Dr Thomas and Professor Jin (Dr Iles, Professor Giles, Professor Mitchell, Professor McDonald, Dr Paseta, Dr Macnair, Professor Powell, Professor Marshall, Professor Leach, Dr Conway, Dr Hammond and Dr Baker on leave).

272. The Minutes of the First Stated Meeting in Trinity Term held on 18 April 2013 were approved and signed once the following error had been corrected:

Minute 257 Lectureship in German: should be a five hour Stipendiary Lectureship rather than a four hour Lectureship.

273. Merit Pay and Titles (Circ Bus 22.04.13) (GB 236 and 250)

A copy of the College's response to the consultation had been circulated and was received.

274. Recommendations from Nominations for Vacancies Committee (Circ Bus 23.04.13)

It was noted the following nominations had been agreed by circulation to cover periods of leave during Trinity Term:

	Vice	Nominated
Academic	Dr Macnair	Professor Quah
	Dr Iles	Dr Rood
Finance	Professor McDonald	Mr Marshall
	Professor Powell	Dr Sanders
Remuneration	Professor Marshall	Mr Marshall
	Professor Giles	Professor Riddoch

275. Recommendation from Academic Committee (Circ Bus 24.04.13)

It was noted it had been agreed by circulation, on the recommendation of Academic Committee, to appoint Mr Joseph Parker to a non-stipendiary lectureship in Mathematics for Trinity and Michaelmas Terms 2013 to cover Dr Baker's period of maternity leave.

276. Powys Roberts Research Fellowship (Circ Bus 09.04.13)

It was noted it had been agreed by circulation, on the recommendation of the Selection Committee, to appoint Dr Jonathan Patterson to the Powys Roberts Research Fellowship for three years from 1 October 2013.

It was subsequently agreed to appoint Dr Patterson to a non-stipendiary Junior Research Fellowship in association with his British Academy Postdoctoral Fellowship and to elect Dr Michael Subialka to the post of Powys Roberts Research Fellowship.

277. Consultation on Undergraduate Admissions (Circ Bus 13.05.13)

A note from the Senior Tutor concerning the University's Admissions' Office proposal to move the notification date to applicants to January each year had been circulated and was received. It was agreed during the meeting that the College would notify the Admissions' Office of its strong support for retaining a notification date in December, whenever practicable.

278. Conflict of Interest

None was declared.

279. Report and Recommendations from Finance Committee

The Minutes of the Finance Committee held on 1 May 2013 had been circulated and were received.

280. Management Accounts Period 4 and Period 5 (FC 4)

The Management accounts for Period 5 show an operating surplus of £56,000 ahead of budget despite income from conferences and legacies and donations remaining below budget.

281. Loan Interest Rates (FC 5)

On the recommendation of Finance Committee, it was agreed that the Bursar and College Accountant continue negotiations with Barclays Bank plc and Santander UK plc before putting forward a final recommendation to Finance Committee at its meeting in 7th week.

282. Ex-Gratia Pensions (FC 6)

On the recommendation of the Finance Committee, it was agreed to apply an indexation rate of 2.6% to the one remaining ex-gratia pension.

283. Emily Wilding Davison Memorial

The Principal advised that the College would be marking the centenary of Emily Wilding Davison's death with an event to be held in October. Further details and a timetable will be circulated to members of Governing Body in due course.

284. Committee Vacancies

The Principal advised that the Nominations for Vacancies Committee would be considering the College Officer and committee vacancies for the next academic year at its meeting in 5th week and asked Fellows wishing to volunteer to sit on a committee to contact her.

285. Joseph and Nancy Burton Prize

On the recommendation of the PPE tutors it was noted that this year's Joseph and Nancy Burton Prize had been awarded to Georgina Barker (3rd year PPE), Ciaren Taylor (3rd year PPE), Amy Ertan (2nd year PPE), Carolina Flores-Henrique (1st year Mathematics and Philosophy) and Catrin Gibson (2nd year PPE).

286. Review of the Financial Guarantee

The Consultation paper on the Financial Guarantee Process in Student Admissions: Recommended Options and Possible Impacts had been circulated and was received. It was agreed to support the recommended changes to the current system.

287. Terms of Reference for the Collegiate Funding Formula

The draft Terms of Reference for a Group to Review the Collegiate Funding Formula had been circulated and was received.

288. Report and Recommendations from Academic Committee

The Minutes of the Academic Committee held on 1 May had been circulated and were received.

289. Teaching in Mathematics (AC 8)

On the recommendation of the Academic Committee, it was agreed to renew or replace a six-hour stipendiary lectureship to cover teaching in mathematics on the departure of Dr Sanders and that in the longer term, to work with the Mathematical Institute to secure an association with a forthcoming UL post in a relevant area.

290. Teaching in Psychology (AC 9)

On the recommendation of the Academic Committee, it was agreed to increase Dr Kathrin Cohen Kadosh's stipendiary lectureship from one to two hours for the 2013-14 academic year.

291. Ovarian Cancer Research Scholarship/Junior Research Fellowship (AC 10)

On the recommendation of the Academic Committee, it was agreed that the College offers an association with a graduate scholarship or junior research fellowship, named for

Helen Clarke, following Professor Ahmed's successful application for funding.

292. Attendance Monitoring for Students on Tier 4 Visas (AC 12)

On the recommendation of the Academic Committee, it was agreed to register the College's strong objection at having to monitor student attendance at 10 points throughout the academic year in order to fulfil a UKBA requirement unrelated to academic matters.

293. Sabbatical Leave (AC 16)

On the recommendation of the Academic Committee, it was agreed to grant sabbatical leave to Dr Tarres for Hilary Term 2014 with continued use of his room.

294. Determination of Appointment Process

The Senior Tutor advised that Academic Committee would be considering, at its meeting in 6th week, those posts due for renewal under the Determination of Appointment process and emails would therefore be sent out ahead of this seeking recommendations for each postholder.

295. Report and Recommendation from Risk Committee

The Minutes of the meeting of Risk Committee held on 8 May 2013 had been circulated and were received.

296. Risk Matrix

On the recommendation of the Risk Committee, the revised Risk Matrix was approved.

297. New Building Update

The Bursar provided an update on the current works, which are still behind schedule following the recent cold weather.

298. Open Days

The Senior Tutor advised that open days would be held on 26 and 27 June and 20 September. The College Office would circulate further details to members of Governing Body in due course.

299. Current Litigation

The Bursar advised that the litigation was on-going and that the Principal, Senior Tutor and she would soon be meeting with our solicitor, the Head of Legal Services, the Head of Undergraduate Admissions and the Head of Admissions for the relevant department.

300. 5 Year Plan Budgeting Process

The Bursar advised that the Finance Office was currently drafting a budget, based on input from the managers, for both the forthcoming year and for the years up to and including 2017/18. This 5 year budget will be considered at Finance Committee during its meeting in 7th week.

301. Procurement

The Bursar advised that she currently sits on the Efficiencies and Best Practice Sub-Committee of Estates Bursars' Committee and that it had been agreed those colleges who are also represented on this sub-committee would participate in a questionnaire on procurement with a view to proposing a pilot project.

302. Staff Consultation

The Bursar advised the College was soon to enter into a period of consultation with the non-academic staff about changes to staff contracts.

303. Conference Office Staffing

The Bursar advised that new Conference and Events Manager would be starting on 28 May and that the new Accommodation Manager would be starting on 29 May. Anybody wishing to see a copy of either CV should contact the Bursar.

304. Report and Recommendations from Library Committee

The Minutes of the Library Committee held on 7 May had been circulated and were received.

305. Library Acquisition Budget (LC 3)

On the recommendation of the Library Committee, it was agreed that a review of the Library Acquisition Budget was needed. However, it was further agreed that this review should be undertaken in light of the other bids currently being considered for budgeting purposes with the hope that the recommended increase would be included in the final draft budget submitted to Finance Committee.

306. Archive Collections Policy and Archives De-Accessions Form (LC 5)

A revised Archive Collections Policy and associated de-accessions form had been circulated and were received.

307. Decanal Team

The Dean advised that the advert for replacement Assistant and Junior Deans would be circulated to members of the MCR very soon.

308. Proposed Changes to the MCR's Constitution

A note of the proposed changes to the MCR's constitution had been circulated and was received. The proposed changes were agreed.

309. Motion Adopted by the MCR on 21 April 2013 regarding the Financial Guarantee

A note of a motion adopted by the MCR on 21 April 2013 regarding the Financial Guarantee had been circulated and was received.

310. MCR Interim Elections

The MCR President advised that interim elections for those MCR posts which need filling for the summer and Michaelmas Term would take place in 5th week, such elections to be notified to members of Governing Body at its meeting in 8th week.

This ended the business of the meeting.