

ST HUGH'S COLLEGE, OXFORD

The Third Stated Meeting of the **GOVERNING BODY** in Michaelmas Term was held on  
Wednesday, 29 November 2017

Present:	The Principal (Chair)	Professor Martin
	Professor Moore	Professor Capelli
	Professor Garnett	Professor Marshall
	Dr Kuhn	Professor Loutzenhiser
	Professor Chalker	Professor Conway
	Professor Plunkett	Professor Mann
	Professor Getzler	Dr Sanders
	Professor Wong	Ms Stott
	Professor Mitchell	Dr Parkin (Secretary)
	Professor McDonald	Professor Husband
	Mrs Vainker	Professor Biro
	Professor Duncan	Professor Doyle
	Professor Westbrook	Professor Sullivan
	Professor Grainger	Professor Saupe
	Professor Macnair	Professor Llewellyn
	Professor Wilson	Professor Morisi
	Professor Rood	Professor McMahan
In attendance:	Professor Riddoch	Ms Carthew
	Dr Ohta	Dr Pavlova
	Dr Attack	

Ms Walnicki represented the MCR and Ms Pavlova and Mr Yeandle the JCR. They attended for items 102-111, 114-125, 127-130, 134-136, 139-146 and 151-153.

102. Apologies for Absence

Apologies were received from Professor Harnden, Professor Perera, Mr Marshall, Professor Eidenmüller, Professor Jérusalem, Dr Large, Professor Thompson, Professor Cook, Dr Jenkins and Dr Hein (Professor Stellardi, Professor Pašeta, Dr Perkins, Professor Lewis, Professor Leach, Professor Blunsom and Professor Baker on leave).

Mr Yeandle was welcomed to his first Governing Body meeting as the incoming JCR President from 1 January 2018. Ms Pavlova was thanked for her contribution and work for the College and Governing Body over the past year while she has been JCR President.

103. Recommendations from Nominations for Vacancies Committee (Circ Bus 02.11.17)

On the recommendation of Nominations for Vacancies Committee, it was noted that the following nominations had been agreed by circulation:

Welfare Committee - Prof Saupe.

Student Support Committee – Dr Kuhn.

104. Conference of Colleges EJRA Vote (Circ Bus 08.11.17)

It was noted that Governing Body had been asked to confirm how the Principal should vote in a binding vote of the Conference of Colleges at its 5<sup>th</sup> Week meeting regarding the EJRA, but that subsequently, the matter had been withdrawn from the meeting agenda.

105. St Hugh's Future Project – Design Review Panel Meeting (Circ Bus 15.11.17)

It was noted that an invitation to take part in the St Hugh's Future Project Design Review Panel meeting on 22 November 2017 at which the architects would be presenting significant changes to the design of the building had been circulated.

106. Academic Priorities Strategy Session, 15 January 2018 (Circ Bus 22.11.17)

It was noted that information about the Academic Priorities Strategy Session from 12.00-2.00pm in the Wordsworth Room on Monday, 15 January 2018 had been circulated.

107. Recommendation from Nominations for Vacancies Committee (Circ Bus 24.11.17)

On the recommendation of Nominations for Vacancies Committee, it was noted that the following nomination had been agreed by circulation:

Disciplinary Committee – Mrs Vainker.

108. The Minutes of the Second Stated Meeting in Michaelmas Term held on 1 November 2017 were approved and signed.

109. University Posts Circulated for Association (GB 88)

It was noted that College had been unsuccessful with its expression of interest in an association, as the association had already been taken up by another college. It was agreed that as expressions of interest were time critical, Governing Body would in future consider them by circulation.

111. Conflicts of Interest

None were declared.

112. Report and Recommendations from Disciplinary Committee

The Report of the Disciplinary Committee held on 27 November 2017 had been circulated and was received.

113. St Hugh's Future Project (GB 28)

The Principal advised that that there had been a number of other meetings recently with the architects, surveyors and City Council planning department.

114. Report and Recommendations from Finance Committee

The Minutes of the Second Stated Meeting of Finance Committee in Michaelmas Term held on 22 November 2017 had been circulated and were received.

115. Review of College Auditors (FC 5)

On the recommendation of Finance Committee, option two, to review the position with the current auditors, Critchleys, to explore ways to reduce the compliance threats was approved. The review would look at measures including changing the Audit Senior and other key staff more frequently, to reduce the familiarity threat, although not necessarily the self-review threat. It was also agreed that the Bursar would draft a policy for the review and renewal of long-term contracts for the Committee to consider.

116. Management Accounts for Period 3, to 31 October 2017 (FC 6)

The Management Accounts for Period 3, to 31 October 2017, had been circulated and were approved.

117. St Hugh's Future Project Capitalised Costs to 31 October 2017 (FC 7)

The St Hugh's Future Project Capitalised Costs to 31 October 2017 had been circulated and were received. It was noted that one paper showed a summary of all capitalised costs to date, while the other only reflected the costs incurred during the RIBA Stage One part of the Project.

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

The Minutes of the Stated Meeting of Infrastructure Committee in Michaelmas Term held on 14 November 2017 had been circulated and were received.

119. Kenyon Building Refurbishment Working Party (FC 8a)

On the recommendation of Finance Committee, the proposal that a Working Party should be formed, to consider issues concerning a bid to the Heritage Lottery Fund for the proposed refurbishment of the Kenyon Building, was approved.

120. Recommendations of the Head Gardener (FC 8b)

On the recommendation of Finance Committee, the proposals from the Head Gardener were approved.

121. Replacement of Maplethorpe Drive Bicycle Racks (FC 8c)

On the recommendation of Finance Committee, the proposal to replace bicycle racks on Maplethorpe Drive with new racks that provide more security for bicycles was approved.

122. Lease for 9 and 10 Canterbury Road (FC 8d)

On the recommendation of Finance Committee, it was agreed that the lease to the Abilene Christian University of Texas should be renewed for four years to 2021.

123. Replacement Data Projector in the Mordan Hall (FC 8e)

On the recommendation of Finance Committee, it was agreed that a short-throw data projector is installed in the Mordan Hall ceiling, suspending the projector from custom-made, colour-matched supports bolted within the static air extraction fan.

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

The report and recommendations from the Stated Meeting of Student Support Committee in Michaelmas Term held on 15 November 2017 had been circulated and were received.

125. MCR Proposal for a Travel Fund Support Scheme (FC 9a)

On the recommendation of Finance Committee, the proposal for the MCR Fund to be used to support travel expenses for academic activities of graduate students when other sources cannot cover all the costs, was approved.

127. Development Report

The Principal advised that:

- i. Art of Collecting Conference, 1 November 2017  
This conference had been fully booked with over 100 people attending, including several donors. Mrs Vainker was thanked for all her work with the conference, and the Principal also thanked those Fellows attending the Distinguished Friends' Dinner afterwards.
- ii. Freshers' Lunch, 11 November 2017  
Over 200 guests attended this lunch for first year students, their parents and their Tutors.
- iii. Palestine Exploration Fund event, including Kathleen Kenyon archives, 23 November 2017  
This event had been fully subscribed and very successful.
- iv. Advent Carol Service and Supper, 26 November 2017  
This event was also fully booked, with over 200 people in the congregation, including over 70 alumni and friends of the College.
- v. Regent Street Cinema special screening, 5 December 2017  
Tickets were still available for the special screening for College of "It's a Wonderful Life".

128. Legacies and Donations

An update was received from the Principal.

129. Christmas Arrangements

The Principal advised that the SCR Christmas Dinner was being held on Friday, 15 December and that the deadline for signing-in is Friday, 8 December. The Staff Christmas Lunch will be on Tuesday, 19 December at Somerville College. Governing Body Members are cordially invited to attend the Christmas Lunch, and their participation will be much appreciated by staff.

The Principal further advised that in recognition of the hard work by staff during 2017, the Christmas closure had been extended by one day, to start at the end of the working day on Wednesday, 20 December and that College would re-open on the morning of Wednesday, 3 January 2018.

130. Academic Lecture

The Principal advised that Dr Carol Atack had delivered a very well-researched and topical lecture on “The Fragility of Democracy: Lessons from the Classical Past”. The Lecture had been very well attended by 88 guests, including Fellows, Emeritus Fellows, students and neighbours.

131. Election to Elizabeth Wordsworth Fellowships

It was agreed to elect Mr Chen and Mrs Chen to Elizabeth Wordsworth Fellowships.

132. Election to Honorary Fellowships (GB 80)

It was agreed to elect Professor John Quah and Professor Alison Noble to Honorary Fellowships.

133. Determination of the Academic Standards Panel

The Determination of the Academic Standards Panel held on 14 November had been circulated and was received.

134. Report and Recommendations from Academic Committee

The Minutes of the Second Stated Meeting of Academic Committee in Michaelmas Term held on 15 November 2017 had been circulated and were received.

135. Academic Fundraising Priorities (AC 10.2)

The Senior Tutor advised that the Away-Day to discuss Academic Priorities for the Future Project would be held on Monday, 15 January 2018.

136. PREVENT Annual Review (GB 82)

The Bursar advised that a few minor amendments were being incorporated into the December 2017 PREVENT Annual Review following the Bursar’s recent meeting with HEFCE representatives and that the final Review would be submitted before the deadline of 1 December.

139. Admissions Business

The Senior Tutor advised that preparations were all in place for the admissions interviews that would be taking place in 9<sup>th</sup> and 10<sup>th</sup> Weeks. Fellows were encouraged to let the Admissions and Outreach Officer know who is interviewing, whether they had completed the training and to confirm that Right to Work checks had been completed. Fellows were also asked to share interview timetables with the Admissions and Outreach Officer.

140. Report and Recommendations from Welfare Committee

The Minutes of the Stated Meeting of Welfare Committee in Michaelmas Term held on 21 November 2017 had been circulated and were received.

141. Report and Recommendations from Equality Committee

The Minutes of the Stated Meeting of Equality Committee in Michaelmas Term held on 20 November 2017 had been circulated and were received.

142. Gender Equality Committee (EC 11)

The Minutes of the Stated Meeting of Gender Equality Committee in Michaelmas Term held on 25 October 2017 had been circulated and were received.

143. Purchase of a Suffrage Flag (EC 14)

On the recommendation of Equality Committee, the proposal to purchase a suffrage flag for flying from the College flagpole on key dates during 2018 was approved.

144. Staff-Student Relationships (GEC 6.1)

Gender Equality Committee had discussed the issue of staff-student relationships and it was agreed that a working group should look at issues and ambiguities in defining a relationship and its starting point, to ensure that both parties are protected.

145. Report and Recommendations from Statutes and Bylaws Committee

The Minutes of the Stated Meeting of Statutes and Bylaws Committee in Michaelmas Term held on 8 November 2017 had been circulated and were received.

146. Non-Voting Members of Governing Body (SBC 6.1c)

It was noted that Professor Macnair had agreed to draft an amendment to the Bylaws, Part I (*Meetings of the Governing Body and transaction of business*) to make explicit provision for the attendance of non-members invited to attend Governing Body regularly.

147. Report and Recommendations from Fundraising Committee

The Minutes of the Stated Meeting of Fundraising Committee in Michaelmas Term held on 9 November 2017 had been circulated and were received.

150. Future Project Progress (FRC 7)

The Chair of Fundraising Committee thanked the Principal and the Director of Development for their work on the Future Project.

151. MCR and JCR Committees

A list of the new MCR and JCR Committees had been circulated and was received.

152. Equality and Diversity Issues Arising

No issues were identified.

153. Date of Next Meeting

The First Stated Meeting of the Governing Body in Hilary Term will be held on Thursday, 11 January 2018 at 11.00am in the Mordan Hall.

This ended the business of the meeting.

DR J PARKIN  
Secretary