

## ST. JOHN'S COLLEGE

**MINUTES**

A Stated General meeting of **GOVERNING BODY** was held on Wednesday 9<sup>th</sup> November 2016 at 2.00 p.m. in the Senior Common Room.

**Present:** The President, Professor M. Davies, Professor C. J. K. Batty, Professor R. G. Compton, Professor S. J. Whittaker, Professor A. Grafen, Professor A. R. Weidberg, Professor A. J. Parker, Professor F. A. Armstrong, Professor S. Elston, Dr. C Whistler, Professor L. Tarassenko, Professor P. P. Craig, Professor M. Cannon, Professor K. Nation, Professor W. Mattli, Professor P. Maini, The Revd. Prof. W. Whyte, Professor D. Martin, Professor R. M. Harding, Professor H. Bouman, Professor N. P. Harberd, Professor S. Myers, Professor A. Wright, Professor A. Starinets, Professor J. Schnell, Professor T. Burt de Perera, Ms. S. Layburn, Professor H. Skoda, Professor N. Lübecker, Professor P. R. Hayes, Professor A. Russell, Professor G. Gottlob, Professor R. Ekins, Professor J. Obloj, Dr. G. Kantor, Professor B. Murnane, Professor J. Stanyek, Professor J. Bray, Professor K. Southwood, Professor Z. Olszewska, Dr. I. Klinke, Professor C. Beem

**Apologies:** Professor Z. Molnár, Professor C. A. Larrington, Professor A. Hills, Professor M-S. Omri, Professor C. Newton, Professor J. J. Pandit, Professor Sir R. Collins, Professor L. Pratt

**In attendance:** Dr E. Macfarlane (Chaplain) (for Item 5)

(except for Item 10) Dr. K. Doornik (Equality Officer), Dr. E. Clewlow (Academic Dean), Ms. A. Bielby (Director of Development and Alumni Relations), Ms. D. Cripps

**ACTION****AGENDA 'B'**1. Minutes and matters arising

The minutes of the meeting of Governing Body held on 5<sup>th</sup> October 2016 were **approved**.

In matters arising the President reminded Governing Body to complete a declaration of any conflict of interest (sending a null return if they had none). She also asked for suggestions for names for the Northern Gateway site to be sent to the Principal Bursar.

2. Finance Committee

The Principal Bursar reported to Governing Body on the Northern Gateway project which had been delayed due to the need for an accurate analysis for road-traffic modelling.

The Governing Body **agreed** to approve:

- a) a further drawdown [ ] of previously approved funds to take the project through to January 2017;
- b) an extra sum [ ] in expenditure above the previously approved sum in May 2016 [ ];
- c) the appointment of Mr. Mark Taylor as a Director of Thomas White Oxford.

It was also **agreed** to purchase a new women's boat and secondhand blades [ ].

The Catering Review had highlighted the need to enhance the equipment in the kitchens in Garden Quad, Kendrew Quad and St Giles House. The Governing Body **agreed** that the satellite kitchen facilities should be upgraded, subject to three quotes being obtained for the

proposed refit of the Garden Quad kitchen []. It was also **agreed** to update electrical and water supplies in the Garden Quad kitchen [].

### **ESTABLISHMENT & DOMESTIC BURSAR**

The Principal Bursar reported on tax matters relating to the College's property holdings in Germany and the College's charitable status.

The Finance Bursar briefed Governing Body on the College's Annual Report and Accounts with a series of helpful graphs summarising the College's financial activities. The Governing Body thanked the Finance Bursar and her team for preparing such an excellent overview of the College's finances.

#### 3. Educational Policy Committee

The minutes of the meeting held on 19<sup>th</sup> October 2016 were received.

The Senior Tutor reported that Dr Luca di Mare, Imperial College, had been appointed as Associate Professor in Engineering Science.

The Governing Body **agreed** that the College would support the work of the Committee for At Risk Academics (CARA) through a donation [] and would offer to support another CARA Scholar, who might be placed at another college if necessary, in order to ensure a best fit between scholar and college.

**SENIOR TUTOR**

#### 4. Research Committee

The minutes of the meeting held on 19<sup>th</sup> October 2016 were received.

The Governing Body **agreed** a Small Grant [] to Professor Klinke for a two-day workshop on 'Bio- and geopolitics in historical perspective' in May 2017.

The Governing Body also **agreed** a Visiting Researcher Grant to cover travel expenses [], accommodation and dining rights during Trinity Term 2017 for Professor Fabrizio Titone, Universidad del Pais Vasco.

It was further **agreed** that a new 'Meeting of Minds' scheme, to address cross-disciplinary research ideas [] and to be run by two or more Fellows, would be incorporated into the existing grant scheme. The Fellow for Research noted that the scheme was intended to fund one-year projects but that he would consider the potential for projects to be renewable for a limited amount of time, taking employment issues into account.

**FELLOW FOR RESEARCH**

#### 5. Chapel and Patronage Committee

The minutes of the meeting held on 24<sup>th</sup> October 2016 were received.

The Chaplain briefed Governing Body on the changing pattern of musical direction in the Chapel over the past five years and the advantages that would result from a more settled and professional model of choir direction. The Governing Body **agreed** the appointment of a Choir Director (at 25% FTE).

The Finance Bursar noted that, although the College accounts appeared to show a decrease in expenditure on worship over the previous year, this was because of a change in how indirect costs had been allocated.

**CHAPLAIN**

## 6. Development and Alumni Relations Committee

The minutes of the meeting held on 26<sup>th</sup> October 2016 were received.

The Director of Development and Alumni Relations advised that the term of office of the current Advisory Board would end in February 2017.

The Governing Body **agreed** that an International Development Board and an Alumni Advisory Council should be created with two members of the alumni community to serve as Chair, one for each group.

It was also **agreed** to create a Rawlinson Society in order to engage and steward legacy pledgers and to honour Richard Rawlinson for his bequest to St John's.

The Governing Body further **agreed** that if a prospective donor, offering to give at a significant level [], were identified for the Library and Study Centre, the President was authorised to accept donations and to agree any naming recognition. It was noted that Governing Body would give final approval on acceptance of any gift and any recognition of that gift.

The President reported that Professor Whittaker had agreed to join a sub-group of the Committee to undertake ethical screening of donations.

### **PRESIDENT and DIRECTOR OF DEVELOPMENT & ALUMNI RELATIONS**

## 7. General Purposes Committee

The minutes of the meeting held on 26<sup>th</sup> October 2016 were received.

The Vice-President noted the Catering Review, which proposed a range of short- to long-term measures to develop and improve the College's catering provision. The Governing Body **agreed** that the Catering Review should be adopted to guide new developments in the area of catering and that the Domestic Manager and Bursars should take forward the operational activities of College catering under the guidance provided by the Catering Review.

### **PRINCIPAL BURSAR and ESTABLISHMENT & DOMESTIC BURSAR**

A Risk Register had been created as part of a documented risk management strategy for the College. The Governing Body **agreed** that:

- a) the Risk Register should be updated annually in Hilary Term;
- b) the Principal Bursar should own the register and approve minor updates as required or draw them to the attention of the General Purposes Committee for action throughout the course of the year;
- c) individual College Officers should own each of the risks for their area and be responsible for ensuring that current and future mitigation strategies were in place and that any changes to the risk level were highlighted to the Principal Bursar;
- d) representation of risks could, at the Principal Bursar's discretion, be brought to the Committee's attention at any time;
- e) Dr. Campbell, under the direction of the Principal Bursar, would continue to work on the register.

### **PRINCIPAL BURSAR**

It was further **agreed** that every effort should be made to secure donations for the new Library and Study Centre and that the President should be empowered to accept donations and to agree any naming recognition.

### **PRESIDENT and DIRECTOR OF DEVELOPMENT & ALUMNI RELATIONS**

The Governing Body **agreed** that Fellows should be required to provide reports at the end of their sabbatical leave.

**SENIOR TUTOR**

8. Estates Committee

The minutes of the meeting held on 2<sup>nd</sup> November 2016 were received.

The Keeper of Bagley Wood reported on a plan for access to Bagley Wood that would allow easy access to members of the public, whilst affirming the College's ownership of the wood.

The Governing Body **agreed** that open permissive public access to Bagley Wood should be established for recreational purposes on foot and that the current permit access scheme should be abolished.

**KEEPER OF BAGLEY WOOD**

9. Library and Study Centre

The Principal Bursar updated Governing Body on progress, noting that a crane had now been delivered on site and that the basement area was being excavated. Morning-only working on Saturdays had been agreed to ensure that building work remained on schedule.

Kirsty Brooks' artwork had been installed in the Otranto Passage. She was preparing more detailed background material about the project and would give a seminar in the New Year.

The Principal Bursar reported on plans for the renovation of the Laudian and Old Library.

**PRINCIPAL BURSAR**

10. EJRA

The President updated the Governing Body on progress in assembling a panel to review the College's EJRA procedure.

The Vice-President reported on General Purposes Committee's consideration of EJRA-related matters. The Senior Tutor updated the Governing Body further.

11. Domestic Committee

The minutes of the meeting held on 19<sup>th</sup> October 2016 were received.

12. Fellows' Housing Committee

The minutes of the meeting held on 31<sup>st</sup> October 2016 were received.

13. Any other business

The President reported that a dinner to welcome new Honorary Fellows to College was being held in the Lodgings on 18<sup>th</sup> November. She encouraged Fellows to attend the drinks reception before the dinner.