

## ST. JOHN'S COLLEGE

**MINUTES**

A meeting of **GOVERNING BODY** was held on Wednesday 15<sup>th</sup> February 2017 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 A. Grafen, Professor A. R. Weidberg, Professor A. J. Parker, Professor F. A. Armstrong, Professor S. Elston, Dr. C Whistler, Professor L. Tarassenko, Professor M. Cannon, Professor W. Mattli, The Revd. Prof. W. Whyte, Professor A. Hills, Professor R. M. Harding, Professor H. Bouman, Professor N. P. Harberd, Professor S. Myers, Professor A. Wright, Professor J. Schnell, Ms. S. Layburn, Professor H. Skoda, Professor P. R. Hayes, Professor A. Russell, Professor C. Newton, Professor J. Obloj, Dr. G. Kantor, Professor J. Stanyek, Professor J. Bray, Professor K. Southwood, Professor Z. Olszewska, Professor Sir R. Collins, Dr. I. Klinke, Professor C. Beem

**Apologies:** Professor S. J. Whittaker, Professor K. Nation, Professor C. A. Larrington, Professor A. Starinets, Professor T. Burt de Perera, Professor M-S. Omri, Professor N. Lübecker, Professor R. Ekins

**In attendance:** Dr. K. Doornik (Fellow for Equality), 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 18<sup>th</sup> January 2017 were **approved**. The report of the meeting held on 18<sup>th</sup> January 2017 with the Directors of Thomas White Oxford (TWO) was received.

2. Development and Alumni Relations Committee

The minutes of the meeting held on 18<sup>th</sup> January 2017 were received.

The Director of Development and Alumni Relations outlined the ways in which College interacted with alumni, including mentoring, networking and regional group events, and the benefits that might be offered by a more structured online system to support this.

The Governing Body **agreed** to develop a St John's Online Community and to appoint Aluminati to undertake the project [ ].

**DIRECTOR OF DEVELOPMENT and ALUMNI RELATIONS**3. Educational Policy Committee

The minutes of the meeting held on 25<sup>th</sup> January 2017 were received.

The Senior Tutor noted that discussions with the donor regarding the subject emphasis of the new elements of the College's outreach programme were ongoing.

The Governing Body **agreed** that the College would no longer seek to admit students to the joint degree of Physics and Philosophy.

It was also **agreed** to offer one association with College to a Leverhulme Early Career Fellow in the Social Sciences with effect from 1<sup>st</sup> October 2017 and to review the scheme when Fellows appointed in 2016/17 were coming to the end of their periods of association with the College.

After the Committee's consideration of the recommendations in the report of the *AdEx Working Groups on Access Targets and the Regionalisation of Access through Colleges*, it was **agreed** that the College would express a strong interest in taking part in a pilot scheme to cover the cost of travel within the UK for those candidates for whom their school was in receipt of the Pupil Premium.

The Senior Tutor noted the Committee's discussion about the frequency of Collections and the need for written reports to be submitted via OxCort or, in the case of Mathematics, via the Minerva system. Fellows were encouraged to book a Special Collection for any student of concern. The Committee would discuss this again in Trinity Term.

#### **SENIOR TUTOR and ACADEMIC DEAN**

##### 4. General Purposes Committee

The minutes of the meeting held on 1<sup>st</sup> February 2017 were received.

The Governing Body **agreed** that the Emeritus Research Fellowship of Professor G. Fleet should be renewed from 1<sup>st</sup> October 2017 for a third and final period of three years.

It was also agreed that the Fellowships of Dr G Kantor, Professor J. Stanyek, Professor R. Ekins, Professor J. Obloj and Professor B. Murnane should be renewed from 1<sup>st</sup> October 2017 for a period of seven years or until retirement, whichever was sooner.

The new informal scheme for inviting, at the President's discretion, distinguished visitors to College for one- to two-week visits was noted. The President encouraged Fellows to suggest visitors whose expertise might be of value to the College. She would keep the Committee informed.

The Governing Body **agreed** that the new College Officership for race-related issues should be called 'Tutor for Ethnic Minorities'. Professor Maini was appointed as Tutor for Ethnic Minorities with effect from the beginning of Trinity Term 2017.

The description of the duties and responsibilities of the Officership were **agreed**, together with an updated description for the Tutor for Women (see Appendix One).

#### **PRESIDENT**

The Governing Body **agreed** the revised policy on Fellows' Housing. It also **agreed** to fully empower the Principal Bursar to take legal advice to resolve a particular issue with regard to Fellows' housing so as to achieve the best possible outcome for College.

#### **PRINCIPAL BURSAR**

The Vice-President reported that the President had undertaken a personal appraisal of her first four years in office and noted the impressive range of her activities, balancing excellent research with significant College and University duties.

##### 5. Remuneration Committee

The minutes of the meeting held on 2<sup>nd</sup> February 2017 were received.

##### 6. Statutes Committee

The minutes of the meeting held by email circulation between 2<sup>nd</sup> and 7<sup>th</sup> February 2017 were received.

The Governing Body **agreed** to the proposed changes to the College's By-Laws (see Appendix Two).

7. Chapel and Patronage Committee

The minutes of the meeting held on 8<sup>th</sup> February 2017 were received.

The Governing Body **agreed** to donate [] towards the purchase of a new cassock for Revd. Marcus Green.

The Chaplain was asked to consult the Estates Manager about any possible fire risks regarding the proposed purchase of a wrought iron candle stand (for use, for example, when commemorating a death) and to report back to the Committee.

**FINANCE BURSAR**

8. Research Committee

The Governing Body **agreed** a request for a small Research Grant [] for Professor Martin on 'Franz Kafka's *A Hunger Artist: Exploring Sound and Embodiment*'.

Requests for Visiting Researcher Grants were also **agreed** as follows:

- a) to Professor Clive Lee, Trinity College Dublin, in Trinity Term 2018 [] to cover accommodation and dining rights in accordance with the scheme;
- b) to Professor Klaus Dodds, Royal Holloway, in Michaelmas Term 2017 [] to cover research expenses, accommodation and dining rights in accordance with the scheme;
- c) to Dr Catherine Porter, Heriot-Watt University, in Trinity Term 2017 [] to cover travel expenses, accommodation and dining rights in accordance with the scheme.

9. Finance Committee

The minutes of the meeting held on 8<sup>th</sup> February 2017 were received.

The Principal Bursar noted that there would be an opportunity to discuss the plans for Oxford North with the architects at a date to be confirmed in March.

The Governing Body **agreed** to further expenditure [] by the Directors of TWO [] to meet estimated outgoings until the end of June 2017. It was also **agreed** to authorise the Directors of TWO to take a decision on the appropriate planning route in March 2017.

Expenditure [] was further **agreed** for the fixtures, furniture and equipment of the new Study Centre for items outside the main contract.

**PRINCIPAL BURSAR**

The Principal Bursar reported that the College's donation to the Oxford Playhouse had been agreed and that the College would henceforth be acknowledged as a major sponsor of the Playhouse.

10. Estates Committee

The minutes of the meeting held on 8<sup>th</sup> February 2017 were received.

The Governing Body **agreed** that the area of Bagley Wood to the west of Oxford Road should be opened up to the public, with the exception of the Yard, which was being fenced off. It was also **agreed** that a Sub-Committee should be appointed (comprising the Keeper of Bagley Wood, Estates Manager, College Accountant and Forestry Consultant) to develop further the proposals for a web-based trading business.

**KEEPER OF BAGLEY WOOD**

The Estates Budget for 2017/18 was **agreed**.

The Governing Body also **agreed** to purchase eighteen days' tree consultancy services over the next two years.

**KEEPER OF THE GROVES**

11. Lamb and Flag Directors' meeting

The minutes of the meeting held on 3<sup>rd</sup> February 2017 were received.

The President asked for any Fellow interested in becoming a Director of the Lamb and Flag *vice* Professor Batty to contact her. The Principal Bursar encouraged the Governing Body to consider future options for the management of the Lamb and Flag.

**GOVERNING BODY**

12. Conference of Colleges

The President reported that two binding votes would be held at the meeting of the Conference of Colleges on 16<sup>th</sup> February, one on the financial support arrangements for Home/EU undergraduates for 2018/19 entry and the accounts and budget of Conference. Agenda items included the report of a review of the role of the Proctors and Assessor.

13. Any other business

The Governing Body noted its concern about the very evident level of homelessness in Oxford.

**BELOW THE LINE ITEMS – TO NOTE**

14. Domestic Committee

The minutes of the meeting held on 25<sup>th</sup> January were received.

15. Committee for the Promotion of the Arts

The minutes of the meeting held on 1<sup>st</sup> February were received.

16. Health and Safety Committee

The minutes of the meeting held on 8<sup>th</sup> February were received.

## **APPENDIX ONE**

### **Tutor for Ethnic Minorities: role description**

The Tutor for Ethnic Minorities takes the lead on issues relating collectively to minority ethnic members of College, together with the relevant MCR and JCR officers, and is also one of the College's welfare officers and a Harassment Adviser. Responsibility for overseeing the college's Equality Policy, PSED and broader equality-related objectives lies with the Fellow for Equality.

Key responsibilities include:

- a) Work with the Fellow for Equality and other officers to ensure the implementation of the College Equality Policy;
- b) Advise students on welfare issues, together with other members of the College Welfare Team;
- c) Act as one of the College's Harassment Advisors after appropriate training;
- d) Work with the Fellow for Equality to develop initiatives related to ethnic minority issues, such as training and awareness events;
- e) Attend and, where needed, facilitate events for minority ethnic members of College;
- f) Attend Equality Committee and other relevant College committees and advocate and report to Governing Body on ethnic minority-related issues and initiatives.

### **Tutor for Women role description:**

The Tutor for Women is in charge of issues relating to women in College, together with the MCR and JCR Women's Officers, and is also one of the College's main welfare officers and a Harassment Adviser. Key responsibilities include:

- a) Advise students on welfare issues, together with the other welfare officers (Senior Dean, Junior Deans, Chaplain, College Nurse and Counsellor);
- b) Act as one of the College's Harassment Advisors after appropriate training;
- c) Work with the Fellow for Equality to develop initiatives related to women's issues;
- d) Attend women's social events, e.g. women's lunches (once every two weeks in term), women's garden party in Trinity Term and women's dinner;
- e) Attend Equality Committee, Decanal Committee and Student Hardship Committee and report to Governing Body on women's issues.

## **APPENDIX TWO**

### **Minor amendments to the College's By-Laws**

The following amendments reflect recent changes of practice or title.

#### **By-Law VI – Domestic Bursar**

Delete the sentence 'The Domestic Bursar will represent the Principal Bursar in Joint Council in all except exceptional circumstances.'

#### **By-Law XII – College Offices**

Revise Clause 1 as shown below:

1. As at Michaelmas Term 2016 the following College Offices were also in existence:

Senior Tutor	Fellow Librarian
Fellow for Graduates	Prevent Coordinator
Tutor for Women	Data Protection Officer
Fellow for Research	Information Reviewer
Dean of Degrees	Assistant Dean of Degrees
Fellow for Equality	Keeper of the Groves
Keeper of the Archives	Keeper of Bagley Wood
Secretary to the Governing Body	Keeper of the College Pictures
Keeper of the College Silver	Keeper of the Laudian Vestments
Pinkernes	IT Fellow
Steward of High Table	Safety Officer
Statutes Officer	Sports Officer
Music & Visual Arts Officer	

#### **By-Law XV – Committees**

In Clause 6, replace '2014' with '2016' and replace 'Music & Visual Arts' with 'Promotion of the Arts'.

#### **By-Law XVII – Educational Policy Committee**

In Clause 1, replace 'Tutor for Graduates' with 'Academic Dean'.

#### **By-Law XXII – Academic Services Committee**

In Clause 1, replace 'Senior Tutor' with 'Academic Dean' and delete 'the Tutor for Admissions'.

**By-Law XXIX – Consideration of Accounts** (to come into effect as soon as the amendment to Statute XVII receives formal approval by Her Majesty in Council)

Replace 'before the beginning of Hilary Full Term' with 'of the fifth week of Michaelmas Full Term'.