

ST. JOHN'S COLLEGE

MINUTES

A Stated General meeting of **GOVERNING BODY** was held on Wednesday 8th November 2017 at 2.00 p.m. in the Senior Common Room.

Present: The Acting President (The Revd. Prof. W. Whyte), Professor C. J. K. Batty, Professor S. J. Whittaker, Professor A. Grafen, Professor A. R. Weidberg, Professor A. J. Parker, Professor F. A. Armstrong, Professor S. Elston, Professor P. P. Craig, Professor M. Cannon, Professor K. Nation, Professor W. Mattli, Professor P. Maini, Professor C. A. Larrington, Professor D. Martin, Professor A. Hills, Professor R. M. Harding, Professor H. Bouman, Professor N. P. Harberd, Professor A. Starinets, Professor J. Schnell, Professor T. Burt de Perera, Ms. S. Layburn, Professor M-S. Omri, 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 L. di Mare, Professor G. Rose, Professor S. Kiefer, Professor N. Sugimura

Apologies: Professor A. Wright, Professor N. Lübecker, Professor C. Newton, Professor Sir R. Collins, Professor C. Beem,

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 11th October 2017 were **approved**.

2. Lamb and Flag Directors' meeting

The minutes of the meeting held on 20th October 2017 were received.

The Governing Body **agreed** that discussions should be held with external companies to explore management models whereby the College retained some control to safeguard its interests in relation to the surrounding accommodation.

PRINCIPAL BURSAR

3. Development and Alumni Relations Committee

The minutes of the meeting held on 11th October 2017 were received.

The Director of Development & Alumni Relations briefed the Governing Body on alumni events and fundraising during 2016/17. The Oxford Benchmarking Survey would be available for comparison with similar colleges in early 2018.

4. Domestic Committee

The minutes of the meeting held on 18th October 2017 were received.

The Governing Body **agreed** to refurbish the kitchen in Garden Quad to make it fully compliant to current standards [] and to invest in further kitchen equipment in the Kendrew Café [].

PRINCIPAL BURSAR and DOMESTIC & ESTABLISHMENT BURSAR

5. Education Policy Committee

The minutes of the meeting held on 18th October 2017 were received.

The Senior Tutor drew Governing Body's attention to three applications Fellows were intending to make for external awards. The two applications for shorter-term fellowships aligned easily with previous practice. The third application was for a much more senior fellowship and would involve a full buyout of teaching for an extended period. If this application was successful, there would need to be a discussion about whether continuing an Official Fellowship was appropriate, bearing in mind the possibility of a Professorial Fellowship.

The Senior Tutor also noted that, whilst Early Career Researchers who had held their doctorates for two years would be permitted to act as College Advisors, they would be given clear guidance to refer any significant issues to the Fellow for Graduates. The system would be reviewed after a year.

The Governing Body **agreed** that Professor Burt de Perera should be granted a period of special leave for the academic year 2018/19, subject to confirmation that this would not count towards the future accrual of sabbatical leave and reassurances that suitable arrangements could be made for replacement teaching.

It was **agreed** that one Research Fellowship in Mathematics and the Sciences should be advertised during 2018 to implement the aim of having two such Fellows in place at any one time. It was also **agreed**, in line with previously agreed policy, that the College would no longer advertise Research Fellowships in the Humanities and Social Sciences and would instead operate a scheme whereby, at any one time, up to four Leverhulme Early Career Fellow in either the Humanities or Social Sciences had associations with the College.

It was further **agreed** that the College would accept applications for admission to the Joint School of Theology & Oriental Studies, the numbers to be taken from the Theology pool. It was also **agreed** to appoint a three-hour Non-stipendiary Lecturer in Theology, with the expectation that this post (but not any particular postholder) would continue on a permanent basis.

It was **agreed** that the Junior Research Fellowship of Dr. Bruna should be renewed for a fourth and final period of one year from 1st January 2018.

It was **agreed** to support the work of the Council for At Risk Academics (CARA) with a further donation [] in the current academic year.

Sabbatical leave was **agreed** for Professor Olszewska (Trinity Term 2018), Professor Starinets (Michaelmas Term 2018–Trinity Term 2019), Dr Kantor (Michaelmas Term 2018–Trinity Term 2019) and Professor Schnell (Michaelmas Term 2018–Trinity Term 2019).

SENIOR TUTOR

6. General Purposes Committee

The minutes of the meeting held on 25th October 2017 were received.

Professor Ekins (Data Protection Officer) updated the Governing Body on the General Data Protection Regulation (GDPR) due to come into force on 25th May 2018. He noted that an initial Information Asset Registry had been sent to the Conference of Colleges [].

With regard to the GDPR, the Governing Body **agreed** that:

- i) if required, an external Information Audit would be arranged;
- ii) key non-academic staff should attend external GDPR training;

- iii) academic staff should attend briefing sessions within College about GDPR compliance and its relevance to email use, research, and other information storage and, in addition, attend training.

The Governing Body also **agreed** a two-hour teaching buy-out for Professor Ekins in Hilary Term 2018 to help co-ordinate with the work of the University and Conference of Colleges and otherwise help members of College update practices better to comply with the GDPR.

PRESIDENT

It was **agreed** that the Classics tutors, and any other tutors fulfilling teaching duties in Classics, should meet formally in 8th Week of each term to agree the teaching arrangements for the following term, including the setting and marking of Collections and arranging tutorial groups. The agreement would be recorded and a copy provided to the Senior Tutor.

SENIOR TUTOR

The Governing Body further **agreed** that the College would support existing Fellows in expenses incurred in applying for Indefinite Leave to Remain, after seeking agreement with the relevant faculty/department and in proportion to the share contributed by the College to the particular post; for new posts the Senior Tutor would seek and secure agreement with the University at the time of appointment.

PRINCIPAL BURSAR and SENIOR TUTOR

The Governing Body **agreed** the terms of reference for the Academic Structures Review in Hilary Term 2018.

PRESIDENT

The procedure for approval of Domus guests would be further revised and presented to Governing Body in 8th Week. Once approved all Senior Members would be informed of the revised procedure.

VICE PRESIDENT

It was **agreed** that Professors Elizabeth Fallaize, George Fleet, Mark Freedland, John Kay and Donald Russell should be honoured in the naming of the new Tutors' Rooms in Canterbury Quad and that an appeal would be launched to the alumni community in support of the rooms as part of the Library and Study Centre Campaign.

DIRECTOR OF DEVELOPMENT & ALUMNI RELATIONS

Governing Body **agreed** that:

- iv) the Fellowship of Revd. Professor William Whyte should be renewed from 1st January 2018 for a period of seven years or until retirement, whichever was sooner;
- v) the Emeritus Research Fellowship of Dr P. Dresch should be renewed (retrospectively) from 1st October 2017 for a second period of three years;
- vi) the Fellowship in the Sciences and Mathematics of Dr. N. Gromak should be renewed (retrospectively) from 1st January 2017 for five years, coterminous with the award of Royal Society funding for her research.

ACTING PRESIDENT

The Acting President reminded Governing Body that nominations for Honorary Fellowships would be sought in Hilary Term and that nominations of Fellows from under-represented groups would be particularly welcome.

GOVERNING BODY

7. Chapel and Patronage Committee

The minutes of the meeting held on 1st November 2017 were received.

The Governing Body **agreed** a contribution [] towards refurbishment costs at Bardwell.

It was **agreed** to sponsor a choral scholarship [] at St Sepulchre's.

It was **agreed** to award Fergus Butler-Gallie (2010) a book grant [] and a further grant [] to Revd David Pickering, Vicar of Fyfield, in support of his part-time DPhil.

FINANCE BURSAR

It was also **agreed** that Chapel and Patronage Committee could approve grants of up to £1000 from the restricted funds in the Hanborough and Winterslowe Trusts.

CHAPEL & PATRONAGE COMMITTEE

8. Health and Safety Committee

The minutes of the meeting held on 1st November 2017 were received.

9. Finance Committee

The minutes of the meeting held on 1st November 2017 were received.

The Governing Body **agreed** to authorise the Directors of Thomas White Oxford (TWO) to:

- i) continue negotiations with Oxford City until the end of 2017; TWO would report at the next round of Committee meetings in Hilary Term 2018 on whether to proceed with the project;
- ii) start to gauge opinion with potential joint venture partners.

PRINCIPAL BURSAR

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

The Finance Bursar also reported on developments in relation to USS, noting that the key considerations were the affordability and sustainability of the scheme for the future.

10. Supernumerary Fellowship

The Governing Body elected Professor John Mattick to a Supernumerary Fellowship (without membership of Governing Body), coterminous with his holding the post of Chief Executive of Genomics England, from 1st January 2018, for a period of up to four years.

11. College EJRA Panel

The Acting President reported that he had convened a College EJRA Panel under the chairmanship of Professor Craig and including Professors Elston, Burt de Perera and Southwood, and Dr Kantor.

12. Charity Registration – conflicts of interest

The Acting President reminded Governing Body of the requirement as Trustees to complete a full declaration of any conflicts of interest. He asked that this be completed by 8th Week at the latest.

GOVERNING BODY

13. Fellow for Access

The Acting President reported that Professor Murnane would act as Fellow for Access to support the College's expanded access and outreach programmes.

14. Library and Study Centre update

The Principal Bursar reported that there was good progress on the Library and Study Centre building with the new external stonework taking shape and the basement area now being fitted out with rails for the book stacks. He noted a delay in the preparation of the President's Drive access due to a lack of available staff.

He now expected that the books would be moved during the Long Vacation and would report further to Governing Body in 8th Week.

15. Any other business

The Governing Body **agreed** to donate [] towards a conference of visiting Belgian academics on the topic of World War One.

It was also **agreed** to support the Binding Vote on the EJRA at the meeting of the Conference of Colleges.

The Acting President noted that the College would have to elect an Assessor for the first time in 38 years in Hilary Term and asked for any expressions of interest. The post was due to become a part-time role rather than a full year's secondment.

BELOW THE LINE ITEMS – TO NOTE

16. Promotion of the Arts Committee

The minutes of the meeting held on 25th October 2017 were received.

17. Estates Committee

The minutes of the meeting held on 1st November 2017 were received.