

ST. JOHN'S COLLEGE

MINUTES

A meeting of **GOVERNING BODY** was held on Wednesday 7th March 2018 at 2.10 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 P. Maini, Professor C. A. Larrington, Professor A. Hills, Professor R. M. Harding, Professor H. Bouman, Professor N. P. Harberd, Professor A. Wright, Professor J. Schnell, Ms. S. Layburn, Professor M-S. Omri, Professor N. Lübecker, Professor R. Ekins, Professor J. Obloj, Dr. G. Kantor, Professor B. Murnane, Professor J. Stanyek, Professor J. Bray, Professor K. Southwood, Professor J. J. Pandit, Professor Z. Olszewska, Professor L. Pratt, Professor C. Beem, Professor G. Rose, Professor S. Kiefer, Professor N. Sugimura

Apologies: Professor C. Whistler, Professor W. Mattli, Professor A. Starinets, Professor T. Burt de Perera, Professor C. Newton, Professor L. di Mare

In attendance: Dr. S. Campbell, Ms. D. Cripps

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

The minutes of the meeting of Governing Body held on 14th February 2018 were **approved**.

The Acting President reported that Mr Nigel Carrington and Professor Stephen Mitchell were delighted to accept their Honorary Fellowships.

2. Junior Research Fellowship elections

The Senior Tutor reported on the elections for Junior Research Fellowships.

Mr Guy Cooper, Mr Samuel Derbyshire, Mr Oliver Padget and Dr Darci Sprengel were elected to Junior Research Fellowships (without membership of Governing Body) for three years from 1st October 2018.

SENIOR TUTOR3. Academic Services Committee

The minutes of the meeting held on 21st February 2018 were received.

The Data Protection Officer briefed Governing Body on general information security awareness and the need for encryption of laptops and all devices containing personal data.

It was **agreed** that:

- i) It would be compulsory for all current academic and non-academic staff who use a computer to undertake the University's online information security awareness training course by the end of 0th Week of Trinity Term (20th April) and to confirm completion to the Senior IT Officer.
- ii) Newly bought College laptops and mobile devices must be encrypted by the College departmental IT Office by default when initially being set up.
- iii) All existing College laptops or other mobile devices would have to be encrypted by 25th May or as soon as possible thereafter.

FELLOW FOR IT, DATA PROTECTION OFFICER and SENIOR IT OFFICER

The Governing Body **agreed** that legal advice should be sought concerning the College's business relationship with Nolan Business Solutions who were commissioned in June 2017 to provide a management tool for student, academic and non-academic records.

**ACADEMIC ADMINISTRATOR, SENIOR IT OFFICER and SYSTEMS PROJECT
MANAGER**

A Library Domus Grant of £82k for 2018/19 was also **approved**.

FELLOW LIBRARIAN

4. Remuneration Committee

The minutes of the meeting held on 26th February 2018 were received.

The Principal Bursar drew Fellows' attention to the minute relating to the College's policy on housing.

The Governing Body **agreed** an extra payment of the additional duties allowance [] to the Pinkernes for 2017/18, in recognition of the extra work in setting up a new stock control system and retraining staff.

It was also **agreed** to continue payment of the allowances for the Fellow for Admissions and Access and for the Fellow for Graduates.

FINANCE BURSAR

5. Educational Policy Committee

The minutes of the meeting held on 28th February 2018 were received.

The Senior Tutor reported that Professor Davies would be retiring in September 2019.

The Governing Body **agreed** to confirm to the Classics Faculty its intention to continue the College's association with the Associate Professorship in Classics (with an eight-hour College stint).

It was **agreed** to appoint, proleptically, an Official Fellow in Mathematics *vice* Professor Batty from 1st October 2019.

It was also **agreed** to appoint a Supernumerary Teaching Fellowship in Physical Geography from 1st October 2018, subject to further discussions between the Senior Tutor and organising tutor in Geography.

It was **agreed** that the Junior Research Fellowships of Dr Krishnan and Dr Makepeace should be renewed for a further and final period of one year from 1st October 2018.

It was further **agreed** that an association with the College would be offered to a Leverhulme Early Career Fellow in the Humanities from 1st October 2018. The Senior Tutor noted that he would look again at the British Academy Postdoctoral Fellowships scheme.

He also drew Fellows' attention to the need, when applying for grants that involved a teaching buy-out, to discuss plans with the Senior Tutor before making an application.

Sabbatical leave was **agreed** for Professor Russell (Michaelmas Term 2018 to Trinity Term 2019), Professor Whittaker (Michaelmas Term 2018) and Professor Davies (Hilary Term 2019).

SENIOR TUTOR

6. Health and Safety Committee

The minutes of the meeting held on 28th February 2018 were received.

It was noted that it would in future be preferable for the Committee to meet in the afternoon.

SENIOR TUTOR and ACADEMIC ADMINISTRATOR

7. General Purposes Committee

The minutes of the meeting held on 28th February 2018 were received.

The Statutes Officer briefed the Governing Body on the changes to By-Law XLI which would affect Fellows due to retire in 2020 and onwards. There were also some minor changes to By-Laws XXXV–XXXIX.

The Governing Body **agreed** the revised By-Laws.

STATUTES OFFICER

Governing Body thanked the Statutes Officer for undertaking the revision of the By-Laws.

It was also **agreed** that an annual report of the application and outcomes of EJRA arrangements would be made to the 8th Week meeting in Trinity Term of General Purposes Committee.

The terms of reference of the Bursarial Review were **agreed**.

It was **agreed** to elect James Maynard to a Supernumerary Fellowship (without membership of Governing Body), coterminous with his holding the post of Professor of Number Theory, Mathematical Institute, with immediate effect, for a period of five years in the first instance.

PRESIDENT

8. Bursarial Review

The Acting President reported that the membership of the Bursarial Review would comprise the President, Revd. Professor Whyte, Professor Obloj, Professor Olszewska, Professor Ramanna and Sir Michael Perry.

PRESIDENT

9. USS update

The Finance Bursar updated Governing Body on USS and the most recent position of the UCU.

She noted that she was reporting to Governing Body as Governing Body and that information meetings for members of USS would be held later. She detailed responses to a range of questions she had received about USS and the employers' position.

10. Photographic portraits of staff

The Keeper of the Pictures updated Governing Body on the plans to take photographic portraits of staff.

It was **agreed** to commission Rory Carnegie to produce ten group portraits [].

KEEPER OF THE PICTURES

11. Use of St Giles House garden for opera production

Governing Body **agreed** that the garden of St Giles House could be used for a production of *La Traviata* in 3rd Week of Trinity Term, with the dining room serving as a dressing room.

PRINCIPAL BURSAR

12. Study Centre and Library Phase 3

The Principal Bursar briefed Governing Body on the plans to renovate the Old and Laudian Libraries and to release rooms as new tutors' rooms. The works would begin in January 2019 and continue for fifteen months. The Governing Body **agreed** to proceed with the renovation, in line with the previously approved plans and subject to final approval of the design [].

PRINCIPAL BURSAR

13. Administrative arrangements for Trinity Term

The Acting President thanked Dr Campbell, Professor Murnane and Professor Lübecker for their work over the past two terms. Whilst awaiting the outcome of the Academic Structures Review (which was due to report at the start of Trinity Term), Dr Campbell would become Fellow for Admissions and Access and would oversee the *Inspire* programme; Professor Lübecker would continue as Fellow for Graduates; and Dr Doornik would be Acting Academic Dean to support the Senior Tutor.

ACTING PRESIDENT

14. Conference of Colleges

The unconfirmed minutes of the meeting of the Conference of Colleges on 15th February 2018 were received.

The Acting President drew attention to the consultation on the University Strategic Plan.

15. Trinity Term Calendar

Governing Body **approved** the Trinity Term Calendar subject to two amendments.

16. Any other business

Governing Body thanked Revd. Professor Whyte for taking on the role of Acting President for the past two terms.

BELOW THE LINE ITEMS – TO NOTE

17. Research Committee

The minutes of the meeting held on 21st February 2018 were received.