

## ST. JOHN'S COLLEGE

### MINUTES

A meeting of **GOVERNING BODY** was held on Wednesday 5<sup>th</sup> July 2024 at 2.00 p.m. in the Senior Common Room.

**Present:** The President, Professor A. R. Weidberg, Professor S. Elston, Professor K. Nation, Professor P. Maini, Revd. Professor W. Whyte, Professor R. M. Harding, Professor H. Bouman, Professor A. Wright, Professor A. Starinets, Professor J. Schnell, Professor N. Lübecker, Professor P. R. Hayes, Professor R. Ekins, Professor J. Obloj, Dr. G. Kantor, Professor Z. Olszewska, Professor L. Pratt, Professor L. di Mare, Professor G. Rose, Professor S. Kiefer, Professor N. Sugimura, Professor S. Toussaert, Mr R. Crow, Professor S. White, Professor B. McFarlane, Dr. M. Nicholls, Professor E. Wonnacott, Professor N. Jones, Ms. Z. Hancock, Dr S. Campbell, Dr. K. Doornik, Professor L. Hunt, Professor A. Lak

**Apologies:** Professor Z. Molnár, Professor M. Cannon, Professor D. Martin, Professor A. Hills, Professor S. Myers, Professor T. Burt de Perera, Professor M. Omri, Professor H. Skoda, Professor A. Russell, Professor C. Newton, Professor B. Murnane, Professor J. Stanyek, Professor K. Southwood, Professor J. J. Pandit, Professor I. Klinke, Professor C. Beem, Professor R. Slater, Professor E. Greensmith, Professor B. Stevenson, Professor R. Hoyer, Professor R. Lall, Professor K. J. Patel, Professor T. Qutbuddin

**In attendance:** Ms. D. Cripps

### ACTION

### AGENDA 'C'

#### 1. Minutes and matters arising

The minutes of the meeting of Governing Body held on 18<sup>th</sup> June 2024 were **approved**.

In matters arising the President reported that, in discussions with two College Officers about their roles, alterations either of teaching hours via a buyout or of stipend had been suggested. Whilst a more detailed review of officerships would be undertaken in the next academic year, it was agreed that a paper on the issue would be discussed by General Purposes committee by email and, if recommended by them, could be further considered through a meeting of the Long Vacation Committee.

#### 2. University Pay and Grading Review

The Principal Bursar reported on the outcomes of the University's pay and grading review. She noted that the information had come to Heads of House and Bursars and that, as a Remuneration Committee meeting was due, it had been possible to include consideration of the proposals relating to pay for employees who were also Trustees at that meeting.

She briefed Governing Body on the cost of the proposals if they were applied to College-employed staff [ ] and the impact on the endowment [ ]. She noted that not all colleges would be in a sufficiently strong financial position to apply the increases to their staff but that the increase would be within the parameters of the College's financial strategy.

The Governing Body **agreed** to follow Remuneration Committee's recommendation to implement the same increases to salaries and spine points as per the University proposals for all College-employed staff on Academic grade 10A or equivalent, with effect from 1<sup>st</sup> August 2024.

The Governing Body further **agreed** to implement the same increases to salaries and spine points as per the University proposals for research staff on grades 6–10, and to implement the Oxford University Weighting (pro-rata) for all professional staff on University and College pay grades 1–10 or equivalent, with effect from 1<sup>st</sup> August 2024.

It was noted that the University's proposals did not apply to all staff employed (for example, Statutory Professors were not included in the current proposals but would be included in the University's further deliberations). It was also noted that the Governance Working Party had recommended that, as not all senior professional staff were on a University pay scale, it would be appropriate for Remuneration Committee to bring this into their remit.

The University pay and grading review also had a number of other proposals in the following areas:

- value of awards for reward and recognition scheme;
- financial support for international staff with the UK work visa and NHS surcharge costs;
- staff accommodation service pilot;
- eligible staff to be able to access interest free short-term loan (less than one year) to cover initial rental deposit;
- improved family leave policies;
- work-life balance, health and well-being;
- personal and professional development.

The Head of HR would consider these issues as part of the Investors in People action plan and bring forward proposals in due course.

## **PRINCIPAL BURSAR**

### **3. Remuneration Committee**

The minutes of the meeting held on 17<sup>th</sup> June 2024 were received.

The President, Principal Bursar, Senior Tutor and Development Director were conflicted and left the meeting.

The Vice-President reported that he had briefed Remuneration Committee on the process for – and outcome of – the President's annual review.

The Governing Body **agreed** an increase [] to the President's salary with effect from 1<sup>st</sup> September 2024 in recognition of her performance, plus the nationally agreed cost of living award.

It was also **agreed** to increase the salary of the Principal Bursar by [], plus the nationally agreed cost of living award, with effect from 1<sup>st</sup> August 2024 in recognition of her performance.

## **PRINCIPAL BURSAR**

It was noted that Remuneration Committee had suggested that a salary review for the post of Principal Bursar should be held at least every two years, given the competitive nature of the role. The Governing Body **agreed** to ask Remuneration Committee to consider if such reviews should encompass other senior professional staff and not only the role of Principal Bursar with a process that was comparable to how the remuneration of senior University staff was reviewed.

The Governing Body also noted that Remuneration Committee had recommended applying the Oxford weighting allowance to those Governing Body members not on University pay scales (the President, Principal Bursar, and Development Director). It was **agreed** to ask Remuneration Committee to clarify the rationale for this recommendation, as the University had agreed this element of the pay review as being for staff up to and including grade 10, and a banding change at grade 10a (but not for staff at grades above this), and it was therefore not clear why it should apply to College roles whose remuneration was significantly higher than grade 10/10a when equivalent University roles would not receive the weighting.

**VICE-PRESIDENT**

The conflicted trustees returned to the meeting.

The Governing Body confirmed that it had **agreed** to implement the University's proposals to all academic staff on grade 10A or equivalent employed by the College (see 2 above).

It was **agreed** to apply any nationally agreed cost of living increase to College academic stipends and allowances.

An annual stipend [] was **agreed** for the new role of Keeper of Historic Buildings in line with the other Keeper officerships.

**PRINCIPAL BURSAR**

4. Governance Working Party

The minutes of a meeting of the Governance Working Party held by email circulation on 28<sup>th</sup> June 2024 were received.

- 1) The Strategic Plan Working Party should be asked to consider the proposal for a Strategy Committee and to recommend the best governance mechanism to review the Strategic Plan. The Working Party would be asked to revise their terms of reference to reflect this.
- 2) The Audit & Risk Committee's remit:
  - a. Should be expanded to include responsibility for regular review of the College's scheme of delegation, governance effectiveness and committee structure/terms of reference and should therefore become the Governance, Audit & Risk Committee (GARC).
  - b. GARC should have a majority of external members.
  - c. The terms of reference should be further defined by the Governance Working Party but could include the power to refer matters to the Visitor or the Charity Commission in particular circumstances and the monitoring of College governance against each aspect of the Charity Governance Code.
  - d. The Governing Body would retain responsibility for making decisions about, and particular changes to, the College's governance structure.
- 3) The President should continue to chair Finance & Estates Committee rather than introduce an external Chair.
- 4) The overview model of the College's governance was updated to reflect these proposed changes (see Appendix One).

It was **agreed** that the President would write to the Chair of the Charity Commission to update him on the College's decisions to date, noting that work was ongoing.

**PRESIDENT**

5. Academic Planning Working Party

The report of the Academic Planning Working Party was received. The President thanked everyone who had been involved in the review, noting that the outcome was designed to ensure that the Academic Office was staffed at the right level and with the right capabilities to cover all expected duties now and in the future.

The Governing Body **approved** the Case for Restructure of the Academic Office, including the creation of a new permanent Executive Assistant post and the continuation of the temporary post during the transition period during academic year 2024/25 to facilitate the changes and to mitigate future risks.

It was also **agreed** that the Head of HR and the Academic Administrator, in consultation with relevant College Officers as appropriate, would implement the proposed operational changes. There would be further progress reports to Governing Body.

**SENIOR TUTOR, HEAD OF HR, ACADEMIC ADMINISTRATOR**

6. Freedom of Speech Code of Practice and Complaints Procedure

The Senior Tutor reminded Governing Body that the College was required to issue a Code of Practice on Freedom of Speech as a new statutory duty within the Higher Education (Freedom of Speech) Act 2023, the relevant sections of which were due to come into force from 1<sup>st</sup> August 2024.

The Governing Body **agreed** the Code of Practice on Freedom of Speech and the Conference of Colleges Freedom of Speech Complaints Procedure.

It was noted that there would be further changes (for example to links) once more guidance had been received from the Conference of Colleges.

**SENIOR TUTOR**

**BELOW THE LINE ITEMS – TO NOTE**

7. Strategic Plan Working Party

The minutes of the meeting held on 11<sup>th</sup> June 2024 were received.

## APPENDIX ONE

