

ST. JOHN'S COLLEGE

MINUTES

A Stated General Meeting of **GOVERNING BODY** was held on Wednesday 20th June 2017 at 2.00 p.m. in the Senior Common Room.

Present: The President, 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 W. Mattli, The Revd. Prof. W. Whyte, Professor R. M. Harding, Professor A. Wright, Professor A. Starinets, Professor J. Schnell, Professor T. Burt de Perera, Ms. S. Layburn, Professor M-S. Omri, Professor C. Newton, Professor R. Ekins, Dr. G. Kantor, Professor J. Bray, Professor K. Southwood, Professor Z. Olszewska, Professor C. Beem, Dr. J. Oliver, Mr E. Love (MCR President), Ms. A. Wrigley (JCR President), Mr D. Sowood (JCR Treasurer)

Apologies: Professor C. J. K. Batty, Professor R. G. Compton, Dr. C Whistler, Professor P. P. Craig, Professor Z. Molnár, Professor K. Nation, Professor P. Maini, Professor H. Bouman, Professor N. P. Harberd, Professor H. Skoda, Professor P. R. Hayes, Professor A. Russell, Professor J. Obloj, Professor J. Stanyek, Professor Sir R. Collins, Dr. I. Klinke, Professor L. Pratt, Professor L. di Mare

In attendance: Dr. K. Doornik (Fellow for Equality), Dr. E. Clewlow (Academic Dean), Ms. A. Bielby (Director of Development and Alumni Relations), Ms. D. Cripps

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

The minutes of the meeting of Governing Body held on 24th May 2017 were **approved**.

2. Ball Steering Committee

The minutes of the meeting held on 12th June 2017 were received.

3. Equality Committee

The minutes of the meeting held on 24th May 2017 were received.

The Fellow for Equality briefed the Governing Body on the College's duty to publish specific equality objectives and to review them on a regular basis.

The adoption of specific equality objectives in the areas of staff training, undergraduate teaching and performance in examinations, staff recruitment and professional development, and the accessibility of facilities was **agreed**.

FELLOW FOR EQUALITY

The Governing Body also **agreed** that all members of Governing Body and of key College Committees should be required to complete an online equality and diversity briefing course.

FELLOW FOR EQUALITY, SENIOR MANAGERS and GOVERNING BODY

The Fellow for Equality noted that the minutes of Educational Policy Committee and of General Purposes Committee reported items that had included discussion and/or papers about the potential impact of decisions on equality. Officers for key committees would henceforth ensure that the College's Public Sector Equality Duty was discussed and decisions minuted. A rolling annual record of all items where equality was discussed and the relevant papers would be maintained by the President's Office.

PRESIDENT and COLLEGE OFFICERS

4. Decanal Committee

The minutes of the meeting held on 7th June 2017 were received.

The Senior Dean briefed the Governing Body on discussions with the MCR about rooms allocated 'off-ballot'. These now accounted for 15% of available rooms.

The Governing Body **agreed** that a more formal procedure (including an application form) should be adopted for allocation of graduate rooms off-ballot in consultation with the MCR President and the MCR Vice-President. This procedure would be discussed at Domestic Committee in Michaelmas Term before being added to the *Graduate Student Handbook* in time for the 2018/19 ballot.

ESTABLISHMENT & DOMESTIC BURSAR and SENIOR DEAN

5. Educational Policy Committee

The minutes of the meeting held on 7th June 2017 were received.

The timetable for Undergraduate Freshers' Week 2017 was **agreed**, subject to confirmation of the details of the session on emotional resilience.

The Governing Body **agreed** that Presidential Collections would be organised as follows with effect from Michaelmas Term 2017:

- a) Each undergraduate would have a Presidential Collection, as a matter of routine, once during each year of residence. For first- and final-year students (students on optional three- or four-year courses would count as final year in both their 3rd and 4th years), and for those with university examinations at the end of Hilary Term, this would take place during Michaelmas Term, and for other students during Hilary Term. The Collection would be attended by the President, the student and by one subject tutor. For Joint Schools, there would be one tutor from each school.
- b) In those terms when a student was not scheduled to have a Presidential Collection, each undergraduate would have an individual meeting with one of their Tutors, to discuss the OxCort and other tutorial reports for each term, and on this basis also to discuss overall academic progress. For Joint Schools, the meeting would be with one tutor from each school.

ACADEMIC DEAN

It was also **agreed** that the undergraduate student body would vote on whether gowns should continue to be worn at Collections.

JCR PRESIDENT

6. Rents and Charges 2017/18

The Principal Bursar reported on the discussions between representatives of the JCR, MCR and SCR on rents and charges for the 2017/18 academic year.

He thanked the members of the JCR and MCR for their participation and noted the very useful information that had been provided. This now gave a real working methodology of student finances to inform discussion. The JCR President and Treasurer noted particularly the information showing how various levels of increase in charges impacted specific students, depending on their matriculation year. The MCR President reported that the MCR survey had resulted in a useful overview of the diverse demographic, both geographically and by funding, of the postgraduate student body. The Principal Bursar recommended that tutors read the detailed JCR and MCR reports.

Against a background of a continued squeeze on public sector expenditure, the abolition of the maintenance grant for all undergraduates starting in Michaelmas Term 2016 and with all

previous government funding replaced by loans, the Governing Body **agreed** increases of 2.95% in room rents, 2.95% in the fixed charge, and 2.95% in food charges.

It was also **agreed** that the current maximum for the Academic Grant would be raised by 2.95% to £438 for graduates and by 2.95% to £325 for undergraduates.

It was further **agreed** that:

- a) the JCR grant should be increased [];
- b) the MCR grant should be increased [].

It was noted that Domestic Committee would discuss vacation residence requirements and that it had been recommended that the College Office would provide the names of students needing to be in College for extended terms. The College Office would also provide the dates for students' extended terms and confirm the automatic allocation of accommodation for that time. The Establishment & Domestic Bursar noted that some students might need to move rooms during vacations.

The Governing Body **agreed** that the system for claiming vacation grants would be replaced with a single financial declaration by the individual student for each vacation in which a residence grant was claimed.

It was also **agreed** that the JCR Bar Extension Room would be renovated [] and that the Domestic and Conference Manager would be asked to review the current laundry contracts.

PRINCIPAL BURSAR and FINANCE BURSAR

7. Michaelmas Term Calendar

Governing Body **approved** the Michaelmas Term Calendar.

8. Any other business

The Establishment & Domestic Bursar reported that the Estates Department was changing its name to the Works Department and that a number of job titles would also change, including that of the Estates Manager who would become the Master of Works.

BELOW THE LINE ITEMS – TO NOTE

9. Academic Services Committee

The minutes of the meeting held on 31st May 2017 were received.