

ST CROSS COLLEGE

**The 347th meeting of Governing body was held on
Wednesday 21st November 2012 at 1.45pm in the St Cross Room**

MINUTES

Present: Master, C Adam, J Ashbourn, C Bjola, C Bonell, M Bosworth, D Chatty, P Corbett, G Deutsch, M Doherty, V Ellis, E Froud, R Golestanian, R Hall, H Hamerow, H Hamill, D Hicks, P Ligoxygakis, D MacCulloch, R Makepeace, P O'Hanlon, B Orford, B Parsons, J Pfeiffer, N Pirie, J Shapiro, G Swafford, L Sweetlove, A Topsfield, W Treadwell, S Ulijaszek, K Venables, JRF Representative – L Santorelli

Student Representatives: Junior Deans, Student President, Student Treasurer

Apologies: J Baker, N Bowles, R Briant, I Daniels, J Friedrichs, P Garcia-Bellido, H Harrison, R Hoyland, M Jirotko, H Johnson, A Kapanidis, S Mahone, N Mayhew, R Mitter, D Olteanu, D Romero Morales, J Savulescu, K Scott, M Sharpe, D Waters, L Zanna

Secretary: S Hodge

1. Apologies for absence

The attendance register was circulated.

2. Master's Report.

Report of Conference of Colleges: The Master reported that there had been some discussions about JRAM and the CFF with relation to the rate of taxation but that there was nothing concrete to report at this point.

3. Minutes of the Unreserved section of the 346th meeting of Governing Body (GB704, Wednesday 17th October 2012).

The minutes were approved.

4. Matters Arising

There were no matters arising.

5. Report of the meeting of Executive Committee of:

5.1 31st October 2012 (EX1155 previously circulated)

a) With reference to item 4 the Vice-Master reported that the catering contract had been renewed with Baxter Storey for a further three years, with no cost increase. He added that a 10-year lease had been agreed with the University for 14 and 15 Wellington Square.

b) With reference to item 7 the Vice-Master reported that the 50th Anniversary of the College would be discussed at a meeting on 4th December.

- 5.2 14th November 2012 (**EX1157 previously circulated**)
- a) With reference to item 4 the Vice-Master reported that Sue Berrington and Lorna Maher had been appointed to cover Laura King's maternity leave.
 - b) With reference to item 9.1 the Vice-Master reported that the SRC elections would be held in the next few weeks.
 - c) With reference to item 9.3 the Vice-Master reported that the Student President had proposed "Freaky Friday" where Fellows were encouraged to sit with students at lunch. It was agreed that "Friendly Friday" was a more appropriate name.
 - b) With reference to item 10.2 the Vice-Master congratulated student Arthur Asseraf, who had been awarded an Examination Fellowship at All Souls and noted that the St Cross History Scholarship would be re-advertised for next year.

6. Report of the meeting of the On-Line Communications Group on 24th October 2012. (OC22 previously circulated)

The Master spoke to the papers noting:

- 6.1 With reference to item 4 it was agreed that the new website was a great success although more work was needed on the on-line booking system.
- 6.2 With reference to 5 the various forms of Social Media were proving to be popular.

7. Report of the meeting of the Academic Committee on 5th November 2012. (AC30, f, g, j and k previously circulated)

- 7.1 With reference to item 9 the Senior Tutor reported that there had been an enquiry about the growth in student numbers by N Pirie at the previous meeting of GB and a follow-up paper. She spoke to the minutes noting:

It had been anticipated that the original figures presented to GB in 2009/10 would be likely to rise as not all new students had arrived when the figures were submitted. She added that subsequently GB had approved a rise in intake from 180 to 210 during the last academic year in order to raise fee income to help fund the College's development aims for the new building. The Senior Tutor reported that a significant proportion of the increase in total student numbers was accounted for by the rising number of DPhil students in their 4th or subsequent year (88 in total). Few of these are still based in Oxford: an analysis of their attendance at lunch showed that of the 3255 lunches served between 1st-31st October 2012 only 102 were served to students in their 4th year and above and their guests (3% of the total), which indicated that they were not placing a strain on College resources.

In relation to accommodation she noted that the College is able to provide 163 rooms to students, the majority of the intake, and that three bedrooms were currently vacant. She added that the issue of overuse of College resources did not arise in the student survey, apart from space in the library which would be addressed by the construction of the new building. The issue of student access to teaching rooms had been a cause of concern in the student survey but it was agreed that a policy whereby students could book College rooms up to six weeks in advance would alleviate the problem and this would be considered further.

The financial case for keeping a higher number of DPhil students showed that each overseas DPhil student contributes £3,272 per year to the College so a reduction to admissions from 210 to 180 would result in a loss to the College of nearly £100,000. The Bursar noted that fee income makes up 38% of the College's total income and any reduction would undermine the application to PRAC for an £8m mortgage for the new building. Some concerns were still felt but it was agreed by GB that to reduce fee income at this point would be detrimental to the College's overall aims.

It was noted that Conference of Colleges had agreed that the University should maintain its current graduate student numbers and that the College has a comparable number of students to similar graduate colleges.

GB agreed that student numbers should remain at their present level.

- 7.2 With reference to item 10 the Senior Tutor reported that enough funds had been raised to fund the College fee for one student studying for an MSc in Global Health Science and the scholarship was being advertised for 2013/14.
- 7.3 With reference to item 13 the Senior Tutor reported that the Fellows' Academic Research Fund was now open for applications and that guidelines had been circulated.
- 7.4 With reference to item 17 the Senior Tutor reported that the Conference of Colleges had agreed Recommendations for College Postgraduate Academic Provision which had been circulated with the minutes.
- 7.5 With reference to item 18 the Senior Tutor proposed that a series of named lectures should be considered to raise the College's academic profile – funding would be sought first for this proposed initiative.

8. Report of the meeting of the Equality and Welfare Committee on 8th November 2012. (E/62 previously circulated)

The Master spoke to the minutes and advised that a new system would be introduced to ensure that either the Master, Senior Tutor, Bursar or Assistant Bursar would be available by telephone to speak to students' next of kin in the event of a serious accident over the weekend.

9. Report of the meeting of the Building Committee on 12th November 2012. (BC08 previously circulated)

The Master spoke to the papers noting:

- 9.1 With reference to item 1 it was proposed by the Building Committee that the use of Clipsham stone (which could be viewed on the refurbished Radcliffe Humanities Building and Earth Sciences) and untreated timber would be desirable and that the revisions proposed by the Building committee should be submitted to the architects. It was agreed that the architect should be instructed to make the revisions recommended by the Building Committee and that the revised designs would be presented at the next meeting of GB.
- 9.2 With reference to 3 the feasibility study would take place over the following nine weeks with Pell Frischmann appointed as Structural Engineers and Hoare Lea as Mechanical & Electrical Engineers.

- 9.3 With reference to 4 the Master noted that the Building Committee recommended a build budget of £5.9m. It was likely that fees would be in the order of 14% of the build cost and that VAT would be payable on 25% - 30% of the new building which suggested a total project cost within the £10m previously agreed. GB agreed that the construction budget should be £5.9m. The Master added that Sue Berrington had recently been appointed Development Director and there were some fundraising opportunities on the horizon. There had been a successful cherry tree planting ceremony with the Uehiro Foundation and the Vice-Chancellor the previous afternoon.

10. Student Funding Profile. (GB705A attached)previously circulated)

The Senior Tutor spoke to her statistics, reporting that the number of students who were family or self-funded (including loans) had remained largely stable over the previous three years (around 57%). She added that this was also the case for students fully funded by scholarships (both from within Oxford and externally) who constituted approximately 1/3 of the yearly intake.

Ends