

Freedom of Information Publication Scheme

St Anne's College Freedom of Information publication scheme follows the standard format required by the Information Commissioner from January 2009.

It sets out the information that the College publishes or intends to publish and we have tried to make available as much information as possible on this website. Printed versions of documents and web pages produced by St Anne's College are available, for which a fee may be charged.

The purpose of the scheme is to give a clear indication of which College publications are routinely accessible, so that the public can be informed as far as reasonably possible of the purpose and nature of College activities, and to assist in developing a greater culture of openness in general. The College endeavours to be as transparent as possible about its activities, while at the same time recognising that there are exemptions within the Act.

In accordance with the Information Commissioner's guidance for higher education institutions our publication scheme sets out the following classes of information.

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and Registers
7. The services we offer

1. Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

History

St Anne's College is one of the constituent colleges of the University of Oxford. St Anne's began in 1879 offering a university education to women who otherwise would have found it unaffordable. It became a full College of the University in 1952. It has taken both men and women since 1979, and is now one of Oxford's largest colleges, with around 450 undergraduates and 300 graduates. For more information about the history of the College please see:

www.st-annes.ox.ac.uk/about/st-annes-history.html

Constitutional and Legal Governance

The Principal and 56 Fellows (in 2011/12) form the Governing Body of the College. St Anne's College in the University of Oxford, is a charity incorporated by royal charter which was granted in 1952. The College registered with the Charities Commission on 30th June 2011 (registered number 1142660).

St Anne's College traces its origin to the Association for the Education of Women in Oxford which was founded in 1878. In 1898 the name was changed to the Society for Home Students which endured until 1942 when it became St Anne's Society. Until 1921 activities were governed by a Council and the Delegacy for Women Students of the University. From 1921 the Society was

governed by its own Delegacy of the University until 1952 when, with the grant of a Royal Charter, it was admitted to full college status in the University as St Anne's College. The statutes adopted in 1952 provided for a Council to control and oversee the organisation and in 1958 an amendment to the statutes replaced the Council with the Governing Body.

Further amendments to the statutes in 1977 allowed the appointment of men to the Governing Body and the admission of male students and the first male undergraduates arrived in 1979. St Anne's College is now one of the largest colleges for both undergraduate and post graduate students and is committed to furthering intellectual emancipation by attracting a wide range of students from different cultures and backgrounds.

Organisational and committee structure

Reporting to Governing Body, through Council, the College has a number of committees to enable Governing Body to make informed decisions.

The Governing Body is constituted and regulated in accordance with the College Statutes, the terms of which are enforceable ultimately by the Visitor, who is the Bishop of Oxford. The Governing Body appoints the Principal, Fellows, Tutors, Lecturers, Librarian and such administrative and other Officers as the Governing Body thinks necessary from time to time. The Governing Body appoints Committees and delegates to them such powers as it thinks fit, again subject to the Statutes. The Governing Body has such powers as are conferred on it by its Charter and shall subject thereto and to the Statutes, have the entire direction and management of the affairs of the College. The Governing Body determines the strategic direction of the College and regulates its administration and the management of its finances and assets. The members of the Governing Body meet a minimum of four times a year.

The Council: The Principal, the Vice-Principal, the Senior Tutor, the Treasurer, and the Domestic Bursar are ex officio members of Council. There are also six elected Governing Body Fellows, engaged in full time academic employment, normally representing each of the academic divisions as defined by the University, and normally including at least one Professorial Fellow.

Council reports to Governing Body and meets ten times a year; it has the responsibilities of a General Purposes Committee to which Governing Body delegates certain responsibilities of decision making and College management, consistent with Governing Body's own responsibilities as the College's sovereign body as set out in the Statutes. Other committees and sub-committees of the College are:

- Academic Committee
- Academic Adjudication Committee
- Disciplinary Adjudication Committee
- College Officers Committee
- Development Committee
- Equal Opportunities Committee
- Estates Committee
- Finance and Development Committee
- Health, Safety and Environment Committee
- Human Resources Committee
- Investment Committee
- Nominations Committee
- Nursery Committee
- Remuneration Committee
- Student Welfare Committee

Subsidiary companies

The College also has two wholly owned non-charitable subsidiaries: St Anne's College Services Company Limited, whose annual profits are donated to the College under the Gift Aid Scheme, and St Anne's College Developments Limited, which undertakes certain College building works and is currently not trading. The trading activities of St Anne's College Services primarily comprise revenue from letting of the College facilities when not in use by the College. The College also administers many special trusts.

Location

St Anne's College is located to the north of central Oxford spanning across the Woodstock Road and the Banbury Road, with Bevington Road to the North.

St Anne's College
Woodstock Road
Oxford
OX2 6HS

Telephone Reception (the Lodge): 01865 274800.

Contacts

The main contact number for St Anne's College is the College Lodge, telephone number as above.

For departmental contact details, please see the following page of our website:
www.st-annes.ox.ac.uk/about/contact.html

2. What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

Accounts

The College's annual accounts are published on the central University website:
http://www.ox.ac.uk/about_the_university/facts_and_figures/college_finances11.html

Staff Salaries and benefits

St Anne's College has its own salary scales for support staff. Academic salaries are in accordance with the University of Oxford's salary scales.

Student Fees and charges

Information on undergraduate fees and charges are available from the central University website:
http://www.ox.ac.uk/admissions/undergraduate_courses/student_funding/index.html

St Anne's College also provides information on financial matters for Undergraduates, including information on bursaries, scholarships, internships and grants at www.st-annes.ox.ac.uk/why-choose-us/undergraduate-admissions/financial-matters.html

Information on postgraduate fees and charges are also available from the central University website: www.ox.ac.uk/admissions/postgraduate_courses/fees_and_funding/index.html

Additionally, there is information on the scholarships available for postgraduate study.

Financial support for students

The College charges the following fees:

- College fees at externally regulated rates to undergraduates entitled to Student Support and to graduate students (with those undergraduate fees being paid by grant funding through arrangements approved by the Government), and a fee determined by the College annually to International undergraduates and any Home/EU undergraduates not entitled to Student Support; and
- Accommodation and meal charges at reasonable rates. In order to assist undergraduates entitled to Student Support, the College provides through a scheme operated in common with the University and other Colleges bursary support for those of limited financial means. For the academic year 2010/11, the number of awards made was 115, out of a Home/EU undergraduate population of 388; 54 of the awards were at the maximum value of £3,225; and the average value of the awards was £2,241. The scheme is approved by the Office of Fair Access and provides benefits at a substantially higher level than the minimum OFFA requirement.
- To support the costs of graduate students, the College provides financial support including a number of scholarships each year to fund fees and living costs, and access to support and travel grants to meet costs involved in research, fieldwork and presenting papers at conferences.
- The College also supports students through a support and travel grant scheme to assist with the purchase of books and equipment, attendance at conferences, and travel grants.
- In addition to its other programmes the College operates several hardship funds, for which all students incurring unexpected financial hardship are eligible.
- The College operates an outreach programme to raise educational aspiration and attract outstanding applicants who might otherwise not have considered applying to the college. This programme includes visits by tutors to schools to the College, open days, and admissions seminars for teachers as well as guidance and information on the College website for prospective applicants. The College also assists and participates in the access and outreach activities of the University. Its activities are supported by the generous benefaction of The Drapers' Company.

3. What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

Charitable Object and aims

The College's Charitable Object as stated in the Charter is:

The advancement of learning, education and research and to be a College within the University of Oxford where women and men may carry out academic study and research.

The College's aims for the public benefit are:

- To provide teaching facilities and individual or small-group tuition, as well as pastoral, administrative and academic support through its tutorial and graduate mentoring systems;
- To provide social, cultural, musical, recreational and sporting facilities to enable each of its students to realise as much as possible of their academic and personal potential whilst studying at St Anne's; and
- To support research work pursued by its Fellows through promoting interaction across disciplines, providing facilities and providing grants for national and international conferences, research trips and research materials; granting regular sabbatical leave from teaching duties, and encouraging Fellows to apply for grants from University and external bodies to support them in pursuing their research for longer periods. Where Fellows gain grants for research leave the College normally releases them from teaching for that period of time.
- The aims set for the College's subsidiaries are to help finance the achievement of the College's aims as above.

Activities and objectives of the College

The College's principal activity, as described above, is the advancement of learning, education and research by being a College in the University of Oxford. Each year St Anne's admits undergraduate and postgraduate students to study for degree courses. The core objectives to achieve this are:

- Students: to ensure that undergraduate and graduate students of potential academic excellence, whoever they are and wherever they come from, can study here and perform to the best of their ability.
- Research: to attract, reward and retain the best academic minds to work here, to create a world-class academic research community that in turn supports the tutorial system and graduate development.
- Environment: to provide buildings and infrastructure of the quality to meet the needs of its academics and students and its supporting activities.
- Finance: to improve our financial security at the same time as maintaining our graduate and undergraduate academic experience and performance.
- Specific development plans have been agreed for the separate departments within the College to ensure that the College continues to enhance its ability to provide a first-class education.

How are we performing?

The College's Annual Accounts show how the College is performing financially.

St Anne's College also publishes an Annual Review, available at:
www.st-annes.ox.ac.uk/about/annual-review.html

Oversight and responsibility

The College's Investment Committee advises Governing Body on the management of the College's financial resources.

The Investment Committee: the Principal and the Treasurer are ex officio members of the committee and there are three further Governing Body members and five external members who are experienced in investment matters. It meets four times a year, reports to Finance and Development Committee and it oversees the effective management of all the College's endowment funds in pursuit of the College's strategic objectives. The Principal stood down as Chairman of the committee in 2007/8 following his appointment as a nonexecutive director of Ofcom. He is a member of the committee but is not present for any part of the meetings which deals with the details of the College's shareholdings.

The Finance and Development Committee: The committee meets six times a year and is responsible for keeping the financial position of the College under review and to review the Medium Term Financial and Risk Management Strategies and to recommend any action deemed to be necessary or desirable consequent upon these.

4. How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Decision making process

The Principal and 56 Fellows (in 2011/12) form the Governing Body of the College. It is constituted and regulated in accordance with the College Statutes which are made from time to time by order of Her Majesty in Council in accordance with the Royal Charter of 19th May 1952, and the Universities of Oxford and Cambridge Act 1923 and the Charity Commissioners. The Governing Body determines the strategic direction of the College and regulates its administration and the management of its finances and assets.

The Governing Body makes decisions with the help of the College's Committees and in accordance with the College's By-laws.

Oxford's 38 Colleges and 6 Permanent Private Halls are both an integral part of the collegiate university and also independent, self-governing academic communities. Material interdependencies between the University and the Colleges arise as a consequence of this relationship. Decisions are made in the context of intercollegiate policy decisions agreed amongst the Conference of Colleges.

The Conference of Colleges is where the Colleges and Permanent Private Halls come together to deal with matters of shared interest and common purpose. The Conference, and its sub-committees, has two main functions:

- Firstly, it enables Colleges to act collectively on issues that matter to them. This may range from sharing information and good practice, to acting together to procure expert advice or services.
- Secondly, Conference acts as a voice for College interests within the University community. Conference enables Colleges to debate and act upon the key issues of the day. Shared views and policies are developed and decisions made. This enables a collective College perspective to be communicated widely and to influence university decision-making.

Records of decisions

Key decisions about the operation of the College are recorded in the minutes of Governing Body. Other financial and strategic decisions are recorded the College's Annual Accounts.

5. Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

- College Statues
- College By-laws

Students

- Student handbook
- Financial Information
- Undergraduate admissions
- Graduate admissions

Staff

- Employee handbook
- Health and Safety handbook

6. Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

- Assets register - Details of our fixed assets can be found in our Annual Accounts.
- Register of gifts and hospitality provided to senior personnel.
- Register of interests and conflict of interest.

7. The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

Information about Undergraduate Admissions can be found on the website at:
www.st-annes.ox.ac.uk/why-choose-us/undergraduate-admissions.html

Graduate Admissions:
www.st-annes.ox.ac.uk/why-choose-us/postgraduate-admissions.html

Information for current students can be found on the website at:
www.st-annes.ox.ac.uk/study/current-undergraduates.html

The College's facilities are available for public hire through our subsidiary company. Information on the College's conference facilities and services can be found at:
www.st-annes.ox.ac.uk/conferences/introduction.html

The College Library is available to current students and staff 24 hours a day. Access is available to others who wish to use the library, or access the College archives for research, by arrangement with the Librarian. Further information on the Library services available can be found at:
www.st-annes.ox.ac.uk/study/current-undergraduates/library.html

Information on current research undertaken by our Fellows and lecturers is available at:
www.st-annes.ox.ac.uk/about/people/a-z.html

St Anne's is committed to keeping our world-wide community of 8,000 alumnae and friends in touch with each other, and with the College. A program of events for alumnae, parents and friends is organised by the Development Office:
<http://www.st-annes.ox.ac.uk/alumnae/welcome.html>

For the latest St Anne's College news please see our home page: www.st-annes.ox.ac.uk

Document formats and fees

Charges which may be made for Information published under this scheme.

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information, provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

The Freedom of Information Officer, currently the Treasurer is responsible for maintaining the scheme on behalf of the College. All requests for information should also be sent in writing to the Treasurer at the following address:

The Treasurer (Freedom of Information Officer)
St Anne's College
Oxford
OX2 6HS