

GOVERNING BODY FELLOWS ALLOWANCES (Rates from 1 August 2023)

1. ALLOWANCES AND CHARGES

Allowance	Rate from 1 August 2023 - 31 July 2024
Common Table (own meals only)	£55.62 per week
Entertainment Allowance	£747 per annum
Academic Stipend (pensionable)	£3,109 per annum
Academic Grant	£818 per annum

COMMON TABLE (INFORMAL MEALS)

The entitlement is £55.62 a week for own informal meals taken in Hall during a 'meal week' (which runs from Monday lunch to Saturday brunch). Expenditure exceeding this sum and guest meals are charged to Fellows' individual accounts through battels, unless requested on Domus, see below. Food and drink purchased in Hall should not be consumed elsewhere.

ENTERTAINMENT ALLOWANCE: Guest Nights and Informal Meals

There is a combined (guest night and informal meals) entertainment allowance, currently £747 per financial year.

A Fellow may use this for guest nights, charging the cost of the Fellow and up to three Academic/College guests on any one night to the allowance. A Fellow must select the allowance for their own meal as well as each guest's meal when making the booking online, otherwise the amount will be added to their battels. Alternatively, the Fellow may choose to use the allowance for the costs of guests at informal meals, or to use it for a combination of guest nights and informal meals.

Fellows wishing to use the allowance for guests at informal meals must make it clear to the Meal Checker at the till that they wish their guests to be charged to Domus, otherwise the amount will be added to their battels.

GUEST NIGHTS AND CHARGES

Guest Night dinners are held on Thursday during Term. Book on-line at [Guest Nights](#) by 9 am on the Monday prior to the guest night (subject to availability).

Note. All allowances are subject to annual review and adjustment by the Remuneration and Personnel Committee.

COMMON ROOM

There is only one Common Room organisation for Fellows and Graduate Students alike, and all Fellows and Members pay a subscription which is currently, for Fellows, £58.50 per annum (pro rata at £19.50 per term for those joining in Hilary or Trinity terms). Spouses and partners of members of College are entitled to apply for Associate Membership of Common Room, and are charged at the same rate and frequency as the member with whom they are associated.

2. STIPEND AND GRANTS

ACADEMIC STIPEND

The current Academic stipend of £3,109 per annum is paid to Governing Body Fellows for their support of the College's academic functions. It is taxable and pensionable. It will be paid in one sum in October each year to Fellows in post as at 1 October. No repayment will be required for Fellows leaving in the related academic year. If a Fellow starts during Hilary or Trinity term, they will be paid a pro-rata stipend.

ACADEMIC FUND

The Academic Fund supports academic related needs for which there is no other funding available, including travel, conference fees, subsistence, and in certain circumstances, books. Wherever possible, applications need to be made and authorised prior to the related event, except in unavoidable circumstances when an explanation should be provided as to why the claim is retrospective. Wolfson uses a gathered field system for apportioning grants from the Academic Fund and each Fellow can claim up to £818 per financial year. For any one gathered field allocation there may be numerous applications, and the total sums applied for by individuals cannot always be guaranteed. The applications are assessed twice termly by the Academic Fund Panel. Applicants are expected to seek funding from other sources and to provide evidence of having done so. The deadline for receipt of applications is the Wednesday of Weeks 2 and 7. Please follow the link:-

[Academic Fund Form](#)

ACADEMIC CONFERENCE AND SEMINAR ACCOUNT

This account has been established to support Workshops, Conferences, Colloquia, Lectures and Seminars organised by Fellows of the College, and held for the most part at Wolfson. In cases where the exact number of delegates is known, the Governing Body has agreed an amount based on £20 per day, per delegate, up to a maximum of £1000 per application. Open meetings and lectures where numbers of attendees are unknown may also receive support up to a maximum of £1000 per application. All applications will be approved subject to budget, and it is expected that external funding will also be sought. Funds may be spent as required by the convener, e.g. for catering, guest rooms, travel expenses etc.

Applications should be made in writing to the College Secretary. To qualify for the £20 per day per delegate rate, a list of participants should be provided. It is the responsibility of the convener to confirm the availability of rooms through the Events Office, who should be asked to send any invoices to the College Secretary (college.secretary@wolfson.ox.ac.uk) for approval against the Academic Conference and Seminar Account once the level of allocation has been confirmed. Please note that once all funding has been allocated, no further funding can be granted from the Academic Conference and Seminar Account. Please follow the link:-

[Academic Conference and Seminar Account Form](#)

3. MEETINGS AND DINNERS

WELCOME DINNER (MICHAELMAS TERM), RETIREMENT DINNER (HILARY TERM) AND FOUNDATION DINNER (TRINITY TERM)

All Fellows (as well as Visiting Scholars and Elected Members of GB and GPC) are invited, as College guests, to the termly Governing Body Dinners and to the Foundation Dinner in June.

Wolfson College is a registered charity and all Governing Body Fellows are Trustees of the College under Charity Law. All Governing Body Fellows are expected to attend Governing Body meetings twice a term.

Below is the current timetable which will come into effect in Michaelmas term (MT) 2023.

Wednesday	Tea/Cakes Buttery	GB Meeting	Drinks	Dinner/ Buffet	Evening Notes
MT - Week 3 Wednesday 25 Oct 2023	5.00 pm	5.30 pm Buttery	7.00 pm	7.30 pm	Welcome New Fellows Drinks and Dinner
MT - Week 8 Wednesday 29 Nov 2023	5.00 pm	5.30 pm Buttery	7.00 pm	7.00 pm	Drinks and Buffet Supper
HT - Week 3 Wednesday 31 Jan 2024	5.00 pm	5.30 pm Buttery	7.00 pm	7.30 pm	GB Fellows Retirement Drinks and Dinner
HT - Week 8 Wednesday 6 March 2024	5.00 pm	5.30 pm Buttery	7.00 pm	7.00 pm	Drinks and Buffet Supper
TT - Week 3 Wednesday 8 May 2024	5.00 pm	5.30 pm Buttery	7.00 pm	7.00 pm	Drinks and Buffet Supper
TT - Week 8 Wednesday 12 June 2024	5.00 pm	5.30 pm Buttery	7.00 pm	7.00 pm	Drinks and Canapes only (due to Foundation Dinner on Friday of the same week)

Fellows who are unable to attend a meeting should send apologies to the College Secretary (college.secretary@wolfson.ox.ac.uk) prior to the meeting. The Governing Body meeting is followed by, either a Fellows dinner or by an informal Buffet supper.

Further information on GB meetings, including their agenda, timing and location, will follow from the College Secretary.

The College also expects that Fellows will take part in the activities of the College and, in particular, to be willing to sit on College Committees (including appointment committees). The College committees include: Academic, Audit, Domestic and Premises, Equality and Welfare, Fellowships and Membership, Finance, General Purposes, Investment, and Social and Cultural Committee. In Hilary Term, Fellows will receive a Committee Membership form on which they can indicate their committee preferences. Recommendations for Committee membership are made by the Nominating Committee and approved by the Governing Body. Fellows will also be asked to act as College Advisor to graduate students. Governing Body Fellows will usually be allocated 10 advisees. Whenever possible advisees will be allocated from within the same division (but not department).