



HARTPURY

Minutes of the Meetings of Hartpury University and Hartpury College Boards 10am Thursday 23rd September Gwynne Holford

Members	University Board	College Board
Mr Edward Keene	Present (Chair)	Present (Chair)
Ms Jenny Arroud	Apologies (Staff Governor)	-
Ms Alison Blackburn	Present (Co-opted Governor)	-
Mr Patrick Brooke	-	Present
Ms Barbara Buck -	-	Present (Vice-Chair)
FE Student Governor	-	Vacancy
Mr Alastair Grizzell	-	Present
Ms Mary Heslop	-	Present
Mr Henry Hodgkins	Present	-
Mr Sean Lynn	-	Apologies (FE Staff Governor)
Mr Russell Marchant	Present (Vice-Chancellor)	Present (Principal)
Mr William Marshall	Present	-
Mr Chris Moody	Present	Present
Mr Kam Nandra	-	Apologies
Ms Lisa Oliver	Present	-
Prof. Ian Robinson	Present	-
Dr John Selby	Present	-
Mr David Seymour	Present	-
Mr Gareth Smith	Present (HE Student Governor)	-
Mr Charlie Whitehouse	Present (Vice-Chair)	-
Ms Helen Wilkinson	-	Apologies
In Attendance		
Ms Lynn Forrester- Walker	Present (Chief Operating Officer)	Present (Chief Operating Officer)
Mrs Rosie Scott-Ward Ms Gillian Steels	Present (Pro-Vice-Chancellor)	-
Ms Claire Whitworth	Present (Clerk to the Board)	Present (Clerk to the Board)
Ms Lesley Worsfold	-	Present (Vice-Principal Further Education)
	Apologies (Vice-Principal Resources)	Apologies (Vice-Principal Resources)

	ACTION & ACTION DATE
<p>Development/Briefing Session- Hartpury's Response to the Cyber Security Threat</p> <p>A briefing was provided by Mr Graham Quint, Head of Digital and Mr Matt Reeve Head of IT.</p> <p>The Session covered outlined the actions taken by Hartpury to reduce risks of operating in a digital world, recognising that education was seen as a desirable target because of the range of data held. The change to remote working meant boundaries had changed and raised the level of potential risk. The methods used to seek to reduce risks: policy (such as the IT Acceptable Use Policy), technology (hardware & software) and by education for staff to encourage cyber safe practices.</p> <p>Methods to provide assurance that these approaches were working were also outlined. These included a recent Internal Audit on Cyber which had identified</p>	

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	<p>only three minor areas for action and an Annual Penetration Test. Supply chain security was also considered and appropriate agreements put in place.</p> <p>Education for staff and students included Principal Briefing sessions, Moodle areas, and the Hartpury Certificate. The IT Team also received more detailed cyber security training and briefings and were alerted by JISC to identified threats and issues. Briefings had been provided by education institutions which had suffered ransomware attacks. Hartpury was part of an Information Security Partnership to share best practice.</p> <p>Hartpury's back up processes and technology controls (such as anti-virus protection) were also outlined. Each week a vulnerability identification process was undertaken. Health checks of the systems were regularly undertaken. Issues such as consideration of use of one-drive rather than USB sticks was also ongoing.</p> <p>It was confirmed that the IS team were available 24/7 to respond to cyber threats. Audit trails and checking processes were in place to protect against "rogue" IT team. HR processes such as DBS, identity verification etc also protected against this.</p> <p>Time and the capacity of the IS team were recognised as challenges.</p> <p>The Chair thanked Mr Graham Quint and Mr Matt Reeve for their helpful and informative presentation.</p>	
01/09/21	<p>Welcome, Apologies and Confirmation of Quoracy</p> <p>The Chair welcomed the Boards to the meeting, particularly new governors Mr Alastair Grizzell – FE Governor and Gareth Smith – HE Student Governor.</p> <p>Introductions were provided.</p> <p>Apologies as detailed above. It was noted Ms Arroud and the Vice-Principal Resources were attending the WellFest.</p> <p>It was confirmed the meetings of the University Board and the College Board were quorate.</p>	
02/09/21	<p>Declaration of Interest</p> <p>The Clerk advised that members' interests would be taken as those disclosed in the Register of Members Interests.</p> <p>The following standing declarations were noted: The Chair, Vice-Chancellor/Principal and Chris Moody were members of both University and College Boards.</p>	
03/09/21	<p>Minutes of the meetings</p> <p>The Minutes of the University Board and the College Board meetings held on the 30th June 2021 were agreed by the respective Boards to be true and accurate records.</p>	

		ACTION & ACTION DATE
04/09/21	<p>Matters Arising</p> <p>An action log had been provided updating on issues raised at previous meetings.</p> <p>Novazera - The Vice-Chancellor and Principal advised that the joint venture was progressing. Hartpury had been given 5% of the shares of the Company and the Vice-Chancellor and Principal was a director. The aim was to provide opportunities for staff and students in the longer term. Novazera was one of the companies using the Box Park.</p> <p>Sustainability – the review by UWE had been completed and a report provided. It was agreed this would be added to the Governors’ Sharepoint Site. The report included a significant number of action points which were currently being reviewed for prioritisation. A Sustainability Manager had been appointed and would start on 18th October. It was confirmed there was some good practice in place but it needed co-ordinating, developing and sharing.</p> <p>The update was NOTED.</p>	
	<p>Part 1 Priority Agenda Items</p>	
05/09/21	<p>Vice-Chancellor & Principal’s Update</p> <p>Annual Report – 2020/21 The Vice-Chancellor and Principal had provided a high-level view of the University’s and College’s performance over the last academic year.</p> <p>1. Hartpury College This year has been another unique year for Hartpury College. Plans to respond to Covid had been successfully implemented, despite some challenges from students. The staff’s responsiveness and commitment was recognised. External exams had again been cancelled and work put in place to ensure Centre assessed grades were robust. It was believed the much improved A Level performance of 2019 had been maintained this would remain an area of focus. Student recruitment had set another record for Hartpury, coming close to achieving the 2025 Strategic targets already. This had enabled an increased focus on the balance of recruitment between landbased and non-landbased for 21/22. In addition, developments in non-full-time traditional courses have progressed, changed delivery of the Access to Higher Education courses and increased apprenticeship numbers for example. These would ensure growth could continue without causing an impact on facilities. A governor questioned whether this was realistic given other demands. The Vice-Chancellor and Principal advised that the work on course costings by the college managers would support this work.</p> <p>Students had been bought back onto campus and face-to-face teaching reintroduced at the earliest opportunity. This had worked well in ensuring that we were able to complete our educational programmes and ensure students had the opportunity to achieve their goals, although there were some behaviour challenges due to the restrictions. In September 2021 we will be welcoming back second year students who have never experienced ‘normal’ Hartpury. Plans are in place and efforts will be made to try and enable them to</p>	

experience Hartpury as we would like it to be. Work to increase progression from Hartpury College to Hartpury University was ongoing.

The **development of the management team** had progressed in 2020/21. A major developmental focus for the year has been to improve understanding of course costings and how their decisions can impact financially.

Governors questioned the impact of the 2025 recruitment target being achieved early, and whether any changes would be required. The Vice-Chancellor and Principal advised that numbers were similar to last year so actions had already been taken to support this volume of students.

2. Hartpury University

Our third year as a University saw continued disruptions due to Covid. We initially focused face-to-face delivery on first year students, delaying the start of campus delivery to second and third year groups. Hybrid delivery was also used to allow students to study on line. Again the responsiveness and commitment of staff was recognised. In both delivery and assessment standards and academic rigour were maintained.

Recruitment for the 2021 enrolment has been successful but mixed. Undergraduate acceptances are currently 11% above target at over 800, Top up numbers, postgraduate and international were all down. The overall impact is that we expect to make our budgeted fee income target, with a different student mix, which increases pressure on facilities – actions are in place to respond to this. Governors questioned the impact of the growth of undergraduate students on the student experience. The Vice-Chancellor and Principal advised that there had been a lot of planning in response to the undergraduate growth, and that numbers had been capped in some courses to ensure the student experience was protected. Work on timetabling had been completed to support the student experience. He stressed that maintaining the student experience was the top priority. In relation to additional residential accommodation Blackfriars 2 would be on stream from 2022 and additional rooms were available in Blackfriars 1 and another hostel in Gloucester to support space for this year.

A **curriculum refresh project** is underway to enable us to review our curriculum content and potentially modernise some elements of what we deliver. The aim would be to build sustainability into all units.

3. Financial Performance

The budgeted surplus for 2020/21 was £1,320k as we set a cautious budget in the light of the uncertainties caused by Covid. At the time of writing the outcome is likely to be £1,681k, a surplus of 3.97%, an excellent result in the circumstances. HE income was higher than forecast and we were able to tightly control direct and fixed costs. The adjustments relating to the Local Government Pension Scheme were highlighted. Governors commented on the impact of the LGPS adjustments and queried whether the situation was likely to change. The Vice-Chancellor and Principal commented that Hartpury was a small part of the scheme. It was noted that the scheme was attractive at recruitment as a potential differential. It was confirmed that the Scheme was no longer a Final Salary Scheme. It was agreed it would be helpful to have a refresh on the Pension Schemes in place at Hartpury. The Chief Operating Officer advised some institutions were looking at new schemes for new

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	<p>starters.</p> <p>It was recognised that the future for both College and University funding was uncertain and the detailed financial controls in place were invaluable in ensuring Hartpury is in the best position it can be. It was noted that Hartpury's financial health remained well above sector average in terms of surpluses generated and cash. Governors agreed that College and University finance was likely to be frozen given the challenges facing the Treasury. The need to protect current levels of fees was flagged. The Vice-Chancellor and Principal advised that Hartpury was actively involved with GuildHE in lobbying. Hartpury was modelling a lower tariff and potential removal of the Foundation Year. He advised that much of Hartpury's provision was STEM related which was more likely to be protected.</p> <p>4. General Performance</p> <p>Across the Hartpury Group this has been another successful year given the constraints of Covid. Student recruitment reached record levels, retention for College students was high and continuation in University students continued to improve. Student satisfaction rates for College students remained high although disappointingly NSS scores for University students declined, although still above sector averages. The impact of low scores from sports students, who at the time of the survey had not been able to participate in any sports, impacted on overall scores. The Continuous Improvement team was now well established and having an impact, for example through on-line enrolment. The investment in digital was also having a positive impact.</p> <p>Staff recruitment has become a more significant challenge - some support staff roles were proving hard to fill and there were difficulties filling some academic roles, particularly in the University where our salary levels were low comparatively and turnover had increased. Plans to address this issue had been delayed, but this was flagged as an area to be addressed before setting the 2022/23 budget. This issue would be brought to SFR for discussion. Governors recognised this issue had been raised previously and queried what was holding up the issue. The Vice-Chancellor and Principal advised the issue had been considered but put on hold given the cost and other challenges due to Covid. Governors questioned whether Marketing was being used to support staff recruitment, recognising that this was not all about salary. The Pro-Vice-Chancellor advised that this had been developed, but more could be done. She advised that issues were less in equine but more in sport where there were local competitors and in animal where Hartpury needed to further develop its reputation at an HE level. Recent Research roles would support reputation building, but were work in progress. A governor questioned whether the vacancies were impacting on the student experience. The Pro-Vice-Chancellor advised that this was being prevented by the use of fractional posts, some online delivery and visiting speakers. It was aimed to fill posts by Christmas, but provisional plans were in place in case this was not achieved. Work was also in place to "grow our own".</p> <p>It was highlighted that the Safeguarding and Student Welfare Support teams had faced significant challenges in 2020/21 due to the impacts of Covid – both directly, increased demands for services and in terms of impacts on behaviour. They were thanked for their work. A governor queried whether appropriate sanctions were available to support improved behaviour. This was confirmed. The Vice-Chancellor and Principal commented that the behaviour had been out</p>	<p>Board 2022</p>

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	<p>of line with the norms, and that to date for 2021 College Student behaviour had been in line with expectations. It was confirmed that students were set clear boundaries. The Vice-Principal Further Education commented that attitude was one of the areas explored in interviews. Governors reflected on whether the behaviour issues had been impacted by the accommodation, recognising that the college students accommodation was often twin rooms, with limited social facilities. It was queried whether it would be helpful to undertake a review of accommodation to consider whether it was fit for purpose. The Vice-Chancellor and Principal advised that some work had been undertaken over the summer to improve some of the accommodation. He considered the biggest challenge to be Dingle1. He agreed a review was something to consider.</p> <p>5. Governance</p> <p>This was the third year of the unique governance structure being in place and working. The biggest challenge had been the requirement for meetings to be online, this does not help build the right relationship between staff and governors and indeed between the governors themselves. It was a huge step forward to be able to run our annual strategic event face to face in June, on site, albeit with Covid precautions in place. This had helped with developing site and academic knowledge and supporting relationship development and maintenance. A Governance Review was being explored to ensure ongoing development. Capital Project processes had been improved over the year to support governance oversight.</p> <p>The Chair of the Boards, on their behalf, formally thanked the Vice-Chancellor and Principal and the SMT for their exceptional work during a very challenging year.</p>	<p>Vice-Chancellor and Principal and SMT March 2022</p>
	<p>The University Board and the College Board NOTED the Report.</p>	
	<p>Vice-Chancellor and Principal – September Update</p>	
	<p>This report covered the period from end of June 2021 to mid-September 2021.</p> <p>1. Covid-19</p> <p>It was noted that Hartpury had weathered the storm of Covid-19 in 2020/21 and undertaken considerable planning for 2021/22. Hartpury's Vaccination Policy had been the subject of media focus but generally been welcomed by students and parents. A new testing station had been established. Masks zones continued. The challenge to limit the spread and the impact on learning and normal campus life was highlighted. It was confirmed that the Student Union were supportive and that reinforcement of masks and testing was ongoing. It was confirmed Government Guidelines were being complied with.</p> <p>Governors asked how staff were feeling. It was confirmed they were working to encourage good practice in relation to staying safe and were pleased to be teaching on campus. The FE staff governor confirmed staff felt supported.</p> <p>2. First Draw Down of the Triodos Loan</p> <p>The development of the new restaurant and classroom building on the former Rudgeley car park commenced over the summer. This project was to be funded in part by the £8m Triodos loan secured 2 years ago. The loan has to be drawn down in 2 tranches. A governor questioned whether given the stage</p>	

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	<p>the projects were at whether £4m was required at this time. The Chief Operating Officer advised that this would be required in the longer term and that the need to draw down in two tranches meant this was the amount required to support the cashflow in the longer term. A governor queried what the interest rate would be and the Chief Operating Officer advised this was currently subject to discussion. Governors commented on the need to make best use of any significant cash sums held by laying off funds overnight. The Chief Operating Officer confirmed this was actioned.</p> <p>The cashflow forecast indicated funds will be required in November for this project. Given that SFRC do not meet until the end of November, approval for an initial £4m draw down in November 2021 was being requested with a planned second draw down in May or June 2022. It was confirmed approval for the second draw down will be sought from SFRC at that the time.</p> <p>It was highlighted that the proposed draw down was in line with the Budget approved by the Boards in June.</p> <p>The University Board Approved the £4m drawdown of the Triodos Loan.</p> <p>3. Capital Projects Update</p> <p>It was noted that the new Graze project was ongoing, that the rugby rubber crumb refurbishment has been completed, that the new Equine Assisted Area (EAA) arena at equine was progressing, the planning appeal for New Vicarage Field had been rejected, a New Vicarage block extension has been completed and the previously extended block refurbished internally. Blackfriars Phase 2 remained on schedule.</p> <p>The Boards were disappointed at the outcome of the Planning Appeal. The Vice-Chancellor and Principal advised that he had met the QC to look at how this would impact on plans going forward and alternative options. It was confirmed that no point for further appeal had been identified.</p> <p>A governor asked why the FE Building Funding had been unsuccessful. The Vice-Chancellor and Principal advised that there had feedback that the Condition Survey was not of sufficient quality, there had also been a large number of bids. This feedback was frustrating as our consultants had advised that they had successful clients who had poorer quality survey reports than ours.</p>	
06/09/21	<p>Finance Performance – April Management Accounts</p> <p>The Boards had been provided with the Management Accounts for the 12-month period to end of July 2021. It was noted that for this period there was a surplus (before pension adjustment) of £1,681k, compared to a budgeted surplus of £1,334k. This variance reflected additional HE funding and well controlled direct & fixed costs. This was partially offset by additional Covid costs and lower commercial incomes due to Covid restrictions in force on campus.</p> <p>It was highlighted that the out turn when compared to the reforecast in June 2021 showed a £549k improvement. More income had been drawn down for HE students than forecast due to improved retention towards the end of the academic year, Equine income had outperformed the forecast</p>	

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	<p>due to increased entries at summer events and income for the Covid testing centre had been received that had not been forecast.</p> <p>The Chief Operating Officer confirmed that as in previous years, the LGPS actuarial review had been received after the year end and the impact of the pension valuation impacted the overall surplus. The impact of this review was impossible to budget for and thus does not appear in the budget or the forecast. The adjustments this year were again a significant negative pensions adjustment and moved a positive operating position into a significant deficit of £3,316. This was a reflection of the financial market volatility and continued concerns regarding the level of pension commitments accruing compared to contributions for members of the scheme. It was stressed that this adjustment was an accounting adjustment and has no impact on the cash position.</p>	
	<p>The Chief Operating Officer advised that the figures did not include the write off relating to New Vicarage Fields. Some costs such as the survey work and design costs might be carried forward. At this stage c£200k of costs were estimated to be written off, but this would depend on discussions with the auditors.</p>	
	<p>A governor questioned what was included in the farm commercial out turn of a loss of £257k in the July Management Accounts. The Chief Operating Officer agreed to confirm.</p>	<p>COO Sept 2021 Complete see action log</p>
	<p>A governor queried whether there was any impact of the LGPS adjustment meaning that the adjusted loss was above the level of assets. The Chief Operating Officer advised that it did not impact on the bank covenants, and that this had been confirmed in writing by Triodos and Lloyds. She confirmed it would be discussed with the auditors to identify any further implications. She advised it would be reflected in the Financial Return which went to OfS.</p>	
	<p>The University and College Boards NOTED the Finance Performance Update (April 2021 Management Accounts)</p>	
07/09/21	<p>Confidential Item – 5 Years – Commercial sensitivity</p>	
08/09/21	<p>FE Report</p>	
	<p>The first report of the academic year 2021-2022 for Hartpury College had been provided.</p> <p>Headlines included;</p> <ul style="list-style-type: none"> • COVID-19: full in person delivery resumed from the start of term, supplemented with our COVID-19 Legacy Lessons as discussed in the Strategic Event held in June. Many of the campus wide COVID-19 safety measures have been maintained inclusive of the expectation to test twice weekly with the addition of our vaccination stance for residential students and those accessing Academy Sport and Livery (all aspects of which are outside of the core study programme delivery). • CONTINUOUS IMPROVEMENT: the implementation of our key areas for further development had been planned over the summer term, headlines of which were 'Prep for Success' curriculum refresh with a renewed focus on 	

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	<p>sexual violence, race relations and climate change, further tightening up of and measurement of student starting points and increased focus on preparation for BTEC exams. 'deep dives' will be introduced this year into our Quality Cycle to replicate key aspects of Ofsted inspections.</p> <ul style="list-style-type: none"> • POLICY / EXTERNAL ENVIRONMENT: a watching brief continued on the external landscape and the opportunities that this presented in the immediate and longer term and the relationship with the College Strategy and operational plans. T'level developments and OFSTED changes were being monitored 	
	<p>Staff and students were pleased to be back on campus.</p>	
	<p>The Vice-Principal Further Education advised that as of today there were 2,008 students which would need to be retained to the 6 week cut off to relate to funding. The Self-Assessment Report and Quality Improvement Plan had been undertaken and were in the process of being peer reviewed by LANDEX.</p> <p>The KPI position was reviewed and achievement to date noted. It was noted that planned KPIs for 2021/22 were those used during 2020/21 plus "Do students feel safe on campus". This addition was supported. It was noted that the proposed KPI levels would be considered at QuEST and then brought to the Board in December.</p> <p>A governor asked the comparative volumes of A'levels against B'tecs and was advised it was 12% to 88%, all of which not had an exam element. The future of B'tecs as T'levels came on stream was yet to be clarified. It was noted that of the Centre assessed grades there had only been 6 appeals, demonstrating the robust evidence in place. Governors were pleased deep dives were being introduced to help ensure the student experience and to ensure that staff and students were prepared for this approach by OFSTED.</p>	
	<p>A governor queried how the Maths and English results compared to sector, and whether the results were based on exams. The Vice-Principal Further Education advised that exams had been undertaken in November and the summer and that the results were above the sector. It was confirmed work was ongoing to continue to improve them. A governor queried the size of the maths and English cohort this year and was advised it was c 300, about the same as last year.</p> <p>Governors welcomed the pleasing maintenance of improvement for A'levels. The low success rates for Access to HE were considered. It was recognised the challenges of the pandemic had raised particular difficulties for this cohort in juggling work and family responsibilities. It was confirmed that this was an area of focus. The Vice-Chancellor and Principal advised that the results had been disappointing and were reflected across LANDEX Board colleges. The student governor queried whether there was a conflict between the Access to HE course and the Foundation year. The Vice-Principal Further Education advised this was an issue she and the Pro-Vice Chancellor regularly discussed. Their view currently was that there were two distinct markets, but it was agreed this needed to be monitored.</p>	
	<p>The FE Report was NOTED.</p>	
<p>09/09/21</p>	<p>HE Report</p>	

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	<p>The Pro-Vice Chancellor had provided a report updating on the key points relating to the University. This outlined that recruitment and retention both continued to be strong, in line with both KPI and budget expectations. It highlighted that recruitment was not quite where planned, with significant growth in undergraduate provision making up a short-fall in postgraduate recruitment. Whilst the latter was 12% higher than previous years, the ambitious targets had not yet been achieved. Governors were pleased at the level of undergraduate recruitment, subject to it fitting within the resources. The need to be resilient over the three years was recognised. The Pro-Vice-Chancellor advised that Hartpury had been top in the Postgraduate Student feedback, more work would be done to increase recruitment without impacting this quality.</p> <p>It was confirmed that HE continued to rise to the challenges COVID-19 presents, whilst progressing as a University. It was outlined that while staff recruitment and retention was causing challenges, the academic staff base had now exceeded 100 (headcount), supporting a predicted student cohort of over 2,300 (also headcount).</p> <p>Currently over 2,144 students had enrolled, over 740 of whom were in the first year. Actions had been put in place to ensure the student experience was maintained through changes to room use and the agreed 2hours of online teaching. The targets for 2022/23 would need to be reviewed to ensure the student experience could be maintained. Planning for next year was already ongoing.</p>	
	<p>It was noted that Hartpury had appeared in a number of League Tables, and although it did not have ratings in two sections due to its length of time as an institution, which meant that its overall score was low, it had scored well in a number of sections relating to teaching and learning and student experience which was very pleasing. Governors queried whether the overall performance would impact marketing but were advised that the strength of feedback in key areas would be used by marketing to provide assurance to students and parents on Hartpury's quality. Governors queried if staff would consider beyond headline performance and this was confirmed. Governors queried which were the sections where Hartpury did not have scores and when this would change. The Pro-Vice-Chancellor advised that the REF score would be in place from next year and the Continuation/completion would also be next year.</p> <p>Graduate outcomes was an area which required further work. The proportion of 2:1s to firsts was also a matter for reflection but Hartpury was committed to avoiding grade inflation. Actions for consideration relating to the league tables would be considered by QuEst. The NSS feedback had been considered earlier in the agenda. It was noted that Hartpury would get its REF result on 10th May.</p> <p>The work staff had had done over the year to support and retain students was noted.</p> <p>The Partnership with the British Racing School was noted. It was confirmed this would be 90% taught by BRS and 10% by Hartpury. The necessary quality and standards requirements were in place.</p>	

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	The Board also noted the updates on inclusivity , RKE and Academic Standards.	
	The HE Report was NOTED.	
10/09/21	<p>Student & Staff Voice</p> <p>Student Governors The University Student Governor advised that enrolment had been a smooth process this year and that lesson capture was helpful for students who learned differently.</p> <p>It was noted an FE Governor was yet to be appointed, but would be in place for QuESt in November.</p> <p>Staff Governors The College Staff Governor advised that staff were happy to be back on campus and enjoying face to face delivery. Enrolment had gone well.</p> <p>Governor Link Feedback – The Chair noted that the Governor Links were to support governor understanding and aid triangulation, and that the reporting to the Board was to highlight any key strategic issues identified.</p> <p>Safeguarding and Wellbeing - Mary Heslop updated on her recent visit to this key area. She confirmed that the staff had highlighted Sexual Abuse as an area to receive an increased profile, as had been referenced in the FE Report. She confirmed the increased expectations of OFSTED in this area and advised that new activities had been planned to respond to the increased requirements. She commented that the discussion gave her assurance that the Cascade of Information and Training to Staff to support this complex area and the new focus was in place.</p> <p>The Updates were NOTED.</p> <p>The Chair thanked governors for their feedback which helped to triangulate the information provided at the meetings.</p>	
11/09/21	Safeguarding Update	
	<p>The Department of Education had issued its annual update to its Statutory Guidance Keeping Children Safe in Education. This had been used to update Hartpury’s Safeguarding Policy to ensure we are operating in line with the latest requirements. Changes made to the Guidance are indicated in the Annex to the Guidance which is attached for reference to this report.</p> <p>The updated policy was reviewed by the Link Governor for Safeguarding and further updates made to ensure ease of use and clarity</p>	
	<p>Annex A which summarises Part 1 of the Guidance was provided for information.</p> <p>The expectation was stressed that all governors will read Part 1 and Part 2 of the Guidance which covers what all staff should know and the management of safeguarding to ensure governors understand the processes that should be in place to keep students safe and enable them</p>	

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	<p>to ask appropriate questions to challenge and support effectively in this important area. The Guidance was provided to governors.</p> <p>Training on Safeguarding was available on the ETF Website – details available from the Clerk.</p> <p>The Vice-Chancellor and Principal presented the report, stressing its importance and highlighting the Boards’ responsibilities.</p> <p>It was confirmed that the Annual Safeguarding Report would come to the Boards in December.</p>	
	The University and College Boards APPROVED the Updated Safeguarding Policy and NOTED the updated Guidance.	
	Part 2 Approve Recommendations and Accept Minutes from Corporation Committees.	
12/09/21	Quality Enhancement and Standards Committee – 29th June The Minutes were NOTED (they had been discussed at the Boards meeting of 30th June.)	
	The Electronic Minute of 31st August relating to the BRS was Noted.	
13/09/21	<p>Approval and Application of Hartpury Seal There had been the following uses since the last meeting: JCT Box Park Contract JCT Barnwood – Graze Contract Both signed by the Chair and Vice-Chancellor and Principal in line with their delegated authority.</p>	
14/09/21	<p>Any Other Business None</p>	
	<p>Dates of Future Meetings-all scheduled to commence at 10.00am except where noted.</p> <p>15th December 2021 1pm</p>	

The meeting closed at 13:10

APPROVED