

CORPORATION BOARD

Minutes of a Meeting 10.00am Thursday 20th October 2011 Gwynne Holford Room

Present:

- Mr Edward Keene (Vice Chair)(EK)
- Mr Martin Baber (MHB)
- Mr Bob Barnett (RB)
- Mr David Barnett(DB)
- Mrs Rosamund Blomfield-Smith (RBS)
- Mrs Barbara Buck (BB)
- Mr Duncan Clegg (DC)
- Mr David Crawford (DC1)
- Mr Mark Davison (MJD)
- Councillor Tony Hicks (AH)
- Mrs Jane Holderness-Roddam (JHR)
- Ms Emily Piddington (EP)
- Professor Ron Ritchie (RR)
- Mr David Seymour (DS)
- Mr Malcolm Wharton (MW)
- Mr Charles Whitehouse (CW)
- Ms Hannah Willmott (HW)

In Attendance: Mrs Lesley Worsfold (LW)

Apologies:

- Mr Graham van der Lely
- Mr Mike Burton
- Mr Ken Nottage
- Mr Graham Ledden
- Mr Luke Rake
- Dr Stephen Waite

Minutes: Mr Rob Lee

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| | A presentation was given by Mrs Lesley Worsfold, Director of HR and Residential Services on Equality and Diversity. | | |
| 23/11 | <p>Apologies</p> <p>Apologies were received from Mr G van der Lely, Mr M Burton and Mr K Nottage. The Vice Chair advised that Mr Nottage had now returned from his leave of absence and had attended two meetings the previous week but unfortunately he is unable to make this meeting as he has to attend a funeral.</p> | | |

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| | <p>The Principal outlined the reasons why he had asked Mr G Ledden, Mr L Rake and Dr S Waite not to attend today's meeting.</p> <p>The Vice Chair welcomed the two new Student Governors to their first meeting. Ms E Piddington representing FE students and Ms H Willmott representing HE students.</p> | | |
| 024/11 | <p>Declaration of Interest – Paper C24/10/11</p> <p>The Clerk advised that member's interests would be taken as those disclosed in the Register of Members Interests. There were no declarations of members interests for agenda items.</p> | | |
| 025/11 | <p>Minutes of the Last Meeting. Paper C25/10/11</p> <p>Minutes of the meeting held on the 14th July 2011 were agreed to be a true and accurate record and signed by the Vice Chair.</p> | | |
| 026/11 | <p>Matters Arising</p> <p>26.1. (04.1, 5.3) Confirm viable cohort for A Level Department.</p> <p>MW advised that the department needed a cohort of 154 students to be viable and was 30 short of this figure.</p> <p>26.2. (04.6, 10C) Update on Sports Academy Roof.</p> <p>MW advised that the remedial works to Sports Academy Roof had been costed at £314K. It appears, however, that as the documentation was only signed rather than sealed the time to make a claim might be 6 years and not 12 years and we could therefore be out of time. MW advised that there had been a problem with the roof at the time of the build which had led to a delay but this had supposedly been resolved. This now seemed not to be the case and the Project Manager at the time had been contacted to check their file notes to see if responsibility could be apportioned.</p> <p><i>It was agreed that the next meeting will be updated.</i></p> <p>26.3. (5.6) Update on production of College Annual Report.</p> <p>MW advised that he had signed off the draft of the report but we waiting for the accounts to be audited and approved which would be December after which the Report would be issued. In response to DS MW confirmed that the Report would be available on the College web-site.</p> <p>26.4. (16.2) Student Progression.</p> <p>The Clerk advised that this will be discussed at the next meeting of the Quality and Standards Committee.</p> | MW | 08/12/11 |

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| 027/11 | <p><u>Part 1 Priority Agenda Items</u></p> <p>Receive Principals Report. Paper C27/10/11</p> <p>The Principal presented his Report that covers the period to September 2011.</p> <p>27.1. Financial Performance.</p> <p>MW advised that the un-audited accounts and before FRS17 adjustments show a surplus of £667K exceeding budget and was a very good result in the current economic climate. MW referred Members to appendix MW1 comparing the position with previous years.</p> <p>27.2. SFA and YPLA Funding.</p> <p>MW referred Members to appendix MW2 giving the position with regard to our funding agreements which shows a very satisfactory outcome.</p> <p>27.3. Further Education Enrolment.</p> <p>MW referred Members to appendix MW3 showing the recruitment data for the current year.</p> <p>27.4. Higher Education Enrolment.</p> <p>MW referred Members to appendix MW4 giving comparison of new intake data. Total student numbers have increased to 1345 (against a KPI of keeping numbers static) with a new intake of 507 against a target of 461.</p> <p>27.5. National Student Survey</p> <p>MW advised that there had been a significant improvement in our performance in the National Student Survey and referred Members to appendix MW5. MW stated that this was great credit to Dr Steve Waite and his team. RR advised that the performance was noted by UWE and we would see what could be learnt across both institutions from the results. MW advised that we had also just received an IQER audit and he had been verbally informed that the results would be very good.</p> <p>27.6. Executive.</p> <p>MW advised that as part of the plan for his retirement we are currently recruiting a Director of Elite Sport and Director of Communications.</p> <p>27.7. Campus Developments.</p> <p>MW advised that the Malcolm Wharton Centre had been ready for the beginning of the academic year and had been officially opened by the Chief Executive of the SFA on the 30th September 2011. The new Gloucester Rugby Club Training Headquarters will be ready for occupation by mid November and the new rubber crumb is complete and in use. The new Modern Pentathlon Shooting Range has been completed and the new Golf Driving Range is being constructed. MW referred Members to appendix MW7. MW advised that the SFA had made more capital funding available and it was proposed to build a FE Learning Zone</p> | | |

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| <p>on the site of where we have planning permission for what was to have been the CRC Building. The project included the construction of a separate Learning Zone for Foundation Studies students. The requirement is again to fund such projects with College funds at a rate of 2:1. It had therefore been agreed at the last GMC Meeting that we should bid to SFA for borrowing consent of £3.5m for construction of an FE Centre including a £1.3m contribution from them towards the cost. MW advised, therefore, that all these three projects would fall within the estimated £5m headroom that was available over the next few years but would not leave room for building any further student bedrooms.</p> <p>27.8. Gloucestershire Federation of Colleges.</p> <p>MW advised that it was likely that the merger of Filton and Stroud would be completed in February 2012 and if this was the case Stroud would become more of a competitor particularly in the area of sport.</p> <p>27.9. Further Education Report-Luke Rake. Appendix MW9</p> <p>In the absence of LR MW presented the Report. Success rates continue to grow and are outstanding. In response to MJD MW advised that we are looking at ways we communicate with schools and what provision we can deliver in schools. In response to DC there was a bursary allowance that in part has replaced EMA's and this was being used to look after vulnerable groups.</p> <p>The remainder of the Report was taken as read.</p> <p>27.10. Higher Education Report-Stephen Waite. Appendix MW10</p> <p>In the absence of SW MW presented the Report. Graduate destination data has been published showing that the overall percentage of our students obtaining graduate employment had increased by 12.4% to 44.9%. In terms of overall employment the College has performed exceptionally well with 96.1% of our graduates either in employment or further study within six months of graduating. RR stated that the data for UWE was good news as well with improvements over the last three years. MW confirmed that a dignitary was being sought to open the Niel Curwen Building.</p> <p>The remainder of the Report was taken as read.</p> <p>27.11. Human Resource Report-Lesley Worsfold. Appendix MW11</p> <p>LW advised that the full report as presented to the GMC was in the papers.</p> <p>The Report was taken as read.</p> <p>27.12. Academy of Sport Report-Matt Birch. Appendix MW12</p> <p>MW advised that it had been an outstandingly successful year.</p> <p>The Report was taken as read.</p> <p>27.13. Equine Director Report-Janet Plant. Appendix MW 13</p> | | |

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| | <p>MW advised that the Equine Director was doing an outstanding job. Planning permission was being sought for new stables.</p> <p>The Report was taken as read.</p> <p>27.14. Home Farm Report-Peter Lord. Appendix MW14</p> <p>MW advised that there had been a review with the external consultants. CW advised that the policy changes that had been put in place 12 months ago were working well.</p> <p>The Report was taken as read.</p> <p>27.15. Horticulture and Amenity Grounds Report-Mark Harwood-Browne. Appendix MW15</p> <p>The Report was taken as read</p> <p>27.16. International Report-Mark Bloodworth. Appendix MW16</p> <p>MW advised that the results were disappointing with fewer international students currently this year than last (against a KPI of +10%). MW advised that the market had become more competitive and the Chinese were not recruiting as expected. In response to JHR MW agreed offers were high but they were not converted. In response to DS MW advised that we received the highest classification from the UK Border Authority and were regarded very highly.</p> <p>The Remainder of the Report was taken as read.</p> | | |
| 28/11 | <p>Review actions from Governors Strategic Planning Day. Paper 28/10/11</p> <p>28.1. Update on collaboration with schools. In the absence of LR MW advised that good progress was being made.</p> <p>28.2. Positioning of FE-the Millfield Model. In the absence of LR there was nothing further to report</p> <p>28.3. Discuss options for HE provision. Paper C28.3/10/11</p> <p>In the absence of SW MW referred Members to Paper on HE options. RB advised that there was 20,000 student numbers available for FE colleges to bid directly to HEFC. MW advised that the decision on what to do was urgent as bids had to be in within the next four weeks. If we bid, two decisions will need to be made. What would be the proposed fee level and what number should the College bid for. UWE has expressed a willingness to support any application we make for direct funding on the understanding that a successful bid would allow UWE to reclaim student numbers. MW advised that the College seems to meet all the criteria for making a bid. Discussions took place on the financial viability and level of</p> | | |

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| | <p>fee. Cost would depend on the validation and accreditation arrangement offer and whether UWE would give us a reduction on current rates. A range of other regional HEI's would offer a service and this could affect the UWE link RBS believed that in discussions we need to consider the good relationship we have with UWE and that the bid is financially sound. RR confirmed that UWE would support a bid and would like to discuss what UWE can supply but circumstances were changing and it was too early to have detailed discussion.</p> <p><i>It was agreed that a panel of governors would be set up to decide on numbers to bid and links with UWE to allow the College to meet the deadline.</i></p> <p>28.4. Positioning of the College on Land Renaissance.</p> <p>MW advised that we would need to be in partnership for us to maximise any gains in this area RB felt that there would be pressure from central government for colleges to rationalise and become more efficient and they may encourage mergers and takeovers.</p> <p><i>It was agreed that an options paper on possible collaboration with other institutions would be put to the next meeting.</i></p> <p>28.6. Update on the "Big Society"</p> <p>AH outlined the proposed government initiative on Neighbourhood Forums which if adopted will give statutory powers to a local body. Where they fit with Parish Councils and District Councils still to be agreed.</p> <p>28.7. Update on external bursary funding.</p> <p>MW advised that progress had been made on setting up alumni database and web page.</p> | MW | Immediate |
| | | MW | 08/12/11 |
| 029/11 | <p>Governors Declaration of Insurance Renewal. Paper C29/10/11</p> <p><i>The Governors confirmed that they are not aware of any circumstances or incidents which they believe might afford grounds for a future claim against the College.</i></p> | GL | Immediate |
| 030/11 | <p>Discuss completion of Governor Skills and Knowledge Survey. Paper C30/10/11</p> <p>The Clerk advised that the Governors were required annually to complete a skills and knowledge survey. One question had been added from previous year concerning the monitoring and mentoring of senior management appointments. The results of the survey will be used by the Search and Governance Committee to contribute to the discussion in future recruitment planning and recommendations for appointment of governors.</p> <p><i>It was agreed that the Governors, where their current tenure as a governor is in excess of 12 months will complete the Survey.</i></p> | ALL | 11/11/11 |

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| 031/11 | <p>Review arrangements for Governors Away Day on 24th November 2011.</p> <p>EK advised that the Governors Strategic Planning Day will not now be held at another college venue. The event will take place at a local venue with a Dinner for governors and senior staff on the previous evening as in other years.</p> <p><i>The Clerk will notify Governors of the details of the event.</i></p> | Clerk | Immediate |
| 032/11 | <p>Discuss visit of the Board of the University of the West of England on the 20th and 21st March 2012.</p> <p>The Clerk advised that we had been attempting to agree dates for the University of West of England Governors to visit the College for some time and a date had now been confirmed. The provisional format was that the UWE governors would hold a meeting at the College on the 20th March 2012 followed by a Dinner on the evening. They would hold their Strategic Planning event at the College the following day. MHB believed that we should look at dates for a reciprocal visit to UWE.</p> <p><i>The Governors were asked to keep free, if possible, the evening of the 20th March 2012 for joint dinner with UWE Governors.</i></p> | ALL | Immediate |
| 033/11 | <p>33.1. Application of the Corporation Seal.</p> <p><i>It was resolved that the Corporation Seal be applied to the Agreement between Gloucestershire County Council and Hartpury College for £40,000.00, in payment for Junction Improvement Works, in the presence of the Chair and the Principal in his capacity as a Corporation Member.</i></p> <p>33.2. Application of the Corporation Seal.</p> <p><i>It was resolved that the Corporation Seal be applied to the Agreement between Hartpury College and Gloucester Rugby Ltd for the lease of facilities in the presence of the Chair and another governor.</i></p> | | |
| 034/11 | <p><u>Part 2 Approve Recommendations from Corporation Committees</u></p> <p>Recommendation of the Audit Committee. Paper C34/10/11</p> <p><i>The Corporation noted the Governance Briefing on the Bribery Act 2010 and approved the recommended actions.</i></p> | | |
| 035/11 | <p><u>Part 3 Documents for Governors to Note</u></p> <p>Minutes of Committee Meetings</p> <p>35.1. Equality and Diversity Committee 14th September 2011.</p> | | |

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| | <p>Paper C35.1/10/11</p> <p>35.2. Audit Committee 23rd September 2011. Paper C35.2/10/11</p> <p>35.3. Search and Governance Committee 6th October 2011. Paper C35.3/10/11</p> <p>35.4. Governors' Management Committee 6th October 2011. Paper C35.4/10/11</p> <p>The Principal advised that the GMC had approved a bid of £3.5m to the SFA for construction of a FE Centre but the project had been re-evaluated at a cost of £3.6m.</p> <p><i>It was approved that a bid of £3.6m should be made to the SFA for construction of a FE Independent Learning Centre and new Foundation Studies Building with a contribution from the SFA at a rate of 1:2 with College funds.</i></p> <p>The Board received, noted and accepted the above minutes of the Corporation Committees.</p> | GL | Immediate |
| 036/11 | <p>Part 4 Documents for Information</p> <p>Documents for the Board to note.</p> <p>36.1. College Anti-bribery Policy Statement. Paper C36.1/10/11</p> <p>36.2. Note Annual Appraisal Scheme for Chair of Governors. Paper C36.2/10/11.</p> <p>36.3. Note amendments to Search and Governance Terms of Reference. Paper C36.3/10/11</p> <p>36.4. Note amendments to Governors' Management Committee Terms of Reference. Paper C36.4/10/11</p> <p>36.5. Governors' Allowance Policy. Paper C36.5/10/11</p> <p>36.6. Human Resource Annual Report. Paper C36.6/10/11</p> <p>36.7. Progress on Foundation Code of Governance. Paper C36.7/10/11</p> <p><i>The Board received and noted the above documents.</i></p> | | |
| 16/11 | <p>Part 5 Any Other Business</p> <p>There was no other business.</p> | | |
| | <p>Part 6 Confidential items will be minuted separately.</p> | | |
| 1. | <p>Dates of Future Meetings-all to be held on Thursdays at 10.00am</p> | | |

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| 24 th November 2011 (Training Day) 8 th December 2011 8 th March 2012 12 th July 2012 25 th October 29 th November 2012 (Training Day) 6 th December 2012 7 th March 2013 11 th July 2013 24 th October 2013 28 th November 2013 (Training Day) 5 th December 2013 | | |

Mr Graham van der Lely
Chair of Hartpury College Corporation

8th December 2011