

CORPORATION BOARD

Minutes of a Meeting 10.00am on Thursday 25th October 2012 Gwynne Holford Room

Present: Mr Graham van der Lely (Chair) (GVdL)
Mr Martin Baber (MHB)
Mr Bob Barnett (RB)
Mrs Barbara Buck (BB)
Mr Mike Burton (MB)
Mr Duncan Clegg (DC)
Mr David Crawford (DC1)
Mr Mark Davison (MJD)
Councillor Tony Hicks (AH)
Mrs Jane Holderness-Roddam (JHR)
Mr Russell Marchant (RM)
Mr Chris Moody (CM)
Professor Ron Ritchie (RR)
Mr David Seymour (DS)

In Attendance: Mr Graham Ledden (GL)
Mr Luke Rake (LR)
Dr Stephen Waite (SW)
Mrs Lesley Worsfold (LW)

Apologies: Mrs Rosamund Blomfield-Smith
Mr Edward Keene
Mr Ken Nottage
Mr Charles Whitehouse

Minutes: Mr Rob Lee

		ACTION	ACTION DATE
54/12	<p>There Chair welcomed Mr Russell Marchant to his first Board Meeting.</p> <p>There was a presentation at the start of the meeting by Mr Philip de Glanville, Director of Elite Sport, on strategic plans and key challenges for Hartpury Sport. The governors will be sent a copy of the presentation.</p>		
55/12	<p>Apologies</p> <p>Apologies were received from Mrs R Blomfield-Smith, Mr E Keene, Mr K Nottage and Mr C Whitehouse.</p> <p>The Chair advised that two student governors, one for FE and one for HE had been elected the previous week but at such short notice they could not alter their commitments to enable them to attend the meeting.</p>		

		ACTION	ACTION DATE
56/12	<p>Declaration of Interest – Paper C56/10/12</p> <p>The Chair, Mr Baber, Mr Barnett and Mr Davison declared an interest in Agenda Item 65/12. It was agreed that unless requested at the time they should not leave the meeting but could not take part in any vote.</p> <p>The Clerk advised that member's interests would be taken as those disclosed in the Register of Members Interests. There were no further declarations of members interests for agenda items.</p>		
57/12	<p>Minutes of the Last Meeting – Paper C57/10/12</p> <p>Minutes of the meeting held on the 12th July 2012 were agreed to be a true and accurate record and signed by the Chair.</p>		
58/12	<p>Matters Arising</p> <p>58.1. (33.0) Outcome of review of risk relating to future Ofsted inspections.</p> <p>GL advised that the changes to Ofsted inspections had been discussed by the Principals Management Group and the increased risk would be evaluated at the next meeting of the Risk Management Group.</p> <p>58.2. (46.2) Update on investigation into possible application for a University Technical College. Paper C58.2/10/12</p> <p>RM advised that after communication with Mr M Wharton and CM who had advised that there was interest in setting up a Landbased UTC, he had explored this possibility for Hartpury. University Technical Colleges (UTC's) are 14-19 age group technical colleges sponsored by a university/college with 500-800 pupils with approximately 125 in each year group. RM stated that there were a number of key issues-Local Authority support, Industry support and University sponsorship. RM advised that we do not have a close working relationship with the Local Authority and after initial conversations between one of our governors and senior people within the Education Department it seems as though we would not get their support. The main reason for this would be that there is already an under occupancy in schools and they believe that the setting up of a UTC would make this situation worse and situation could get confrontational. Industry support would also have been a challenge as we deal mainly with SME's. GL and LR had attended a meeting on UTC's in London and whilst they would like a land-based UTC they would be looking more towards food and drink. RM advised that university sponsorship would be less problematical as the RAC is open to exploring this with us. RM also advised that he was struggling to find benefits for the College and whilst there was a potential benefit of spreading fixed costs by shared services this would be limited given the Colleges fairly lean staffing structure. RM advised that we lack a clear educational or business vision for a UTC, have no evidence of demand in the land based context and the College probably has higher priority developments and would therefore recommend that we continue to work with local schools and cease to investigate the possibility of a UTC.</p>		

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	<i>It was agreed that we would not continue, at this time, the investigation of introducing a UTC to Hartpur.</i>		
	Part 1 Priority Agenda Items		
59/12	<p>Receive Principals Report. Paper C59/10/12</p> <p>RM advised that the Report covers the period August to October 2012.</p> <p>59.1. Financial Accounts</p> <p>RM advised that the unaudited accounts for the year to July 31st 2012 show a surplus of £467K before adjustment for FRS17 and referred Members to Appendix RM1. RM believed that in the current climate and given the loss of £103K when Farmright went into administration this was a very good result. In response to DS GL advised that it was very unlikely that we would get any of this loss back. GL advised that the cash generation was good and that, subject to final audit, the surplus has slightly risen to £470K against a budget of £400K.</p> <p>59.2. SFA and EFA Funding 2011/2012</p> <p>RM advised that there was a very satisfactory outcome to our performance with regard to our FE funding agreement as shown in Appendix RM 2. GL confirmed that against the allocation set by the SFA and YPLA all targets had been exceeded.</p> <p>59.3. HE Funding 2012/2013</p> <p>RM advised that we expected to exceed financial budget.</p> <p>59.4. FE Recruitment 2012/2013</p> <p>RM referred Members to Appendix RM3 and advised that FE Full Time student numbers were 2.7% up overall but with a very strong year 1 growth. LR confirmed that recruitment into year 1 programmes was +7.7%. RM advised that there was very strong growth in A Levels and Agriculture. LR believed that the improvement in agriculture was linked to the significant investment that we had made in this area. In response to GvdL LR advised that Public Services covered all the uniformed services such as army, medical and police and whilst down, reflecting the public service demand, was still financially viable. In response to MJD LR advised that the large reduction in Foundation Studies is due to reclassifying level 1 programmes into Animal Care and Agriculture. LR felt this was important as this brought these students into the main stream In response to AH relating to the future of Foundation Studies and whether this was only with students with moderate learning difficulties LR advised that establishments such as the National Star Centre dealt with students with greater needs and it would be difficult because of funding issues and facilities for us to change our current emphasis. In response to DS LR advised that equine enrolment was down and that the rolling figure over the last 10 years are all around the current figure and that he felt the market may be saturated as other providers may now have equivalent facilities. In response to DS LR advised that the Government was giving mixed messages relating to future curriculum design.</p>		

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	<p>59.5. HE Recruitment 2012/2013.</p> <p>RM referred Members to Appendix RM4 and advised that we will exceed our budgeted target of 461 new students and 719 returning students. At the moment the latest figures are 516 and 789 respectively. SW advised that the numbers allocated by HEFCE did not include AAB students and as our first year current total included 61 of this category there could be some claw back. However numbers had been allocated to programmes and SW was discussing with UWE the possibility of movement between programmes. SW confirmed that the major increase in students had been in Sport with Animal Science being steady but Equine had plateaued. RM advised that despite a significant decrease in applicants, improved conversion rates mean that undergraduate recruitment had increased by 7% and improved retention meant that the number of returning students had increased by 8.8%. Whilst recruitment was strong the number of AAB students may see our HEFCE numbers reduced.</p> <p>59.6. Ofsted Care Standards Inspection</p> <p>RM advised that we were the first college to be inspected under the new Ofsted Care Standards framework and given only two days' notice. The College achieved an overall rating of outstanding and was graded as outstanding across all areas and could not have wished for a better result. RM would like to record his thanks to LW and her team.</p> <p>59.7. Campus Developments</p> <p>RM confirmed that the re-cladding of the Dingle, refurbishment of 21 bedrooms in Hartpury House and approach golf area had all been completed in the summer. RM also confirmed that we had applied for an Enhanced Renewal Grant to build a new FE Learning Resource Centre and A Level Centre and the outcome was expected in mid-November. In response to GvdL RM advised that the Gloucester Rugby contract included a requirement for two grass pitches which is the reason another pitch was being constructed on the main drive. The weather had held up completion and we are still using one of Gloucester's pitches.</p> <p>59.8. CULTIVA</p> <p>RM advised that he had attended the AGM which had been chaired by MHB and it had been a productive meeting discussing governor visits, shared staff CPD, potential joint procurement and joint bidding.</p> <p>59.9. Staffing</p> <p>RM reported that sadly David Stock, Property and Maintenance Manager, had died in service. It had been decided to replace his position with a Facilities Manager and RM outlined the role. In response to MJD RM agreed that it was a wide breadth of responsibilities but the job description had been written in an open way so we could match role to skills.</p> <p>59.10. Further Education Report.</p> <p>LR introduced his Report, Appendix RM5, with the section on recruitment having already been covered earlier. LR advised that success rates are</p>		

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	<p>started at the beginning of this academic year a morning residential register and she explained the process. RM advised that this subject had been part of his Principals Briefing and staff were advised not to make judgements in these cases but to pass on to the appropriate person. RM also advised that we were putting together a Staff Forum to look at the key themes that had come out of the Staff Survey and IIP audit.</p> <p>The remainder of the Report was taken as read.</p> <p>59.13. Sports Report</p> <p>The Report was taken as read.</p> <p>59.14. Equine Report</p> <p>The Report was taken as read.</p> <p>59.15. Home Farm Report</p> <p>The Report was taken as read.</p> <p>59.16. Grounds and Sports Turf Report</p> <p>The Report was taken as read.</p> <p>59.17. International Report</p> <p>RM advised that there was a degree of over optimism but there had been growth in A Level students. RM advised that he is conducting a strategic review of this area but it still made a positive contribution. In response to GvdL GL advised that international is not charged the cost of delivery of the programme as it is deemed that that programme would have run without the international student.</p> <p>The remainder of the Report was taken as read.</p> <p>59.18. Marketing Report</p> <p>The Report was taken as read.</p> <p>59.19. Ofsted</p> <p>RM advised that Ofsted has proposed that they will inspect 10% of Outstanding Colleges each year and the selection will be based on a risk assessment. A new Principal is seen as a risk. RM advised that we must develop our teaching and learning to maintain our Outstanding grade. It will also be important to train a second nominated contact as we are now given such short notice of inspection.</p> <p>59.20. Animal Collection</p> <p>RM advised that it had previously been the view that we could create an animal collection which would be open to the public as an income generator. RM believed that the College was not a suitable site for such a facility and the immediate priority is to develop facilities that meet our educational needs. RM also felt that we were significantly behind our competitors in the development of an animal collection facility. RM</p>		

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	<p>outlined some of the areas that were being investigated and advised that both the FE and HE teaching teams are involved in the discussions and any development will be linked to our FE and HE strategies.</p> <p>59.20. Laughton's Farmhouse.</p> <p>RM advised that the Farmhouse needs demolition and we are currently exploring options for its replacement. DC hoped that the design would be sympathetic to the landscape.</p> <p>59.21. Wilderness Centre</p> <p>59.22. Farm</p> <p>RM advised that we are entering into a veal production contract with Blade Farming and Sainsbury's based at the former stud building. In response to DC GvdL advised that the decision on closing the stud had been taken some time ago but had been delayed. RM proposes to hold monthly internal meetings examining farm performance and quarterly meetings to include EK and CW. RM confirmed that negotiations are continuing over the deer unit.</p>		
60/12	<p>Review process for updating the Strategic Plan and Corporation Key Performance Indicators.</p> <p>RM advised that he was undertaking a strategic review of FE and HE, which is core to where we are and how we go forward. RM expected to have the first drafts of the HE and FE strategic review by the Governors' Away Day on the 29th November 2012. RM explained that beneath these plans would be further reviews of other areas such as Finance, Estates and Marketing. It would also be necessary to review the Corporation Key Performance Indicators. RM hoped that the Strategic Plan and KPI's could be signed off at the March 2013 Corporation Meeting.</p>		
61/12	<p>Review arrangements for Governors' Strategic Planning Day. Paper C61/10/12</p> <p>GvdL advised that the Governors' Strategic Planning Day would be held on the 29th November 2012 preceded by a Dinner the evening before. Outline details were as the enclosed papers and the day would focus on the strategic direction of the College. AH requested that papers should be sent out in time for Members to study.</p> <p><i>It was agreed that we should target to send the papers to members seven days before the meeting.</i></p>	Clerk	22/11/12
62/12	<p>Governors Declaration of Insurance Renewal. Paper C62/10/12</p> <p>GL advised that the College's insurances are currently being renewed and the expectation is that they will again increase ahead of inflation. GL explained that as part of the process for Governors and Officers insurance there is a requirement to enquire of the individuals concerned that they are not aware of any circumstances or incidents which they believe might</p>		

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	<p>afford grounds for a future claim against the College. Such a claim would include any ultra vires acts, conflicts of interest or Governors allowing the college to trade unlawfully. In response to JHR GL agreed that he would make the insurers aware of our Outstanding grade at the recent Ofsted Care Standard inspection to see if this would reduce any increase in our insurance.</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
63/12	<p>Agree completion of the Skills and Knowledge Survey. Paper C63/10/12</p> <p>The Clerk advised that the survey had been discussed at the last meeting of the Search and Governance Committee and no changes had been suggested from the previous year. The results of the survey will be used by the Search and Governance Committee to ensure that when searching for new governors we are looking for those with the appropriate skills.</p> <p><i>It was agreed that the survey would be completed by all governors and returned to the Clerk by the 10th November 2012.</i></p>	ALL	10/11/12
	Part 2 Approve Recommendations from Corporation Committees.		
64/12	<p>Recommendations of the Governors' Management Committee 4th October 2012.</p> <p>64.1. Note content of the Annual Human Resources Report. Paper C64.1/10/12</p> <p>LW advised that the Report had been discussed in detail at the last meeting of the Governors' Management Committee.</p> <p><i>The annual report from the Human Resources Department was noted.</i></p> <p>64.2. Approve amendments to the Public Interest Disclosure Procedure. ("Whistle Blowing"). Paper C64.2/10/12</p> <p><i>The recommended amendments to the Public Interest Disclosure Procedure. ("Whistle Blowing") were approved.</i></p> <p>64.3. Note and accept minutes of the 4th October 2012. Paper C64.3/10/12</p> <p><i>The minutes were noted and accepted.</i></p>	LW	Immediate

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65/12	<p>Recommendations of Search and Governance Committee 4th October 2012</p> <p>65.1. Re-appoint Mr M H Baber as a governor.</p> <p><i>The Board accepted the recommendation of the Search and Governance Committee and Mr M H Baber was appointed for a further term of 2 years commencing on the 15th February 2013.</i></p> <p>65.2. Re-appoint Mr M J Davison as a governor</p> <p><i>The Board accepted the recommendation of the Search and Governance Committee and Mr M J Davison was appointed for a further term of 2 years commencing on the 18th February 2013.</i></p> <p>65.3. Re-appoint Mr G van der Lely as a governor.</p> <p><i>The Board accepted the recommendation of the Search and Governance Committee and Mr G van der Lely was appointed for a further term of 4 years commencing on the 18th February 2013.</i></p> <p>65.4. Re-appoint Mr R Barnett as a governor.</p> <p><i>The Board accepted the recommendation of the Search and Governance Committee and Mr R Barnett was appointed for a further term of 4 years commencing on the 4th March 2013.</i></p> <p>65.5. Approve amendments to Standing Orders. Paper C65.5/10/12</p> <p>The Clerk advised that the Standing Orders had been amended to reflect the changes to the Instruments and Articles of Government that had been adopted at the last Board Meeting.</p> <p><i>The amendments to the Standing Orders were approved.</i></p> <p>65.6. Note and accept minutes of the 4th October 2012. Paper C65.6/10/12</p> <p><i>The resignation of Mr Nottage was noted and it was agreed we would look at ways to recognise his work for the College.</i></p> <p><i>The minutes were noted and accepted.</i></p> <p>65.7. That Mr J J M Matthews be appointed as Parent Governor. Paper C65.7/10/12</p> <p>The Chair advised that there had been three potential candidates discussed by the Search and Governance Committee and it had been agreed that the Principal and himself should interview one or more of the candidates. The Committee authorised the Chair and Principal to make a recommendation to the Board. GvdL referred Members to the CV of Mr Matthews.</p> <p><i>It was agreed that Mr J J M Matthews would be appointed as</i></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>ALL</p> <p>Clerk</p>	<p>Immediate</p> <p>Immediate</p> <p>Immediate</p> <p>Immediate</p> <p>Immediate</p> <p>Immediate</p> <p>Immediate</p> <p>Immediate</p>

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	<i>Parent Governor for term of office of two years.</i>		
66/12	<p>Recommendations from the Equality and Diversity Committee 19th September 2012.</p> <p>66.1. Note Single Equality Action Plan. Paper 66.1/10/12</p> <p>RR believed this to be an impressive action plan and outlined the way UWE had promoted their plan to the staff and thought that the College should take similar action to promote across the institution.</p> <p><i>The Single Equality Action Plan was noted.</i></p> <p>66.2. Approve amendments to Terms of Reference. Paper C66.2/10/12</p> <p><i>The amendments to the Equality and Diversity Committee Terms of Reference were approved.</i></p> <p>66.3. Note and accept minutes of the 19th September 2012. Paper C66.3/10/12</p> <p><i>The minutes were noted and accepted.</i></p>	Clerk	Immediate
	Part 3 Documents for Governors to Note		
67/12	<p>Minutes of Committee Meetings.</p> <p>67.1. Audit Committee 25th September 2012 Paper C67.1/10/12</p> <p><i>The minutes were noted and accepted.</i></p> <p>67.2. Health, Safety and Safeguarding Committee. 26th September 2012. Paper 67.2/10/12</p> <p><i>The minutes were noted and accepted.</i></p>		
68/12	<p>It is resolved that the Corporation Seal be applied to the Agreements below in the presence of the Chair and another Corporation Member.</p> <p>The Deed of Release for the conveyance of land from Limbury Ltd to Hartpury College.</p> <p>The Land Registry of land transferred from Limbury Ltd to Hartpury College.</p>		
69/12	<p>Any Other Business</p> <p>There was no other business.</p>		

		ACTION	ACTION DATE
	<p>Dates of Future Meetings-all scheduled for a Thursday to commence at 10.00am</p> <p>29th November 2012 (Training Day) 6th December 2012 7th March 2013 11th July 2013 24th October 2013 28th November 2013 (Training Day) 5th December 2013 6th March 2014 10th July 2014 23rd October 2014 20th November 2014 (Training Day) 11th December 2014</p>		

Mr Graham van der Lely
Chair of Hartpury College Corporation

6th December 2012