

CORPORATION BOARD

Minutes of a Meeting 9.30am on Thursday 29th May 2014 Gordon Canning Room

Present:

- Mr Graham van der Lely (Chair) (GVdL)
- Mr Martin Baber (MHB)
- Mr Bob Barnett (RB)
- Mrs Rosamund Blomfield-Smith (RBS)
- Mrs Barbara Buck (BB)
- Mr Duncan Clegg (DC)
- Mr David Crawford (DC1)
- Mr Mark Davison (MJD)
- Mr Ben Grieve (BG)
- Mr Edward Keene (EK)
- Mr Russell Marchant (RM)
- Mr Chris Moody (CM)
- Professor Ron Ritchie (RR)
- Mr David Seymour (DS)
- Mr Charles Whitehouse (CW)

In Attendance:

- Mr John Deane (JD)
- Mr Graham Ledden (GL)
- Mr Luke Rake (LR)
- Mrs Lesley Worsfold (LW)

Apologies:

- Mr Mike Burton
- Mrs Jane Holderness-Roddam
- Mr Jeremy Matthews

Minutes: Mr Rob Lee

		ACTION	ACTION DATE
50/14	<p>Apologies</p> <p>Apologies were received from Mr M Burton, Mrs J Holderness-Roddam and Mr J Matthews.</p>		
51/14	<p>Declaration of Interest – Paper C51/05/14</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>		

		ACTION	ACTION DATE
52/14	<p>Minutes of the Last Meeting – Paper C52/05/14</p> <p>Minutes of the meeting held on 26th March 2014 were agreed to be a true and accurate record and signed by the Chair.</p>		
53/14	<p>Matters Arising</p> <p>53.1. (33.0) Appointment of next Chair will be discussed by the Search and Governance Committee at their next meeting on the 24th June 2014.</p> <p>This is an agenda item in Closed Session.</p> <p>53.2. (36.1.) Update on proposal to install a biomass boiler and district heat system.</p> <p>Will be discussed as part of Agenda Item 58.2.</p> <p>53 3. (38.1.) Update on student involvement with bus service tendering process.</p> <p>BG advised that Swanbrook had attended a meeting with students and agreed to improve the service and good progress had been made. LW advised that the service will be out for tender next year.</p> <p>53.4. (45.1.) Discuss proposal for amendments to the scrutiny of FE and HE quality. Paper C53.4/05/14</p> <p>RM advised that at the last Board Meeting he had been asked to review and re-work his proposal for the scrutiny of HE. RM apologised to DC1 and RR that he had not involved them in this process. RM explained that he had looked at the existing system and took on board the comments from the last meeting. RM advised that we had set up an Associate Faculty Board that will become the Academic Board. This Committee would differ from the UWE model in that it would have governor representation. It would report as would the Quality and Standards Committee direct to the Board. RM explained that there was already an Academic Standards and Quality Committee in existence and this currently reported to UWE but in future would report to the Quality and Standards Committee. RR was concerned that the proposed process was not clear on where the responsibility of scrutiny of quality would lie and was not confident there is clarity where the ultimate decisions are made. There are elements of duplication and proposal is driven by UWE structure but we should do what is best for the College. RR also believed that we need to look at HE and FE side by side and was concerned that if put "academic" on something that deals with HE does this mean that FE is not academic.</p>		

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	<p>GvdL agreed that it did not seem to treating FE the same as HE and there did seem to be repetition. RR agreed that matters could go to four groups-Executive, Associate Faculty, Quality and Standards and Corporation and there could be further complications concerning matters also going to the Equality and Diversity Forum. In response to GvdL JD advised that this should be finalised by October and GvdL suggested that we should set up sub-group to include DC1 and RR to see if we can make proposal to July Board Meeting. JD believed that as the QAA Review that was taking place in July may have implications maybe governors could agree a provisional process in July allowing for final approval later.</p> <p><i>It was agreed that a sub group to include DC1 and RR would review the process for scrutiny of FE and HE quality with provisional proposal available for July Board Meeting and final approval at October Board Meeting.</i></p>	RM	10/07/14 09/10/14
54/14	<p>Update on the Strategic Plan to achieve the Strategic Objectives agreed at Governors' Strategic Planning Day. Paper C54/05/14</p> <p>RM advised that the paper was to update Members on progress since the Strategic Planning Day but there was still some way to go in putting KPI's to goals. RM advised that HE and FE had started and he was looking at the other areas. MJD noted that the HE targets stated that there would be a need for investment in facilities and staffing and this had financial implications and RM agreed that there would be Finance KPI's. GvdL advised that this document was for noting at this stage but the final KPI's against our objectives would be presented at the July Board Meeting. The KPI's will replace our current ones which are based around the Instruments and Articles of Government.</p> <p><i>The Key Performance Indicators will be approved at the next meeting.</i></p>	RM	10/07/14
55/14	<p>FE Report</p> <p>55.1. FE Report to include current situation on applications for next year. Paper C55.1/05/14</p> <p>LR advised that the Colleges full time provision remains very strong. Retention is exceptionally high and is significantly above comparative benchmarks. A Levels are not included but look positive. Members of staff are continuing to develop well, with good improvements in the observed quality of teaching and learning in the areas that needed it, notably Agriculture. LR advised that recruitment is significant, and due to this alone we are reasonably confident of some net total growth in September 2014 subject to limiting factors such as bedrooms, teaching space and transportation. We are now at the stage where further interviewees will</p>		

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<p>mostly have to go onto waiting lists again. LR advised that plans for implementation for new delivery of GCSE Maths and English in September are now fully in place.</p> <p>55.2. Update on Industry Liaison. Paper C55.2/05/14</p> <p>LR advised that employer and industry engagement remains a key focus and this is a key factor for Ofsted. LR explained that it is important to demonstrate the type of engagement the college takes part in, both in terms of enabling student experience first-hand in the workplace, and also how the industry influences and assists the College in ensuring curriculum is fit for purpose. In many cases a single relationship enables both aims. LR advised that in June 2011 a review was presented to Quality and Standards Committee and this paper gives an update to that review. LR referred Members to the appendices attached to this review and explained that they are from Sport, and show vocational panel membership and how these organisations and individuals are engaged, and a list of placement providers with who work experience is coordinated. Other departments are also collating information in the same way to ensure consistency and this will feed into the SAR process and the link governor scheme. Other engagement with employers is enabled through ensuring qualifications meet our students' and sector needs, ensuring best practice and sector collaboration, the College is present at and hosting of appropriate partnership meetings, hosting sector specific events, liaison with employers/industry directly and increased media exposure and industry specific media. In response to DS LR confirmed that there will be some changes to apprenticeships which will make them more challenging. CM confirmed that apprenticeships will change completely in 2017 when funding will pass to the employer. Larger employers will do the training themselves but this should not affect us but with the funding industry led this will be very difficult with small businesses. CM advised that details of funding for pilot scheme has recently been issued and levels of funding for 16-18 is encouraging. RM advised that we need to build our reputation for students to come to us and there was a need to develop this part of our business.</p> <p>55.2. Review performance from FE Balanced Scorecard. Paper C55.3/05/14</p> <p>LR referred Members to the data sheet and in response to MJD LR advised that the SAR ratings were for the end of year and had not been influenced by the percentage of inadequate teaching in Animal Management. The inadequate teaching grades in Animal Management were down to inexperienced staff. Overall grades were good with agriculture showing dramatic improvements but still can be variable. In response to MHB LR advised that staff would be supported robustly and LW advised that teaching observations and appraisals link to training. Retention, as previously discussed was statistically significantly better than national benchmark including gender, ethnicity and learning difficulty. LR advised</p>		

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	<p>that applications for next year were very high at 20.7% above last year at this time. LR advised that overall attendance was above target of 95%. LR further advised that there was a drop in student satisfaction in the On-programme Survey and this will be discussed at the next Quality and Standards Meeting.</p>		
56/14	<p>The Student Voice</p> <p>56.1. Verbal report from Student Governor.</p> <p>BG advised that there had been good organisation for the examinations and there had been significant improvement in catering. BG was thanked for his help in producing the Self Evaluation Document.</p> <p>56.2. Verbal update on Link Governor Visits.</p> <p>LR and JD confirmed that most FE areas had now received visits. RB advised that he had recently attended an HE students meeting where there was quite a lively debate and it was very good that such a meeting happened monthly.</p>		
57/14	<p>HE Report (JD)</p> <p>57.1. HE Report to include current situation on applications for next year and performance against HE Balanced Scorecard. Paper C57.1/05/14</p> <p>JD advised that forecast recruitment for the next academic year indicates an increase of about 6% with Animal and Land following last year's trend and having the largest recruitment but Sport continues to be challenge. In response to MHB JD advised that Sport has a very competitive local market. JD explained that we have introduced two new programmes but they were quite late and therefore should see improvements in applications for 2015 entry. In response to DS JD confirmed that applications were always positive the year after the success of your sports teams. JD stated, however, that we need to support down to lower levels of ability but this will put even more of a strain on our facilities. RB advised that at the student meeting he attended students stated that they had been quite shocked that when they arrived and found that the elite teams had already been formed. Also some students thought there would be more sporting activities available even if they were not on a sport course. RM advised that there is some evidence of Fresher's getting into 1st Team and that we have employed a Sports Maker to promote more activities. JD advised that the Self Evaluation Document had been sent off on time and thanked governors for their input. The QAA Review will take place week commencing 14th July2014. JD advised that Dr Paul Hartley is conducting a review of our readiness for TDAP in relation to Scholarship</p>		

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	<p>and Research and this will be presented to the next Board Meeting. Research and development policies may affect our HR policies and there may be a need for further resource. In response to RBS JD confirmed that costs for this were contained within the projections we already have. JD advised that it is necessary to produce a TDAP Critical Self Evaluation and would like 3 to 4 governors to act as critical friends. JD asked Members to note that it is proposed that fees for FD and UG programmes should increase from £7500 and £7700 to £9000pa for 2015-2016 entry. In response to DS JD did not believe that this increase would have a detrimental effect on our recruitment. This was the fee that our competitors would be charging and it was felt that we did not want to look cheaper. RR advised that there was national evidence that this increase would not impact on recruitment. RR felt that UWE should be informed. JD asked governors to note the data on the Balanced Scorecard and advised that an analysis of the On-programme Student Survey will go to the next meeting of the Quality and Standards Committee.</p> <p><i>It was agreed that RR, RB, CM and DS would act as critical friends in the production of the TDAP Critical Self Evaluation Document.</i></p> <p><i>It was approved that fees for FD and UG programmes should increase to £9000pa for 2015-2016 entry and UWE will be advised.</i></p> <p>57.2. Note Self-Evaluation Document. Paper C57.2/05/14</p> <p>This document was approved by a group of governors (RB, DC, RR, DS) prior to being sent to QAA. JD advised that we have been requested for some additional information. JD advised that the student document was produced by the students and thanked them and BG for their input. JD also thanked the governors who had been involved. The document was noted.</p>	<p>RR, RB, CM, DS</p> <p>JD</p>	<p>As required</p> <p>For 2015/16</p>
<p>58/14</p>	<p>Finance Report</p> <p>58.1. Discuss March 2014 Management Accounts. Paper C58.1/05/14</p> <p>GL advised that the year to date performance against the re-forecast shows an unfavourable variance of £84.4K and an unfavourable variance of £261K against the original budget. GL expected the full year re-forecast of £181.8K to be achieved. GL advised that there was an unfavourable variance of £77.2K on income against the re-forecast and he outlined the major areas of variance. GL advised that the direct and fixed cost performances were close to re-forecast. In response to MJD GL advised that our energy bills had been helped by the mild winter and we are looking at contracting an energy broker to help with our energy negotiations. Also in response to MJD GL advised that farm fuel costs</p>		

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<p>were adverse due mainly to tractor being used over a greater area of land being farmed. In response to RB who highlighted some of the differences between actual and re-forecast GL advised that this was a phasing issue and areas such as maintenance should come back in line. GL advised that he was currently looking at better ways to present the accounts and there will be a paper to the next FGPC. GL advised that there will be a fuller analysis of the Farm performance in the April Accounts. RM advised that the Farm should come back to budget but the shoot will not and we were currently looking at ways to improve the profitability of the shoot including contracting an agent to sell the days.</p> <p>58.2. Update on Capital Projects. Paper C58.4/05/14</p> <p>New FE Centre-GL advised that the handover of the building has slipped by two weeks for no apparent reason but this will still give us time for the building to be ready for use for next academic year.</p> <p>Laughtons Farmhouse-GL advised that although planning permission has now been received to demolish due to affordability and other priorities of capital investment we are not proceeding with the project and are in the process of making the building habitable for staff occupation in late summer.</p> <p>Biomass Boiler Project-GL advised that we are working on the various planning applications and contracts. In response to EK GL advised that English Heritage may have some issues were one of the boilers is sited but there is an alternative option. GL advised that it was hoped that work would commence on the 21st July 2014 with a 12 week completion.</p> <p>Stock Handling Facility-GL advised that this facility will be financed by £220K grant from the SFA and work is underway to determine the precise specification of the facility. We are proceeding to demolish certain farm buildings.</p> <p>58.3. Proposal to invest in new rowing facilities in Gloucester. Paper C58.3/05/14</p> <p>GL advised that the new water sports facility in Gloucester is due to begin construction this summer for completion in early 2015. GL explained that the facility is the responsibility of Gloucester Boathouse Ltd (GBL). Currently the College's user agreement is with Gloucester Rowing Club (GRC), who will effectively become tenants within the new facility. Although most of the personnel who make up the GBL board are GRC members, Hartpury will need to establish a new agreement with GBL for the purposes of use of the new facility. GL advised that there a three key areas to address with regard to this, (a) racking of boats, (b) individual membership fees, and (c) representation on the GBL board/management group. GL advised that GBL have proposed differing financial relationships over 20 years based on capital contributions of £100k, £40k and nil and</p>		

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	<p>he evaluated these and outlined the savings and payback period. GL advised that the College Executive is recommending that subject to appropriate guarantees regarding future fees and Board representation and the raising of sufficient funds from other sources that the College should invest £100k in this venture, thereby securing the long term future of rowing at the College. RM advised that rowing was working well and student numbers had increased. RM also confirmed that you would be able to get membership if you were not an elite athlete. In response to RBS RM advised that whilst no specific work had been done on potential increase in numbers of students we are working with the National Body on the GB Start Scheme and we were extending into HE whereas until now the programmes had only been open to FE students. In response to GvdL GL advised that this was a £1.5m project and they had £1.1m currently in commitments to the project. In response to RB GL advised that GBL is a charity for non-profit. DC advised that the site on the canal is strategically important and we have been very successful in a short period. DC also felt that the quality of performance was more down to the quality of the coach and ours is very good. RM agreed and felt that approval would show our commitment to rowing to the coach.</p> <p><i>The Corporation approved the investment of £100K in new rowing facilities in Gloucester subject to appropriate guarantees and contractual arrangements in return for representation on the new Board, guaranteed racking at reduced cost and reduced membership fees.</i></p> <p>58.4. Review the College Top Risks. Paper C58.4/05/14</p> <p>GL advised that the Risk Management Group had met and there were some minor changes to the scoring which are marked in red.</p> <p><i>The College Top Risks were noted.</i></p> <p>58.5. Review performance against Finance Balanced Scorecard. Paper C58.5/05/14</p> <p><i>The Finance Balanced Scorecard was noted.</i></p>	GL	Immediate
59/14	<p>Note Principals Report. Report will not be discussed in detail but questions for clarification of any points will be taken. Paper C59/05/14</p> <p><i>The Principals Report was noted.</i></p>		
60/14	<p>Discuss Equality and Diversity Report. Paper C60/05/14</p> <p>LW advised that the Equality and Diversity Report has been reviewed</p>		

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	<p>by the Equality and Diversity Forum at a meeting held on 15th May 2014. The report provides Governors with an update on the College's E&D objectives and helps to ensure Governors are meeting their statutory duties to monitor and oversee the College Equality and Diversity action plan/objectives. RR advised that he had attended the last meeting and was very impressed with the work that is going on. RR had looked at the on-line training package and thought that it was immensely valuable and believed it should be made available to governors and that Chairs and Vice Chairs of Committees would find it particularly useful. RR felt that it would be a good example to be used for Ofsted. GvdL thought that it should be noted that the College has achieved the Equality and Diversity Gold Standard and thanked LW and the staff involved in achieving this award. LR advised that a key theme for next year was expanding equality and diversity into the FE curriculum.</p> <p><i>The on-line training package will be made available to governors.</i></p>	LW/ Clerk	Immediate
61/14	<p>Approve the Constitution of Hartpury College Students Union. PaperC61/05/14</p> <p>RM advised that we are proposing to establish our own Student Union in September 2014 which will serve both further and higher education students. RM advised that much of the work has been done by Matt Birch in conjunction with the NUS and UWE. RM explained that in further discussions with the NUS they had suggested an amendment and he distributed the proposed amendment to the constitution which is numbered C61.1/05/14. RR advised that we are creating something very different than we have at present in a fully independent body within the framework of Hartpury. In response to RB RM advised that this is a starting point and that initially they will not be trading. In response to GvdL RM advised that there is a budget request of 25K has been submitted which will include a full time member of staff to co-ordinate the activities of the Union.</p> <p><i>The Corporation approved the Hartpury College Student Union Constitution, with amendment, and Schedules.</i></p>		
62/14	<p>Minutes of Committee Meetings.</p> <p>62.1. Minutes of Finance and General Purposes Committee 10th April 2014. Paper C62.1/05/14</p> <p><i>The minutes of the Finance and General Purposes Committee of the 10th April 2014 were noted and accepted.</i></p>		

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	<p>62.2. Minutes of the Audit Committee 10th April 2014. Paper C62.2/05/14</p> <p><i>The minutes of the Audit Committee of the 10th April 2014 were noted and accepted.</i></p>		
63/14	<p>Note amendments to the Academic Agreement with the University of West of England. Original Agreement attached. Paper C63/05/14</p> <p><i>The amendments to the Academic Agreement between UWE and the College were approved.</i></p>		
64/14	<p>Any Other Business</p> <p>There was no other business.</p>		
	<p>Dates of Future Meetings-all scheduled to commence at 10.00am except where noted and the Strategic Planning Day when Meeting will start at 9.00am.</p> <p>Thursday 10th July 2014 (starts 9.30am) Thursday 9th October 2014 Thursday 11th December 2014</p> <p>Thursday 29th January 2015 Thursday 26th March 2015 (All Day to include Strategic Planning Meeting) Thursday 28th May 2015 Thursday 9th July 2015 Thursday 8th October 2015 Thursday 10th December 2015</p>		

Mr Graham van der Lely
Chair of Hartpury College Corporation

10th July 2014