

## CORPORATION BOARD

### Minutes of a Meeting 10.00am on Thursday 26<sup>th</sup> January 2017 Gwynne Holford Room

**Present:**

- Mr Edward Keene (EK) (Chair)
- Ms Ingrid Barker (IB)
- Mrs Barbara Buck (BB)
- Ms Rachel Cowie (RC)
- Mr David Crawford (DC)
- Mr Sean Lynn (SL)
- Mr Russell Marchant (RM)
- Mr Chris Moody (CM)
- Ms Zoe Nicholls (ZN)
- Mr Graham Papenfus (GP)
- Professor Ian Robinson (IR)
- Dr John Selby (JS)
- Mr David Seymour (DS)
- Mr Charles Whitehouse (CW)

**In Attendance:**

- Mr Graham Ledden (GL)
- Professor Ron Ritchie (RR)
- Mrs Rosie Scott-Ward (RSW)
- Ms Claire Whitworth (CW1)
- Mrs Lesley Worsfold (LW)

**Apologies:**

- Ms Louise Cox
- Mr Graham van der Lely
- Ms Nicola Wheatley

**Minutes:** Mr Rob Lee

		ACTION	ACTION DATE
01/17	<p><b>Apologies</b></p> <p>Apologies were received from Ms L Cox, Mr G van der Lely and Ms N Wheatley.</p>		
02/17	<p><b>Declaration of Interest. Paper C02/01/17.</b></p> <p>The Clerk advised that Mr C Whitehouse declared an interest for Agenda item 11.1 and Ms R Cowie for Agenda item 11.2. The Clerk advised that members' 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>		

03/17	<p><b>Minutes of the Last Meeting. Paper C03/01/17.</b></p> <p>Minutes of the meeting held on the 8<sup>th</sup> December 2016 were agreed to be a true and accurate record and signed by the Chair.</p>		
04/17	<p><b>Matters Arising</b></p> <p><b>4.1. (113/16.) The financial proposal for the construction of Sports Academy2 is Agenda Item 12.1.</b></p> <p><b>4.2. (118/16) The review of the Terms of Reference of the Quality Enhancement and Standards Committee (QuEST) and the Associate Faculty Board will go to the next meeting QuEST on 14<sup>th</sup> March 2017 and then to the March Corporation Meeting.</b></p> <p><b>4.3. (124/16) The Equality and Diversity Training Package is currently being updated and will be sent out when available.</b></p> <p><b>4.4. (125/16) Confirmation of funding income has been received from the SFA by our External Auditor and the Financial Accounts for 2015/2016 have therefore been signed by the Chair and Principal.</b></p>	<p>Clerk</p> <p>Clerk</p>	<p>14/03/17 30/03/17</p> <p>When Available</p>
05/17	<p><b>Discuss Principals Report. Paper C05/01/17.</b></p> <p>RM advised that the QAA Scrutiny Panel has now submitted its report to the ACDAP Committee who will discuss on the 9<sup>th</sup> February 2017 and we should receive some feedback in about two weeks after this date. RM confirmed that we had seen a draft report and allowed to make some changes on matters of factual accuracy. RM outlined the possible outcomes to the report. In response to DS RM believed it to be a balanced report with no surprises. IR advised that he recognised Hartpury in the report and that it read better after it had been moderated. RM advised that if ACDAP feel the application is worthy of progression it will go to QAA then HEFCE then Department of Education and finally to the Privy Council for approval so we are unlikely to hear anything further until the Summer.</p> <p>RM advised that the UNIT E project has been a lot more difficult than we first thought and that it has been made clear to Capita that if we do not have a working product by Easter we will have to consider going elsewhere We have not been invoiced by Capita since July 2016. The project is causing the staff much concern and RM confirmed that Capita realise the extent of the problem. RM advised that an internal group has been set up which meets fortnightly and Capita are present. Separate meetings are also being held with Capita</p>		

Directors. It has been necessary for HE to return to the old data system ISIS. In response to GP GL advised that if it is necessary to abandon this system it would be challenging and demand investment in specialist staff to ensure an alternative was functional by September 2017. . In response to RR RM confirmed that we should have demanded to see a working model but this had not been in place in any other college and this should have been a warning sign. Capita had misled us that the system was available but in fact it was only a concept. In response to RC RSW advised that the problems with the system have not been picked up by the TDAP Scrutineers but this may not be the case if they need to return. In response to EK RSW advised that we have issues over data with HEFCE but this should not cause a financial risk but may cause a reputational risk. In response to CW RM advised that we have taken on another member of staff to look specifically HE and we may need to do the same for FE. In response to DS relating to future Ofsted inspection CW1 advised that we currently do have some gaps in data but progress is being made. GL advised that this has now been categorised as the Colleges top risk.

RM advised that a new Farm Manager started at the beginning of January and there has been a number of other staff leave. RM advised that we are making slow progress on the business review as we are still uncovering problems but this is an important educational resource and we now have the opportunity to get it right but this will mean changing the culture of the staff. EK agreed that we need a culture change and that it is important for our students to demonstrate best practice and it was therefore vital that we quickly review the farm strategy.

RM outlined the finances and developments if our National 1 Rugby Team should get promoted and our application to join the Women's Elite League. In response to DC RM advised that there is a huge variation in wage bills in the Championship and there is a review taking place which may lead to this division being a pathway for players to the Premiership whose teams will "buddy" with Championship sides. RM advised that he had had a positive meeting with Gloucester RFC who want their academy players involved in education or apprenticeships.

RM advised that we still do not have a response from the UKVI on the reversing of our suspension.

**06/17 Update on Area Reviews. Paper C06/01/17.**

RM advised that the final steering group meeting will be held on the 7<sup>th</sup> February 2017 when the recommendations of the final draft report have to be approved. RM referred Members to the relevant section of the draft report which showed that we would remain as a stand-alone college and also outlined our HE vision. Some of the recommendations

	<p>in other area reviews have designation issues as the one delaying our structural change and RM detailed some of these issues. This is the reason for the delay as the Minister has to ensure that he is not making a precedent in our case.</p> <p><b><i>The Corporation confirmed its acceptance of the recommendations set out in the Options Assessments of the Gloucestershire, Swindon and Wiltshire Area Review.</i></b></p>	EK/RM	07/02/17
07/17	<p><b>Discuss Vice Principal (HE) Report. Paper C07/01/17.</b></p> <p>RSW advised that recruitment is the most significant concern with applications down 9% on last year and 1.4% on the previous year and this was across all curriculum areas. RSW outlined the actions that were being taken particularly to maximise conversions. RSW explained that we are also working with various external agencies on ways to improve our applications but agreed that this is more likely to have a greater impact on next year rather than this. IR questioned the reasons why Veterinary Nursing applications are 24% down on last year and RSW outlined some of the reasons but still believed that we would reach the capped number target as we had a strong product. In response to RR RSW confirmed that they had met with UWE and shared strategies in this area. It was felt that students now do more research into institutions on line and the proposed changes to our website will help. RSW confirmed that we were picking up on the strategies that had worked for UWE. RSW advised that on a positive note internal applications are up year on year. RSW advised that the current situation with TDAP had been discussed earlier and activities continue to progress in preparation for application to transfer to HEC. RSW advised that development of the graduate school feasibility study continues with work around research degrees continuing with UWE. RSW confirmed that the Teaching Excellence Framework (TEF) has now been submitted and she thanked IR for his help. RSW believed that analysis of the data suggests a silver placing would be the likely outcome. RSW advised that the TEF exercise has focused our attention on the data integrity and as a result we are currently conducting an internal review.</p> <p><b><i>It was agreed that the Teaching Excellence Framework submission will be posted to the Governors' Website.</i></b></p>	Clerk	31/01/17
08/17	<p><b>The Student Voice.</b></p> <p><b>8.1. Verbal reports from Student Governors.</b></p> <p>ZN advised that LC had contacted her as she was unable to make this meeting to advise that there were no issues to be raised relating to HE. ZN advised that they are still working on improving communications between student representatives. RSW thanked the</p>		

	<p>Students' Union for its help regarding the TEF submission.</p> <p><b>8.2. Verbal reports from governors on Link Governor visits.</b></p> <p>BB advised that she had had a very positive meeting with FE Agriculture but was still trying to arrange a meeting with the Students' Union.</p> <p><b><i>LW will assist in setting a meeting with Students' Union.</i></b></p> <p>IB had held a meeting with FE Equine and advised that there was an incredibly positive attitude from the students. There were some issues over facilities and staff capacity but these were being discussed with college management.</p> <p>GP had attended a Safeguarding Meeting and was pleased to see the attention to detail and felt that the systems in place were outstanding.</p>	LW	30/03/17
09/17	<p><b>Discuss Vice Principal (FE) Report. Paper C09/01/17.</b></p> <p>CW1 advised that recruitment for next year was very strong with 957 applications compared to 926 last year from which we have made 608 offers against 544 and have received 505 acceptances against 404 last year. CW1 advised that the Autumn Term "no notice" observations are now complete with 93% of staff delivering good or outstanding lessons against 96% last year when notice was given. CW1 advised that 11% of students needing to sit GCSE Maths achieved C grade and whilst this was an improvement on last year's 4% it still falls well short of the national average of 22%. CW1 advised that challenges still remain in A Levels with the cultural changes within the Department still proving difficult for some members of staff. We still have single subject specialists in a number of areas due to cohort size and this presents challenges with illness cover. CW1 advised that problems with Unit E implementation has meant that data on retention in all areas is not available but manual records show that we have had 19 withdrawals after the 6 week period against 47 in the same period last year. CW1 confirmed that the Ofsted Readiness Action Plan is now complete and will be discussed at the March QuEst Meeting. In response to EK CW1 advised that she was currently checking the data recently published by the National Statistics Office. CW1 believed that the A Level data is accurate but BTEC student numbers look incorrect and the employability performance does not accurately reflect our data.</p>		
	<p><b>The Governors visited Catsbury Student Accommodation.</b></p>		

<p><b>10/17</b></p>	<p><b>Discuss Safeguarding Report. Paper C10/01/17.</b></p> <p>LW advised that this is the first of two reports that are produced for the Corporation on an annual basis. LW outlined the additions to the safeguarding team. We welcomed a Student Chaplain in September on a one year Methodist funded programme and a Student Counsellor on a work based learning agreement with Worcester University. LW advised that referrals had stayed at similar numbers year on year and confirmed that we work very closely with the local Safeguarding Board. LW advised that Keeping Children Safe in Education had been updated and this had been posted to the Governors' Website and that guidance had been issued that it is no longer enough to just do training but employers need to evidence that staff have received and read the document and understood it as well. RR believed therefore that we should seek the same evidence from governors as this may be required at an Ofsted Inspection. In response to JS LW advised that we do make it clear to parents that they have to collect students from hospital where on-going care is needed as the College is unable to give constant care. LW confirmed that the hospital, supported by the College, will arrange with the students family for them to return home. LW advised that a full report on PREVENT will be contained in the next report. In response to DS LW confirmed that we have two councillors who work share but there is an ever increasing demand for this service and the operation is therefore being reviewed.</p> <p><i><b>It is agreed that confirmation is required from governors that they have received, read and understood the guidelines on Keeping Children Safe in Education.</b></i></p> <p><i><b>It was agreed that we would conduct further safeguarding training at the beginning of a future Corporation Meeting delivered by an external source.</b></i></p>	<p>Clerk</p> <p>LW/Clerk</p>	<p><b>28/02/17</b></p> <p><b>13/07/17</b></p>
<p><b>11/17</b></p>	<p><b>Search and Governance Committee 12<sup>th</sup> January 2017.</b></p> <p><b>11.1. Approve the recommendation that Mr C Whitehouse be offered a further term of office of 4 years commencing June 2017.</b></p> <p><i><b>The recommendation was approved.</b></i></p> <p><b>11.2. Approve the recommendation that Ms R Cowie be offered a further term of office of 2 years commencing August 2017.</b></p> <p><i><b>The recommendation was approved.</b></i></p>		

**11.3. Approve the recommendation that Mr K Nottage be appointed as the Co-opted Member of the Finance and General Purposes Committee.**

*The recommendation was approved.*

**11.4. Approve the Terms of Reference. Paper C11.4/01/17.**

*The Terms of Reference were approved.*

**11.5. Receive, note and accept minutes of the Search and Governance Committee 12<sup>th</sup> January 2017. Paper C11.5/01/17.**

EK advised that the results of the latest Skills Questionnaire shows, for the first time, that we have no governors with high levels of experience or knowledge of accountancy, financial and audit matters and no governors with a financial qualification. This was largely due to the retirement of three governors over the last two years with these skills. It has been agreed to look for two governors with financial qualifications one for the main Board and the other for Audit Committee and asked governors to let the Clerk know if they were aware of any suitable candidates.

*The minutes were received, noted and accepted.*

**12/17 Finance and General Purposes Committee 12<sup>th</sup> January 2017.**

**12.1. Approve the recommendation the financing of Sports Academy2 to a budget of £8.851M financed by a mix of bank finance of £4M and own funds with the timing of the conversion of the existing sports hall being contingent on a cash flow assessment in late 2017. Paper C12.1/01/17.**

*The above recommendation for financing Sports Academy2 was approved.*

**12.2. Approve Terms of Reference. Paper C12.2/01/17.**

*The amended Terms of Reference were approved.*

**12.3. Receive, note and accept minutes of the Finance and General Purposes Committee 12<sup>th</sup> January 2017. Paper C12.3/01/17.**

*The Minutes were received, noted and accepted.*

13/7	<p><b>13.1. Application of the College Seal. Paper C13/01/17.</b></p> <p>It was <b>RESOLVED</b> that the Corporation Seal be applied to the Deed of Surrender of part of Land at Okle Clifford Farm between Gloucester Charities Trust and Hartpury College and signed by the Chair and Principal.</p>		
14/17	<p><b>14.1. Note College Top Risks. Paper C14/01/17.</b></p> <p>The College top risks were noted.</p>		
15/17	<p><b>Any Other Business</b></p> <p><b>15.1. External Auditors</b></p> <p>GL advised that the Audit Committee is meeting later to interview potential new external auditors. Our current auditors have not tendered for the new contract due to an oversight on their part.</p> <p><b>15.2. Principals Lunches</b></p> <p>RM advised that as previously discussed the Newsletter he had been sending out has been stopped to look at better ways to communicate. RM advised that he was going to run a series of lunches to be held between Corporation Meetings for governors. He would shortly be sending out an invitation for the first meeting on the 3<sup>rd</sup> March 2017 and particularly encouraged new governors to respond.</p> <p><b>15.3. Gloucester Rugby Club</b></p> <p>RM advised that the Chairman of Gloucester Rugby Club would like to invite governors to their game with Harlequins on the 4<sup>th</sup> March 2017. RM advised that an invite will be sent out shortly.</p>		
16/17	<p><b>Dates of Future Meetings-all scheduled to commence at 10.00am except where noted.</b></p> <p><b>Thursday 30<sup>th</sup> March 2017 at 2.30pm followed by Dinner and overnight stay.</b></p> <p><b>Friday 31<sup>st</sup> March 2017 9.00am-4.00pm Strategic Event.</b></p> <p><b>Thursday 25<sup>th</sup> May 2017</b></p> <p><b>Thursday 13<sup>th</sup> July 2017</b></p> <p><b>Thursday 12<sup>th</sup> October 2017</b></p> <p><b>Thursday 7<sup>th</sup> December 2017</b></p>		

<p>Thursday 25<sup>th</sup> January 2018 Wednesday 21<sup>st</sup> March 2018 at 2.30pm followed by Dinner and overnight stay. Thursday 22<sup>nd</sup> March 2018 9.00am-4.00pm Strategic Event. Thursday 24<sup>th</sup> May 2018 Thursday 12<sup>th</sup> July 2018 Thursday 18<sup>th</sup> October 2018 Thursday 6<sup>th</sup> December 2018</p>		
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Mr Edward Keene  
Chair of Hartpury College Corporation

31<sup>st</sup> March 2017