

CORPORATION BOARD

Minutes of a Meeting 10.00am on Thursday 25th May 2017 Gordon Canning Room

Present: Mr Edward Keene (EK) (Chair)
Ms Ingrid Barker (IB)
Mrs Barbara Buck (BB)
Ms Rachel Cowie (RC)
Ms Louise Cox (LC)
Mr Sean Lynn (SL)
Mr Russell Marchant (RM)
Ms Zoe Nicholls (ZN)
Mr Graham Papenfus (GP)
Professor Ian Robinson (IR)
Dr John Selby (JS)
Mr David Seymour (DS)
Mr Graham van der Lely (GvdL)
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: Mr David Crawford
Mr Chris Moody

Minutes: Mr Rob Lee

	ACTION	ACTION DATE
<p>The Chair advised that it was Graham Leddens last Board Meeting before he left the College and thanked him on behalf of the Corporation for his input and the excellent financial results during his tenure as Director of Finance. The Chair wished him the very best for the future.</p> <p>The Chair advised that it also may be the last meeting for the two student governors as they would have left by the time of the final Board Meeting in July. The Chair thanked them for their input and wished them the very best for the future and added that if they were available they would be welcome to attend the July Meeting and travelling expenses would be reimbursed.</p>		

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45/17	<p>The Chair congratulated Claire Whitworth on her promotion to Vice Principal FE which was richly deserved.</p> <p>The Chair advised that he had contacted Nikki Wheatley relating to her attendance record and it seems her business commitments had been greater than expected and she was unable to meet the required levels of attendance and had resigned.</p> <p>Apologies</p> <p>Apologies were received from Mr D Crawford and Mr C Moody.</p>		
46/17	<p>Declaration of Interest. Paper C46/05/17.</p> <p>Professor Ritchie declared an interest for Agenda Item 55.1 and it was agreed that he would be asked to leave if there was a need for further discussion on this point. 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>		
47/17	<p>Minutes of the Last Meeting. Paper C47/05/17.</p> <p>Minutes of the meeting held on the 31st March 2017 were agreed to be a true and accurate record and signed by the Chair.</p>		
48/17	<p>Matters Arising</p> <p>48.1. (28.2.) The Equality and Diversity and Safeguarding on-line training packages have been uploaded to the Governors' Website.</p> <p>48.2. (32.1.) The TDAP Report and updated commentary has been uploaded to the Governors' Website.</p>		
	<p>Part 1 Priority Agenda Items.</p>		
49/17	<p>Discuss Principals Report. Paper C49/05/17.</p> <p>RM advised that his Report covers the period from mid-March.</p> <p>RM confirmed that the TDAP decision is now with the Privy Council which is excellent news as they have never overturned a recommendation on this issue. However the final decision is delayed</p>		

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<p>due to the forth coming election. RM confirmed that we have been included in the designation trial and we have been asked to make applications for FE designation, for transfer from FEC to a HEC and for University Title in parallel. RM advised that we had a very positive visit from ESFA and DfE the previous day. The timescale will be more flexible than we thought and it is critical that the protection of FE is enshrined in our Memorandum and Articles. RM advised that we will set up a Committee to manage this process and the next steps are to agree the process and timelines and meet with our advisors Eversheds. EK advised that he will be involved in the meetings with Eversheds. RM advised that one of the major challenges will be communication, more so internally than externally as it is important that students and staff understand how this will impact on them. In response to CW RM advised that we would wish university title to be in place before August 2018 to enable us to market to students for that year's intake. EK believed that it is important that these issues are discussed urgently and would propose that an extra Search and Governance Meeting be arranged to review the make-up of the Committee and the governance issues. In response to RR RM agreed that there will be a need for executive decisions to be made and RR proposed that a Scheme of Delegation would clarify the levels of responsibility for the decision making process. EK agreed and confirmed that this should be discussed by the Search and Governance Committee. In response to GvdL RM confirmed that he updates the Vice Chancellor of UWE at their regular meetings.</p>		
<p><i>An extra meeting of the Search and Governance Committee will be arranged for 9.30am on Wednesday 21st June 2017.</i></p>	Clerk	21/06/17
<p><i>A Scheme of Delegation for the process of designation and application for university title will be discussed by the Search and Governance Committee.</i></p>	Clerk	21/06/17
<p>RM advised that an external audit of our new data management system has been extremely useful. RM advised that we have established a project team who have scoped the work streams to ensure progress and will prioritise work that needs to be ready by the beginning of the next academic year. EK advised that this subject will be an agenda item at each FGPC Meeting in future. In response to DS RM agreed that this was recognised as the Colleges top risk but he was more confident of a successful outcome now we have a Project Manager and process in place.</p>		
<p>RM outlined the appointments of a Marketing Manager who has started, a Director of Marketing and Communications who will start in mid-July and a Chief Operating Officer whose start date has to be agreed but it will be before the beginning of the next academic year.</p>		
<p>In response to JS relating to the Farm RM advised that we are</p>		

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	<p>gradually getting a new team in place and that communication has improved and was confident of the management going forward. DS advised that the issues that had been raised at the Strategic Planning Day were discussed at length by the Audit Committee and at best there had been a serious lack of management control. DS advised that it has been agreed that PwC will carry out a review of the Farm, based on the concerns that have been raised, as a matter of urgency and that there will be a further audit of the Farm scheduled in quarter 2 to give assurance that the processes in place are now fit for purpose.</p>		
<p>50/17</p>	<p>Discuss Vice Principal (HE) Report. Paper C50/05/17.</p> <p>RSW advised that recruitment remains the key focus and the conversion data shows some improvement. In response to GvdL RSW agreed that the good retention figures for this year will have a positive effect on student numbers returning next year. Also in response to GvdL RSW advised that enrolments on Sport related courses were higher than last year, Equine the same but Animal was down and Agriculture was still small in comparison to other areas. In response to CW RSW advised that whilst there had been an increase in students suspending their studies numbers were still small and she will make a report outlining reasons at end of year.</p> <p>RSW advised that progress is being made with the Student Record System and the appropriate plans are now in place. In response to RR RSW advised that the key area is the ability to produce in-year data.</p> <p>RSW advised that the Academic Standards and Enhancement Committee is new and whilst there has been some issues around non-teaching space there has been no issues raised on academic performance.</p> <p>RSW advised that we are currently reviewing the breadth and strategic value of our current KPIs and will take forward a revised approach to a future meeting. In response to JS RSW advised that we are finding it challenging to find staff qualified to the level above which they teach other than in Sport and the target of 80% will be missed with the actual at 73% staying the same as last year.</p> <p><i>Details on the HE Research Day will be sent to all governors.</i></p>	<p>Clerk</p>	<p>Immediate</p>
<p>51/17</p>	<p>The Student Voice.</p> <p>51.1. Verbal reports from Student Governors.</p> <p>LC and ZN advised that students were now looking towards the end of</p>		

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	<p>the year and focusing on their examinations and assignments.</p> <p>51.2. Verbal updates on Governor Link Visits</p> <p>IR advised that he had attended an Equality and Diversity Forum and was pleased to see that we are on top of this agenda and that there has been a key acknowledgement to improve our benchmarking.</p> <p>BB advised that she had met with the Students' Union Officers and would be attending the student teaching awards organised by the SU.</p>		
52/17	<p>Discuss Vice Principal (FE) Report. Paper C52/05/17.</p> <p>CW1 advised that recruitment is strong with numbers of applications and acceptances just above those of last year which had seen record enrolments. The current focus is still on conversion of applicants and maintaining this through to enrolment.</p> <p>CW1 explained that formal no notice lesson observations are now complete and a full analysis will be presented at QuEST in June. CW1 advised that additional training from Landex for tutors to support tutorial development has also been completed and further development identified for next year.</p> <p>CW1 advised that the current focus of the Maths and English Team is provision of focused delivery sessions and revision support for the GCSE examinations taking place this month. Maths results are improving but taking longer than expected. English results not as strong as last year but in line with national data. CW1 advised that full analysis will be available at the next meeting of QuEST.</p> <p>CW1 advised that the full A Level Action Plan has now been implemented. CW1 advised that the current focus of the A Level team is completion of the delivery of curriculum content and revision to support student exam performance. CW1 advised that the expectation of parents in this area differs from parents of BTEC students as a much higher level of communication is expected similar to that from a school.</p> <p>CW1 explained that Personal Development, Behaviour and Welfare (PDBW) is an additional Ofsted judgement and developments to further enhance these areas are well underway with significant progress being made to date.</p> <p>CW1 advised that a Landex Peer Review, which included a scrutineer from an outstanding college had recently taken place. RM advised that we have been given outstanding feedback with</p>		

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	<p>very positive comments on A Levels and he wished to congratulate CW1 and her team. In response to GvdL CW1 advised that the Report will be available at the next QuEST Meeting for discussion. In response to RR CW1 advised that we do not have a persistent absence problem which seems to be a problem in the school sector. Absences are closely monitored and there are checks and balances within the system with the Wellbeing and Safeguarding Teams becoming involved when necessary. Also in response to RR CW1 confirmed that we would be able to answer questions in this area if challenged on individual students.</p> <p>CW1 outlined the movements in our KPIs since the last meeting but there had been no significant changes.</p> <p><i>The Landex Review will be posted to the Governors' Website when available.</i></p>	Clerk	When Available
53/17	<p>Discuss Equality and Diversity Report. Paper C53/05/17.</p> <p>LW advised that the Equality and Diversity Report has been produced as a result of the Equality and Diversity Forum meeting held recently. The report provides Governors with an update on the College's Equality and Diversity Objectives and Single Equality Action Plan and any equality and diversity activity since the last report. LW advised that we are planning to review and re-brand the key equality and diversity documentation and intend to produce a brochure on inclusivity that can be issued to staff and students. LW confirmed that a working party has been set up to produce the key metrics. LW advised that the Single Equality Action Plan and Objectives was a lengthy document and a link is provided in the Report. IB advised that she has received very positive feedback from the local Community Farm relating to our involvement and she was very pleased to see our students involved in the Big Health Check Day with people with learning difficulties. In response to RR LW advised that we are working on our policies and support for transgender issues and this will be discussed at the next meeting of the Forum. JS referred to some of the issues highlighted by the performance data against specific groups. CW1 advised that some data was skewed by low numbers of students such as equine non-resident students but where further work needed to be done this was included in the departmental plans. LW advised that she had been asked by the Corporation to include academic ethnicity data and this was added to this Report. IB noted that apart from support staff we are all white and questioned the actions that are being taken to rectify this and what does this say to our potential students. RC advised that this was a key area for Athena Swann. RM advised that our curriculum areas were a challenge and we were looking at areas that could help with our diversity such as cricket. Also our work with City Farm will raise</p>		

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	aspirations and help with our diversity.		
54/17	<p>Discuss matters raised in letter from Chief Executive of the Education and Skills Funding Agency (ESFA). Paper C54/05/17.</p> <p>EK advised that the letter from the ESFA outlined the importance of strong financial management and gave the key messages that had come from the Area Reviews. EK believed that we are in a strong financial position and the key areas outlined are met.</p>		
	Part 2 Approve Recommendations and Accept Minutes from Corporation Committees.		
55/17	<p>Search and Governance Committee 27th April 2017.</p> <p>55.1. Discuss the recommendation on increasing the term of office of Professor R Ritchie.</p> <p>The Chair advised that the minute should read that Professor Ritchie has been and not is the Vice Chair of QuEST.</p> <p><i>It is approved that Professor Ritchie be offered a further term of office of one year from the 1st September 2017 or until the structure of the College is changed and be classified as an independent ex-officio co-opted member.</i></p> <p>55.2. Rotation of Link Governors. Paper C55.2/05/17.</p> <p><i>The rotation of Link Governors was noted and the information has been posted to the Governors' Website.</i></p> <p>55.3. Change to the Code of Good Governance for English Colleges.</p> <p><i>It is agreed that we are not bound by clause 7.5 of the Code of Good Governance for English Colleges to have independent governors on our subsidiary company boards.</i></p> <p>55.4. Governors Events Calendar. Paper C55.4/05/17.</p> <p><i>The Governors' Events Calendar has been re-introduced and can be found on the Governors' Website.</i></p>	<p>Clerk</p> <p>Clerk</p>	<p>31/05/17</p> <p>31/05/17</p>

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	<p>55.5. Receive, note and accept Search and Governance Committee Minutes. Paper C55.5/05/17.</p> <p><i>The Minutes were received, noted and accepted.</i></p>		
56/17	<p>Finance and General Purposes Committee 27th April 2017.</p> <p>56.1. Refurbishment of Limbury Blocks.</p> <p>RM advised that early work has uncovered serious issues with the original build quality in Limbury blocks, this in conjunction with prices significantly above what we expected has caused us to consider our options. As a result we have been unable to send out a tender analysis for FGPC to agree. RM advised that a restricted project to create self-catering facilities is being considered and a proposal will go to the next FGPC Meeting.</p> <p>56.2. Hartpury RFC. Paper C56.2/05/17.</p> <p>GL advised that he had added to his Report, as requested, details of the purpose of the Saturday Team, how it helped with recruitment and the composition of the team. JS felt that the numbers of students, staff and alumni in the team gave a strong connection to the College. In response to EK RM advised that the Gloucester/Hartpury Women's Rugby Team will be in the new Premiership League, are jointly owned by Gloucester RFC and Hartpury College and will be made up mostly of students.</p> <p><i>The Corporation approved setting up a subsidiary company named Hartpury RFC and to open a Bank Account in that name.</i></p> <p>56.3. Receive, note and accept Finance and General Purpose Committee Minutes. Paper C56.3/05/17.</p> <p><i>The Minutes were received, noted and accepted.</i></p>		
57/17	<p>Audit Committee 4th May 2017.</p> <p>57.1. College Top Risks. Paper C57.1/05/17.</p> <p><i>The College top risks were noted.</i></p>		

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	<p>57.2. Receive, note and accept Audit Committee Minutes. Paper C57.2/05/17.</p> <p><i>The Minutes were received, noted and accepted.</i></p>		
	<p>Part 3 Discuss and approve strategic plans carried over from Governors' Strategic Planning Day.</p>		
58/17	<p>Approve updates to the 5 Year HE Core Strategy and agree research proposal. Paper C58/05/17.</p> <p><i>It was agreed, that where appropriate, the commentary from the slide presentation should be incorporated in the strategy as well as being more explicit on employability and developing an International Plan.</i></p> <p><i>The Strategy was approved with the above amendments and will be posted to the Governors' Website.</i></p>	<p>RSW</p> <p>Clerk</p>	<p>31/05/17</p> <p>31/05/17</p>
59/17	<p>Review the financial forecast which incorporates outcomes from updated core strategic plans. Paper C59/05/17.</p> <p><i>The updated strategy was approved and will be posted to the Governors' Website.</i></p>	Clerk	31/05/17
60/17	<p>Any Other Business</p> <p>60.1. Promotion and Publicity</p> <p>DS believed that with all our successes particularly in rugby we are not getting the right level of publicity and it is imperative we get this recognition to the wider public. RM agreed and he had outlined the changes to the marketing team earlier and this will help. RM advised that we are already ranked highly for our level of activity but DS believed that we should be getting to a wider audience.</p>		

		ACTION	ACTION DATE
	<p>Dates of Future Meetings-all scheduled to commence at 10.00am except where noted.</p> <p>Thursday 13th July 2017 Thursday 12th October 2017 Thursday 7th December 2017 Thursday 25th January 2018 Wednesday 21st March 2018 at 2.30pm followed by Dinner and overnight stay. Thursday 22nd March 2018 9.00am-4.00pm Strategic Event. Thursday 24th May 2018 Thursday 12th July 2018 Thursday 18th October 2018 Thursday 6th December 2018</p>		

Mr Edward Keene
Chair of Hartpury College Corporation

13th July 2017