

CORPORATION BOARD

Minutes of a Meeting 10.00am on Thursday 8th December 2016 Gwynne Holford Room

Present: Mr Edward Keene (EK) (Chair)
Mrs Barbara Buck (BB)
Ms Rachel Cowie (RC)
Ms Louise Cox (LC)
Mr David Crawford (DC)
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 Graham van der Lely (GvdL)
Ms Nicola Wheatley (NW)
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 Ingrid Barker
Mr Sean Lynn

Minutes: Mr Rob Lee

	ACTION	ACTION DATE
<p>The Chair welcomed Ms Nikki Wheatley and Ms Louise Cox to their first meeting.</p> <p>The Meeting opened with a presentation from Mr Tom Radcliffe, Director of Elite Sport. A Self-Assessment Report on the Sports Academies had been sent out with the papers.</p> <p><i>Data will be made available analysing the academic performance of academy students against non-academy students.</i></p>	RM	26/01/17

		ACTION	ACTION DATE
113/16	<p>Update on Sports Academy2. Paper C113/12/16.</p> <p>RM advised that the construction of the Sports Academy2 was seen as a priority after Dingle2 due to capacity constraints of the existing facility which was built 12 years ago and student numbers requiring these facilities have doubled. RM advised that a planning application has been completed and our quantity surveyors were working on final design. RM gave a presentation showing the position of the new building and advised that it was planned to include a more formal bus station than currently available on the site. RM outlined the proposed internal configuration of the building but advised there were several options which were being investigated including a slightly smaller option. RM then outlined the proposed alterations to the current sports hall. RM advised that the estimated cost including a 15% contingency, 8% fees and VAT is £8.8m but we are looking to see where this can be reduced. In response to DS GL advised that the project will be funded from the £4m loan from Lloyds and the rest from the cash we will generate over the period to July 2018 when the building is expected to be completed. EK questioned whether the project could be phased and RM advised it had initially been proposed that the alterations to the current sports hall could be started after the opening of the new building but it has become evident that extra classroom space is critical and it is therefore proposed that both will now be in tandem. RM advised that final decision will be made when the result of the recent space utilisation survey is known. EK questioned the loss of car parking spaces and in response to NW RM advised that we would be losing 100 spaces and we would be talking to planners on possible alternative sites. In response to RR RM confirmed that the building was being designed with future technology in mind with flexible spaces built to exacting specifications. JS questioned the consequences of significant investment in one area on the other curriculum areas. RM advised that there had been significant growth in HE sports students and it is also vital to keep our sports offering competitive with our competition. RM warned that to do nothing would see a decline in student numbers. RM also advised that since 2006 there had been significant investment in Equine, Agriculture and A Levels. RSW advised that the construction of Sports Academy2 will free up other areas such as Rider Performance Centre.</p> <p><i>It was agreed that a final proposal will go to the next meeting of the Finance and General Purposes Committee and then to the next Corporation Meeting for approval.</i></p>	RM/GL	12/01/17 26/01/17
114/16	<p>Apologies</p> <p>Apologies were received from Ms I Barker and Mr S Lynn.</p>		

		ACTION	ACTION DATE
115/16	<p>Declaration of Interest. Paper C115/12/16.</p> <p>The Clerk advised that members' interests would be taken as those disclosed in the Register of Members Interests. There were no declarations of members interests for agenda items.</p>		
116/16	<p>Minutes of the Last Meeting. Paper C116/12/16.</p> <p>Minutes of the meeting held on the 13th October 2016 were agreed to be a true and accurate record and signed by the Chair.</p>		
117/16	<p>Matters Arising</p> <p>All matters arising are covered by agenda items.</p>		
	<p>Part 1 Priority Agenda Items.</p>		
118/16	<p>Discuss Principals Report. Paper C118/12/16.</p> <p>RM presented his Report.</p> <p>RM updated progress with our proposed structural change and concluded that we are unlikely to get a response from government until Summer 2017. RM believed that whilst this is disappointing we are unlikely to be awarded TDAP until this time. In response to GvdL RSW advised that if the Higher Education Bill becomes law HEFCE will become part of the Office for Students and there may be a risk to our application for university title as we may have to have TDAP for three years before we can make an application. RM advised that one of the reasons for the government delay is the recommendations from Area Reviews. RM advised that recommendations from Waves 1 and 2 have just been published and this has thrown up some interesting questions for the government. RM advised that one of the recommendations is for Bolton College and Bury College to merge with the University of Bolton which will challenge the 45:55 FE: HE ratio of students. Further discussions took place on possible future structure of the College particularly around the relationship of the Quality Enhancement and Standards Committee and Associate Faculty Board. It was felt that it was important that both committees should be fit for purpose for FE and HE in the context of our future strategic direction.</p> <p>RM outlined the improving relationship with GFirst. RM advised that we have been awarded a £500K grant by GFirst towards the National</p>		

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	<p>Equine Growth Hub and Rural Growth Hub. RM advised that the original capital application had been for £1m and we would not be investing any of our own money. In response to JS RM advised that we have been asked to look at sharing knowledge and development of the Rural Growth Hob with the Royal Agriculture University and we will re-submit a proposal in time for GFirst's February Board Meeting.</p> <p>RM outlined our problems with the UK Visa and Immigration Authority who have withdrawn our licence. RM outlined the reason why and our response. RM advised that if our licence is not restored we will not be able to recruit international students for two years and this will impact on our reputation most significantly as the financial impact will be limited. RC advised that she has reviewed the guidelines and UWE would not be able to administer for HE students on our behalf.</p> <p>JS questioned the use of staff names in the Farm Report and RM agreed that these should be removed.</p> <p><i>It was agreed to review the work of both the Quality Enhancement and Standards Committee (QuEst) and the Associate Faculty Board and to discuss at next meeting of QuEst and approval at next Corporation Meeting.</i></p> <p><i>Staff names will be removed from the Farm Report</i></p>	<p>RM/RSW</p> <p>Clerk</p>	<p>14/03/17 30/03/17</p> <p>Immediate</p>
119/16	<p>Discuss FE Report. Paper C119/12/16.</p> <p>CW1 presented her Report.</p> <p>CW1 advised that at the 6 week cut off we have an increase of 170 students over last year. CW1 outlined recruitment activity for this year and confirmed that course information mornings have been well attended. CW1 confirmed that recruitment targets have been agreed and this will present some challenges. Targets will be reviewed to maximise the student experience based on current campus capacity, optimum size of teaching group and available bed spaces. CW1 advised that no notice teaching observations have commenced and to date the majority have demonstrated good quality delivery. CW1 advised that English GCSE results have improved but Maths remains a challenge. Students are being rag rated and compared term by term. CW1 confirmed that the changes made to the A Level Department were now having a positive effect. CW1 advised that operational planning will shortly commence in preparation for the next Ofsted Inspection. In response to CW CW1 believes that the inspection will take place in the next academic year so we have to be ready by September 2017. CM advised that we need to convert a short inspection into a long inspection to enable us to get our outstanding grade back and CW1 confirmed that she was seeking advice how to</p>		

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	trigger a full inspection.		
120/16	<p>The Student Voice</p> <p>LC confirmed that HE students were pleased that the examination timetable which had been issued early. ZN believed that the communication of assessments needed to be reviewed as different information was given to some of the curriculum areas.</p> <p>In response to EK regarding link governor visits DS confirmed that he has visited the A Level Department and had been impressed by the changes that had been made.</p>		
121/16	<p>HE Report.</p> <p>121.1. Discuss HE Report. Paper C121.1/12/16.</p> <p>RSW presented her Report.</p> <p>RSW advised that recruitment financial targets for 2016/2017 have been met with head count being the highest ever but there is work to be done on level 1 recruitment. RSW advised that recruitment for next year is going to be challenging, particularly first year degree students, and we are currently 10% down on this time last year. JS questioned what can be done to ensure that this does not become a big problem and RSW advised that we need to work harder at conversion of application to accepted which dropped last year. RSW referred Members to the updated Key Performance Indicators and advised that the average tariff on entry had risen to 310 and exceeded target and this will therefore be re-visited. JS noted that the student to staff ratio has improved from 27 to 17 and questioned if we had a consistent method of measuring. RSW explained the improvement and the extra investment that has been made. RSW advised that we have received the draft TDAP Report to check for factual accuracy. RSW believed there were some challenges in the Report but was generally positive. There were three possible outcomes, award TDAP, wait for further information or turn down. IR advised that he has read the Report, and whilst it is always difficult to gage an outcome, he believed the Report recognises the positives of the College and felt that the outcome should be positive. EK believed that the Report is written for organisations that are much larger than us and RM believed it to be a patchwork quilt of a report. RM believed that the Lead Reviewer should not have been allowed to leave before the end of the process with the Report being completed by a person who has never visited the College. RM was disappointed at the service which had cost us £50K and advised that we would be able to include a commentary with the final report.</p>		

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	<p>121.2. Approve Quality Assurance Report 2015/2016. Paper C121.2/12/16.</p> <p>RSW advised that there is a requirement to provide assurance statements from accountable officers on behalf of governing bodies as part of the new operating model for quality assessment. RSW advised that the document had been approved by the Associate Faculty Board but as the timing of the Corporation Meeting had not facilitated approval by the 1st December 2016 delegated power had been given to the Governors of the Quality Enhancement and Standards Committee (QuEst) to approve prior to sending to HEFCE. RSW confirmed that this approval had been given. RSW advised that we will look to adjust committee times in the future.</p> <p><i>The Corporation approves the Quality Assurance Report 2015/2016.</i></p>		
122/16	<p>The Quality, Enhancement and Standards Committee (QuEst) 10th November 2016.</p> <p>122.1. Discuss Report from Chair of QuEst. Paper C122.1/12/16.</p> <p>DC advised that the Committee had discussed a very well produced Self-Assessment Report (SAR) and congratulated CW1. Only one minor amendment had been requested and DC recommended that the SAR should be approved. DC advised that Maths, English and A Levels had been discussed earlier. CW1 advised that ALIS data will be available to be sent to QuEst Members next week. RR advised that he was not questioning the value of QuEst when it came to the linkage with the Associate Faculty Board but what value it could add. RSW suggested that the action from QuEst relating to linkage should be held over pending discussion at next QuEst meeting as agreed earlier.</p> <p>122.2. Approve the FE Self-Assessment Report 2015/2016. Paper C122.2/12/16.</p> <p><i>The Self-Assessment Report was approved.</i></p> <p>122.3. Receive, note and accept QuEst Minutes. Paper C122.3/12/16.</p> <p><i>The Minutes of QuEst were received, noted and accepted.</i></p>		

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<p>123/16</p>	<p>Review performance to Governance Targets for 2016 and agree targets for 2016. Paper C123/12/16.</p> <p>The Clerk advised that of the 17 targets, 13 were achieved, 3 partially achieved and 1 missed. Target 4 relating to the composition of the Board the Clerk advised that documentation for the Skills Audit had been amended to give better data on the make-up of members of the Corporation. When interviewing to find a second new governor in the Autumn it was decided to restrict the short list to all female candidates. The current composition is 11:6 Male: Female all "White British" with no declared disabilities and age range of 7 below 50, 3 50-59 and 7 above 60. The Clerk advised that Governor attendance, Target 5, was outstanding with overall attendance, being the highest since records began, at 90.3%. The Clerk advised that individual training sessions had taken a back seat to discussions and presentations on the future structure of the College and therefore target 6 had been missed. The Code of Governance proposes a self-assessment at least every three years so this year has been missed, target 9, and an external audit will take place in 2017 by PricewaterhouseCooper. The Principals Newsletter was sent out four times in the period not six as the target. It is felt this is not the best form of communication and other methods will be investigated including a greater use of the Governors' Website. The Clerk advised that the proposed targets for next year have been amended to take account of the external self-assessment and the removal of the Governor Newsletter. EK proposed that the first target should reflect our five year not three year plan</p> <p><i>The Corporation approved the Governance Targets with the above amendment for 2017.</i></p>	<p>Clerk</p>	<p>01/01/17</p>
<p>124/16</p>	<p>Discuss Equality and Diversity Report. Paper C124/12/16.</p> <p>LW presented her Report which had been reviewed and agreed at the last meeting of the Equality and Diversity Forum.</p> <p>LW advised that the Report provides Governors with an update on the Colleges Equality and Diversity objectives and Single Equality Action Plan and the equality and diversity activity that has taken place since the last report. LW advised that it gives Governors confidence that we are meeting our statutory requirements. LW advised we have been successfully re-accredited with the Equality Gold Standard and Anti Bullying Award. A very successful Wellfest had been arranged at the beginning of term which several governors had attended and we have recently held our second Equality and Diversity Week supported by the Students' Union. In response to JS who thought this to be a very impressive Report LW confirmed that on-line training was available</p>		

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	<p>and had been completed by governors some years ago. It was felt that this training should be distributed again. In response to JS LW agreed that the ethnicity data, whilst being broadly in line with Gloucestershire, is made up mostly by Support Staff and will look at how data can be supplied for academic area.</p> <p><i>On-line training package will be sent to governors.</i></p> <p><i>Academic ethnicity data will be included in the next report.</i></p>	<p>LW/ Clerk</p> <p>LW</p>	<p>01/01/17</p> <p>25/05/17</p>
	<p>Part 2 Approve Recommendations and Accept Minutes from Corporation Committees.</p>		
125/16	<p>Audit Committee 22nd November 2016.</p> <p>GL advised that the Audit Committee had discussed all the following papers at their recent meeting and recommended them for approval. GL advised that the accounts need to be filed with the SFA by the end of the year and confirmed that the final accounts are consistent with the July Management Accounts. GL advised that the SFA has to give confirmation to our auditor of funding income during the year and this has as yet not been received so the accounts cannot be signed off at this meeting.</p> <p><i>It was agreed that designated responsibility is given to the Chair and Principal to sign off accounts when Auditor confirms that confirmation has been received from the SFA.</i></p> <p>125.1. Report on Audit Findings, Letter of Representation and Financial Statement. Paper C125.1/12/16.</p> <p>125.2. Financial Statement Limbury Ltd. Paper C125.2/12/16</p> <p>125.3. Financial Statement Rudgeley Ltd. Paper C125.3/12/16</p> <p><i>The Report on the Audit Findings, the Letter of Representation and the Financial Statements for Hartpur College, Limbury Limited and Rudgeley Limited for the year ended 31st July 2016 were approved and designated responsibility to sign is given to the Chair, Principal and Directors.</i></p> <p>125.4. Confirm College as a "Going Concern". Paper C125.4/12/16.</p> <p><i>The statement to confirm the College as a going concern was approved.</i></p>	<p>Chair/ Principal</p> <p>Chair/ Principal</p>	<p>By 31/12/16</p> <p>By 31/12/16</p>

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	<p>125.5. Internal Audit Annual Report. Paper C125.5/12/16</p> <p><i>The Internal Audit Annual Report for 2015/16 was approved by the Corporation.</i></p> <p>125.6. Audit Committee Annual Report. Paper C125.6/12/16.</p> <p><i>The Audit Committee Annual Report for the period ended 31st July 2016 was approved by the Corporation.</i></p> <p>125.7. Audit Committee Terms of Reference. Paper C125.7/12/16</p> <p><i>The Audit Committee Terms of Reference were approved without amendment</i></p> <p>125.8. Receive, note and accept Audit Committee Minutes of the 22nd November 2015. Paper C125.8/12/16</p> <p><i>The Audit Committee Minutes of the 22nd November 2016 were received, noted and accepted.</i></p>		
	<p>Part 3 Documents for Approval.</p>		
126/16	<p>126.1. Tuition Fee Policy for 2017/2018. Paper C126.1/12/16.</p> <p><i>The Tuition Fee Policy for 2017/2018 was approved by the Corporation.</i></p> <p>126.2. Policy on Openness. Paper C126.2/12/16.</p> <p><i>The Policy on Openness for 2017 was approved by the Corporation.</i></p> <p>126.3. Governors' Declaration of Insurance Renewal. Paper C126.3/12/16.</p> <p><i>The Governors' Declaration on Insurance Renewal was approved by the Corporation.</i></p> <p>126.4. College Risk Appetite. Paper C126.4/12/16.</p> <p><i>The College Risk Appetite was approved by the Corporation.</i></p>		

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	<p>126.5. Subcontracting and Supply Chain Fees and Charges Policy. Paper C126.5/12/16.</p> <p><i>The Subcontracting and Supply Chain Fees and Charges Policy was approved by the Corporation.</i></p> <p>126.6. Health and Safety Policy. Paper C126.6/12/16.</p> <p><i>The Health and Safety Policy was approved by the Corporation.</i></p> <p>126.7. College Top 10 Risks. Paper C126.7/12/16.</p> <p>JS questioned the reasons why the BREXIT risk had been reduced. GL advised that this had been discussed by the Risk Management Group and it was thought the immediate risk was not so high but would be kept under review.</p> <p><i>The College Top Risks were approved by the Corporation.</i></p>		
	<p>Part 4 Confirm the application of the College Seal.</p>		
127/16	<p>127.1. JCT Contract for the construction of Dingle2 between Speller Metcalf and Hartpury College.</p> <p><i>The Application of the Seal was approved and the JCT Contract for the construction of Dingle2 and signed by the Chair and the Principal.</i></p> <p>127.2. Bond for the construction of Dingle2.</p> <p><i>The Application of the Seal was approved and the Bond for the construction of Dingle2 and signed by the Chair and the Principal.</i></p>		
128/16	<p>Any Other Business</p> <p>There was no other business.</p>		

		ACTION	ACTION DATE
	<p>Dates of Future Meetings-all scheduled to commence at 10.00am except where noted. New dates in red.</p> <p>Thursday 26th January 2017</p> <p>Thursday 30th March 2017 at 2.30pm followed by Dinner and overnight stay.</p> <p>Friday 31st March 2017 9.00am-4.00pm Strategic Event.</p> <p>Thursday 25th May 2017</p> <p>Thursday 13th July 2017</p> <p>Thursday 12th October 2017</p> <p>Thursday 7th December 2017</p> <p>Thursday 25th January 2018</p> <p>Wednesday 21st March 2018 at 2.30pm followed by Dinner and overnight stay.</p> <p>Thursday 22nd March 2018 9.00am-4.00pm Strategic Event.</p> <p>Thursday 24th May 2018</p> <p>Thursday 12th July 2018</p> <p>Thursday 18th October 2018</p> <p>Thursday 6th December 2018</p>		

Mr Edward Keene
Chair of Hartpury College Corporation

26th January 2017