



HARTPURY

Minutes of the Meetings of Hartpury University and Hartpury College Boards 1.30pm Wednesday 4th March 2020 Victoria Room, Hilton Doubletree, Charlton Kings

Members

Mr Edward Keene
 Ms Jenny Arroud
 Ms Alison Blackburn
 Mr Patrick Brooke
 Ms Barbara Buck -
 Ms Ehlana Drury
 Ms Emily Hancock
 Ms Mary Heslop
 Mr Henry Hodgkins
 Mr Sean Lynn
 Mr Russell Marchant
 Mr William Marshall
 Mr Chris Moody
 Mr Kam Nandra
 Ms Lisa Oliver
 Prof. Ian Robinson
 Dr John Selby
 Mr David Seymour
 Mr Graham van der Lely
 Mr Charlie Whitehouse
 Ms Helen Wilkinson

University Board

Present (Chair)
 Present (Staff Governor)
 Present (Co-opted Governor)
 -
 -
 -
 Present (HE Student Governor)
 -
 Present
 -
 Present (Vice-Chancellor)
 Present
 Present
 -
 Apologies
 Present
 Present
 Present
 -
 Present (Vice-Chair)
 -

College Board

Present (Chair)
 -
 -
 Present
 Present (Vice-Chair)
 Apologies (FE Student Governor)
 -
 Present
 -
 Present (FE Staff Governor)
 Present (Principal)
 -
 Present
 Present
 -
 -
 -
 Present
 -
 Present (from 3.25pm)

In Attendance

Ms Lynn Forrester- Walker	Present (Chief Operating Officer)	Present (Chief Operating Officer)
Mrs Rosie Scott-Ward	Present (Pro-Vice-Chancellor)	-
Ms G Steels	Present (Clerk to the Board)	Present (Clerk to the Board)
Ms Claire Whitworth	-	Present (Vice-Principal Further Education)
Ms Lesley Worsfold	Present (Vice-Principal Resources)	Present (Vice-Principal Resources)

		ACTION & ACTION DATE
01/20	Apologies and Confirmation of Quoracy Apologies as detailed above. It was confirmed the meetings of the University Board and the College Board were quorate.	
02/20	Declaration of Interest The Clerk advised that members' interests would be taken as those	

		ACTION & ACTION DATE
	<p>disclosed in the Register of Members Interests.</p> <p>The following standing declarations were noted: The Chair, Vice-Chancellor/Principal and Chris Moody were members of both University and College Boards.</p> <p>There were no Declarations of Interest in relation to the specific agenda.</p>	
03/20	<p>Minutes of the meetings</p> <p>The Minutes of the University Board meeting held on the 21st November 2019 and the Minutes of the College Board Meeting held on the 21st November 2019 were agreed by the respective Boards to be true and accurate records and signed by the Chair.</p> <p>The University Electronic Meeting Resolution Jan 2020, was noted.</p> <p>The Minutes of the FE Board meeting held on 13th February 2020 were agreed as a true and accurate record by the FE Board and signed by the Chair.</p>	
04/20	<p>Matters Arising</p> <p>It was confirmed all items were included on the agenda.</p> <p>The discussion within the FE Board papers relating to the ESFS submission and the financial recharge was highlighted.</p>	
	<p>Part 1 Priority Agenda Items</p>	
05/20	<p>Vice-Chancellor and Principal's Report</p> <p>The Board considered the Vice-Chancellor and Principal's Report</p> <p>1. ESFA Designation Trial Review</p> <p>The Board noted the feedback following the review by the FE Commissioner representatives. The review had included interviews with senior managers and governors as well as a wider range of staff and students. The Board was pleased to note that the resulting report was extremely positive and confirmed the methodology for working as two boards together and the continuation of one Chair for both was working. "Governance arrangements, although unusual for a main board with a subsidiary company, seem to work well and governors and leaders met felt that it enables all governors to have a full picture of the whole group and both governing bodies gained from the additional experience and knowledge of common members around the table."</p>	

	ACTION & ACTION DATE
<p>2. Capital Projects It was noted that the modular buildings erected to house University lecturing staff were occupied before Christmas and that the early reaction from staff has been positive.</p> <p>It was confirmed that the campus Masterplan continued to be developed and that a landscape consultant has been added to the team along with an Ecology consultant. The Board commented positively on the development of the Masterplan. It was confirmed it was available on the Governance site.</p> <p>3. Student Accommodation The campus services report in the appendices confirms high rates of occupancy both for on-site and off-site accommodation, this was reflected in the monthly management accounts. It was confirmed that the City Heart project, approved by the Corporation, was being progressed and was on target to provide rooms for September 2021.</p> <p>It was highlighted that the New Vicarage project has experienced some challenges at planning work was ongoing to have agreed mitigation in place for the April or May planning meeting. It was noted issues had been raised by Natural England relating to a bat colony near Stroud and Hartpury was undertaking the necessary work to respond to this issue. Other planning issues raised related to the building mass and the environment for students – it was confirmed the plan incorporated opening windows. It was noted off balance sheet funding options continued to be investigated and that the sub group would be reconvened when there were firm proposals. It was noted this project was targeted to provide 165 on site beds for September 2022, although if planning was granted by May a completion date of Sept 2021 might be achievable.</p> <p>It was suggested a tour of existing accommodation might be helpful for governors.</p> <p>It was noted that the refurbishment work for the Rudgeley blocks was now out to tender.</p> <p>4. Agri-Tech Centre It was noted this had been opened officially very successfully. Attendance from key farmers, technology manufacturers and key stakeholders had been good, with students playing a key role in guiding visitors on the tours of the facilities. Significant positive PR resulted from the event. Industry interest in the initiative has been high and this would be built on. Governors commented positively on the launch and the role staff and students had played. The ongoing engagement plans for the centre were outlined by the Vice-Principal Further Education.</p> <p>5. RFU Championship Funding The RFU's decision to cut funding to Championship clubs for season</p>	<p>To be kept under review - subject to Covid-19 constraints</p>

		ACTION & ACTION DATE
	<p>2020/21 has been widely reported. It was noted this would reduce funding from the RFU by 29% or £174,591. The RFU are proposing further cuts for the 2021/22 season. Options were being explored.</p> <p>6. Academic Board</p> <p>It was noted the Academic Board had met on January 22nd and considered a wide range of activity within Higher Education (HE). In particular the HE Strategy which was to be considered by the Board was highlighted. Attention was also drawn to the discussion on unconditional offers and continuation, noting these papers had also been reported went to QUEST and were reflected in the minutes. A governor queried whether the potential cap on student numbers had been discussed and queried Hartpury thinking on this issue. The Vice-Chancellor and Principal advised that the strategy was to aim to grow quickly, in case a cap was reintroduced. He highlighted the opportunities at level 4 and 5 and using different delivery models. Staff were also considering other potential opportunities. The need to ensure Hartpury was performing well across a range of measures, including tariff, NSS, TEF and graduate outcomes, to maintain and grow numbers was recognised. The Pro-Vice-Chancellor commented that the debate reinforced the importance of accommodation, which was currently a limiting factor. The Vice-Chancellor and Principal commented on the need to ensure student growth was dynamic and that facilities were maintained to ensure the student experience. The challenge of moving to a more selective culture was considered. The importance of ensuring student recruitment remained focused on students with a passion for the subject was stressed.</p> <p>The following Appendices had also been provided.</p> <ol style="list-style-type: none"> 1. Campus services Report 2. Sport Report 3. Equine Report 4. Farm Report 5. Marketing & Communications Report 6. Students' Union Report 7. Principal's Meeting Summary <p>The University Board and the College Board noted the Vice-Chancellor and Principal's Report.</p>	
06/20	<p>Review Financial Performance – Mid Year</p> <p>The Board considered the Management Accounts which provided details of actual performance for the 6 month period to the end of January 2020 and provided a mid-year reforecast to year end. It was noted that performance to date was a deficit of £143k compared to a budgeted deficit of £540k. It was noted that the improved performance was due to:</p> <ul style="list-style-type: none"> • Higher than budgeted HE income due to better than planned recruitment and retention. • Higher than budgeted International tuition fee income due to better 	

		ACTION & ACTION DATE
	<p>than planned recruitment.</p> <ul style="list-style-type: none"> • Higher than budgeted equine income due to one additional show in the winter. • Higher than budgeted farm income due to mix of grant income and sale of stock. • Recognition of a grant for the replacement Rubber Crumb which was planned to be amortised over the life the Rubber Crumb but has to be recognised fully in the year it is received. • The higher income is partially offset by higher non pay costs associated with the refinancing of loans with Triodos (this will be offset over the life of the loans due to lower interest payments) and changes to the VAT partial exemption. <p>A governor queried work done to encourage staff to join the pension scheme. The Chief Operating Officer advised that auto-enrolment had been in place from October and that work had been ongoing for 12 months to ensure staff understood the benefits of the pension scheme.</p> <p>The Board was pleased with the position. It was confirmed that the costs associated with the Triodos refinancing had been known.</p> <p>Mid-Year Update</p> <p>The Chief Operating Officer advised that the mid-year reforecast had included key budget holders in the discussions around their projected year end out turn to ensure ownership of the forecast by budget holders and confidence in the numbers. This approach was supported by the Board.</p> <p>At this stage an improved surplus of £1.8m compared to a budget of £1.3m was predicted based on:</p> <ul style="list-style-type: none"> • Increased HE income due to improved retention and higher than planned recruitment • Recognition of a grant for the replacement Rubber Crumb • This additional income is partially offset by: <ul style="list-style-type: none"> ○ increased direct costs in the form of HE bursaries due to higher student numbers, ○ higher pension costs due to an increase in staff joining the pension scheme following auto-enrolment ○ non pay costs are projected to be higher than budget due to additional transport cost due to increased student numbers, the refinancing costs of the Triodos loan and the change to VAT exemption. <p>It was confirmed that Budget setting for 2020/21 was ongoing and as with 2019/20 would be an iterative process involving budget holders to scrutinise budget bids and test assumptions for both income and costs. The Board welcomed this level of inclusion and ownership by budget holders of their ultimate budget will continue to build responsibility and accountability for delivering to budget.</p>	

		ACTION & ACTION DATE
	The Board noted the Management Accounts and Mid-Year Update.	
07/20	Triodos Loan – Utilisation Notice Agreed Signatories	
	<p>The Board had been provided with a paper which highlighted that at the time of Corporation approving the new bank loans with Triodos, it had been approved that the Chair of Corporation and Vice-Chancellor would be the signatories on the loan agreements, which have now been fully executed. However now it was at the operational stage of the loans it was proposed it would be more efficient if the loan signatories for draw down of loans and other administration of the loans could be changed to the Vice-Chancellor and Chief Operating Officer as currently for the Lloyds loans. The Chair confirmed he was comfortable with the safeguards proposed.</p> <p>1. Background</p> <p>The Chair reminded the governors of the University (the Governors) that the university had entered into a facility agreement dated 29 November 2019 (the Facility Agreement) agreed with Triodos Bank UK Limited (the Bank) in respect of a term loan facility in an aggregate amount of £14.8m to be drawn as £6.8m to fund the partial repayment of certain loan facilities in place with Lloyds Bank plc (including the secured £4m loan) and as £8m to fund the development of the university’s Learning Resources Centre and various other campus improvement projects (the Loan Facilities).</p> <p>2. Consideration Of Authorisations</p> <p>The meeting considered the practicalities of authorisation of documents, certificates and notices to give effect to the drawdown of the agreed loan under the Facility Agreement . It was confirmed that all drawdowns of loans would be approved at Strategy Finance and Resources Committee before actioning, as would any material changes to interest rates etc.</p> <p>After due and careful consideration, and with a view to furthering the University’s charitable purposes and being in compliance with all obligations under applicable charity law, IT WAS UNANIMOUSLY RESOLVED THAT: with effect from the date of this resolution:</p> <p>any one Governor of the University and the Chief Operating Officer (acting together) be authorised to do all such things including the execution of documents, certificates and notices in such form and including such amendments as they, in their sole discretion, see fit and to provide further confirmation to any party involved with the transaction as is necessary or desirable to give effect to the Facility Agreement or otherwise in connection with the transactions contemplated by the Facility Agreement.</p>	

		ACTION & ACTION DATE
08/20	<p>Hartpury College Report and Key Performance Indicators 2019-20</p> <p>The Board had been provided with a report which summarised the current areas of focus and development within Hartpury College. It was noted the report had been written to reflect the language of the new Ofsted framework with emphasis on intent, implementation and impact. Highlights in the report were:</p> <ul style="list-style-type: none"> - The main area of focus for the College was preparation for vocational exam and synoptic assessment methods for 2020-2021 coupled with retaining the holistic development of students to ensure we are continuing to develop those who can make a difference in the industries that we serve. The Vice-Principal Further Education outlined the current pilot in sport and land based studies which would provide helpful lessons for its wider application. It was confirmed other sectors and institutions had been visited to inform the process. <p>It was noted this had been an area of detailed discussion by the FE Board and that it was recognised as an area of significant change for lecturers. It was highlighted that the full impact would be felt over 2years.</p> <ul style="list-style-type: none"> - Strategically we need to ensure we act in a timely way to calls for capital development funds to support T-Level provision should we decide to adopt from 2023. - 2020-2021 recruitment was slightly up on last year albeit we need to ensure we work to achieve the agreed targeted growth in the correct areas. <p>The challenges in balancing growth in the agreed areas was recognised. It was noted this was being supported by marketing.</p> <ul style="list-style-type: none"> - There is a clear focus with the Teaching, Learning and Assessment observation process and allied procedures to support triangulation to ensure learning is maximised for all. - Maths and English GCSE November resits results have resulted in a number of early achievements in year. <p>This position was welcomed by governors.</p> <ul style="list-style-type: none"> - The A Level Department continues to drive forward with further refinement to support improved retention, further high grades and sustained high pass rates using findings from a detailed analysis of recent trends and associated implementation of actions. <p>The Vice-Principal Further Education highlighted the revised format for the KPIs to help see key movements and comparisons. She advised this followed on from discussions at the SMT Away Days.</p> <p>A governor queried 91% good or better lesson observation grading as very high. The Vice-Principal Further Education advised it had been subject to moderation through the Landex review and a standardisation session. A governor queried whether it would be helpful to add a value</p>	

		ACTION & ACTION DATE
	<p>added KPI. The Vice-Principal Further Education advised this could be done through promonitor and ALPS (A 'level Performance System).</p> <p>A governor queried how OFSTED would regard the level of level 2 provision, noting that it had been higher previously. The Vice-Principal Further Education advised that there was a comprehensive level 2 offer and that there was a target cohort each year. A governor queried if Hartpury monitored applications against a conversion factor and this was confirmed.</p> <p>The Board noted the College Report and Key Performance Indicators 2019-20 to date.</p>	
08.2/20	<p>FE Strategy</p> <p>The Board had been provided with the FE Strategy to consider. This set out the current position, the external context and stakeholder involvement in the Strategy's development.</p> <p>The Strategy outlined Key Priorities:</p> <p>Key Priority One: Providing high quality, stimulating and inspirational teaching, learning and assessment that supports significant progressive learning and skills development through a fully inclusive approach.</p> <p>Key Priority Two: Ensuring the holistic development of our students through a highly relevant and industry connected approach that maximises employability potential, delivered through the Hartpury Certificate Plus initiative and key partnerships.</p> <p>Key Priority Three: Achieving target growth towards a College population of 2000 that retains the optimum quality of student experience and provides a stimulating College community.</p> <p>The Board considered the proposed actions to deliver the priorities and the KPIs to be used to measure their delivery. A governor queried whether consideration had been given to Value Added. It was confirmed it would be added as a performance indicator. A governor queried the Hartpury maths and English performance against the sector. The Vice-Principal Further Education advised the national performance was low, Hartpury was tracking above this performance and work was ongoing to raise performance further. It was noted that it was difficult to track performance over time as the maths and English qualifications had used to be more vocationally based.</p> <p>The Board agreed that the strategy provided a clear outline of how the FE College Vision would be delivered. It was noted that the implementation of the strategy aligned with the Annual College Quality Improvement Plan. This approach was supported by governors.</p> <p>The College Board APPROVED the FE Strategy. The University Board NOTED the FE Strategy.</p>	<p>VP FE May 2020</p>

		ACTION & ACTION DATE
09/20	<p>HE Report</p> <p>The Board had been provided with the HE report which provided analysis of key performance indicators to date.</p> <p>The Pro-Vice-Chancellor highlighted that analysis of the HE performance indicators highlighted a positive picture, with financial performance above budget, recruitment, retention and continuation improved. One area which had not achieved as high as targeted was FE to HE progression. There were areas such as Animal which showed positive levels of progression. Sport and Equine illustrated areas for improvement. It was confirmed that in response the following actions had been put in place:</p> <ul style="list-style-type: none"> • Developing new curriculum in line with FE interest; • Continuing with the 'Hartpury Headstart' pilot in Animal and looking to wider implementation; • A revisited in-reach plan has been agreed, including FE, HE and Marketing; • Increased central marketing support to myth busting regarding life at Hartpury University, compared to FE; and; • Prioritisation of Gloucester accommodation for FE students. <p>The Pro-Vice Chancellor highlighted particularly that recruitment was currently tracking as up 3% which was very positive in the current climate, she commented that this reflected the support from marketing and the curriculum teams. The new canine course was proving popular as was the new equine degree. It was confirmed it was planned growth which was supported by staff and facilities. It was noted that the NSS survey was ongoing.</p> <p>The Pro-Vice-Chancellor highlighted the challenge of resourcing the completion of the TEF and REF submissions which would require input from the same staff.</p> <p>The HE Student Governor advised she had taken part in a video to help to communicate the difference between the experience of studying as an HE student against the experience as an FE student, including different accommodation, different approaches by lecturers etc. A governor commented on the FE to HE progression KPI which was included in the FE Strategy and reflected in the HE approach. The need for both FE and HE to feel ownership of this important target was stressed.</p> <p>A governor queried what social proscribing was and was advised this was a range of social interventions – such as a hobby or exercise which supported wellbeing. It was noted this was an area of increasing interest within the health sector.</p> <p>A governor queried the criteria for the provision of bursary support.</p>	

		ACTION & ACTION DATE
	<p>The Pro-Vice-Chancellor advised that most were means tested and that there were a range of categories including local, FE progression, unconditional offer etc.</p> <p>The report also updated on Access and Participation (APP), curriculum developments, quality assurance, reportable events, research and knowledge exchange and externality interactions by senior HE staff. An important development highlighted is the release of Knowledge Exchange Framework (KEF), and Hartpury's automatic entry to it. We will be making a full application in May, as discussed at QuEst. The complexities of applying to KEF, given the lack of information issued on the process was noted. It was confirmed that the QuEst Committee had considered many of the areas highlighted in detail.</p> <p>The Board NOTED the Higher Education Report.</p>	
10/20	<p>Safeguarding Interim Report – Sept – Dec 2019</p> <p>It was noted that the Board received two reports on Safeguarding each year, and that this was the in-year report. The report provides Governors with an update on Safeguarding and helps to ensure Governors are able to monitor and oversee Hartpury's Safeguarding activity including referrals to external agencies. The Board considered the number of cases, and questioned whether it was possible to provide some form of benchmark to other organisations. It was agreed it would be helpful to split the concerns raised into HE and FE and over and under 18s, residential and non-residential. The Vice-Principal Resources confirmed she would investigate if this was possible and also look to see if comparator data could be produced against the prior year. She advised that the new online recording system for complaints was working well.</p> <p>Governors queried the appropriate safeguarding training available for governors. The Clerk confirmed she would send out details of governor specific training. The Governors also questioned other training available on Equality and Diversity following the helpful development session earlier that day. The Clerk also agreed to provide this information.</p> <p>The Board noted the resources and commitment in place to support safeguarding across Hartpury. The Safeguarding Governor commented positively on recent meetings he had attended with staff in this complex area and their commitment to supporting students. The Vice-Principal Resources advised that Hartpury was a finalist in the AOC Wellbeing Awards and would hear the outcome in April. It was also highlighted that Hartpury had applied to be part of the OfS Mental Health Charter pilot.</p> <p>A governor queried the level and reported instances of sexual abuse. The Vice-Principal Resources advised that the cases were not on site and that some were historic. She advised that campaigns to raise awareness encouraged disclosure which was a positive impact. She confirmed that she did not consider there was a major concern for governors to consider.</p>	<p>VP- Resources July 2020.</p> <p>Clerk – Complete April 2020 – ETF Training issued</p>

		ACTION & ACTION DATE
	<p>Governors agreed this was reassuring. They requested that if possible data be split to indicate when it was on campus. The VP-Resources advised she would see if this was possible for the annual report. It was confirmed that any alleged incident of sexual abuse was fully investigated and both parties were supported.</p> <p>A governor commented on the increased level of safeguarding incidents being reported and queried whether this reflected improved reporting due to the new system or an increased number of incidents. The Vice-Principal Resources advised that both were the case, and that additionally Hartpury also had more students. The Vice-Chancellor advised that Hartpury was working with staff to engage them in this agenda, and that Hartpury wanted to encourage reporting to ensure the effective safeguarding of students. The Vice-Principal Resources updated on the significant level of training which had been provided to staff this year to increase awareness and support, for example self-harm, mental health first aid. She commented that staff were passionate about supporting students, and commented on the complexity of issues for many young people. The Vice-Chancellor and Principal commented that this was an area where society as a whole was seeing growth. It was recognised that it was a challenging area for staff, and that staff were also experiencing increased mental health issues.</p> <p>A governor queried where governors could see the information on staff training on safeguarding. The Vice-Principal Resources advised this was in the full year report.</p> <p>A governor queried how Hartpury was responding to the Coronavirus. The Vice-Principal Resources advised Hartpury was following all Public Health England and government guidance. It was included within the risk assessments for any trips. An action plan to respond to the issue was also being developed. The Vice-Chancellor and Principal advised the business continuity plan was being refreshed and the plans developed to respond to Coronacirus were being updated. He advised the position was being monitored on a daily basis and plans evolved to respond. A governor queried the position in relation to contractors and was advised that guidelines were in place for contractors. It was highlighted that Hartpury was part of the safer campus initiative, had updated risk assessments and conducted audits of compliance. A governor asked if there was a campus security policy, it was noted this would come to the Board in July. It was noted that closing the campus would be challenging due to the rights of way across the site.</p> <p>The Board NOTED the Safeguarding Report.</p>	<p>VP- Resources July 2020</p> <p>VP- Resources July</p>
11/20	<p>Student Voice</p> <p>Student Governor</p>	

	ACTION & ACTION DATE
<p>FE Student Governor – the Student Governor had not been able to attend. The Vice-Principal FE advised no significant Student issues had been raised by students requiring Board focus.</p> <p>HE Student Governor – the HE Student Governor commented positively on her experience and the opportunity to input to the Board. She was supportive of the HE Strategy and the issues discussed by QuEST. She advised she was helping with the support for the completion of the NSS survey. She had been involved in the SU forums and was positive about the increased promotion of the SU. She advised she was working on the Student Charter – confirming this was a student led process.</p> <p>Update on Governor Link Visits</p> <p>Safeguarding Visit – as outlined above Patrick Brooke confirmed he had undertaken a helpful visit to the Safeguarding team and been impressed by their dedication. He reflected on the breadth and depth of resources committed to supporting student wellbeing.</p> <p>Access to HE - the Chair updated on behalf of Helen Wilkinson that she carried out a visit to ACCESS to HE meeting Mike Tamblin and Nick Stevenson. She had also met some students all of whom were very positive about the course, what it meant to them and how the team are supporting and helping. No points of concern were raised by the students. The ongoing support provided to the students was recognised.</p> <p>Equine – Bill Marshall updated on an informative session with the Equine Team. He highlighted the growth in this area and the impact on scheduling the timetable. He noted that predominantly equine students were female. The pressures on exam schedules were noted.</p> <p>Equality, Diversity and Inclusion – David Seymour commented on his recent attendance at the EDI forum and the strength of staff support and commitment to this agenda.</p> <p>English & Maths– Kam Nandra updated on his visit, learning walks and meetings with students in this area which had given him helpful insights. He was very positive about the classes he had seen and the progress being made.</p> <p>Sport – Professor Ian Robinson advised he had now seen HE and FE staff following visits in November and February. He had been impressed by the enthusiasm of the staff. Discussions had included success levels and outreach.</p> <p>Research and Knowledge Exchange – Dr John Selby advised he had met with a number of the key staff in this area to discuss Research and Knowledge Exchange and Hartpurys approach which had been very helpful. He highlighted there would be a Research Conference in June.</p> <p>Careers – Chris Moody commented positively on recent visits to this area.</p>	

		ACTION & ACTION DATE
	<p>And the ambition of the staff.</p> <p>Staff Governor Voices Sean Lynn commented on the need to increase car parking and catering.</p> <p>The Updates were noted.</p>	
	Part 2 Approve Recommendations and Accept Minutes from Corporation Committees.	
12/20	<p>Search and Governance Committees – 11th January 2020 The Minutes of the University and College Search and Governance Committees were noted.</p> <p>It was noted that the proposed recommendations had been withdrawn for further work to be undertaken.</p>	
13/20	<p>Strategy and Finance Committees – 11th February 2020 The Minutes of the University and College Strategy and Finance Committees were noted.</p> <p>The University and College Boards considered the Recommendations from the Committees and APPROVED:</p> <ul style="list-style-type: none"> (i) the Hartpury College and University Financial Regulations (ii) The Hartpury College and University Slavery & Human Trafficking Statement (iii) The Hartpury College and University Anti-bribery policy. 	
14/20	<p>QuEST Committee – 13th February 2020 The minutes of the meetings of 13th February 2020 were noted.</p> <p>University QuEST Committee The Chair updated on the key points from the meeting. It was confirmed the Minutes were draft and some minor amendments were to be made. The Chair highlighted particularly the detailed discussions on the HE Strategy, continuation and Unconditional Offers. (It was confirmed the paper relating to this was available from the Clerk). He stressed the Committee's confidence in the approach to Unconditional offers operated by Hartpury.</p> <p>College QuEST Committee The Vice-Chair advised there were no points to highlight beyond those detailed within the minutes.</p>	

		ACTION & ACTION DATE
	<p>It was confirmed that the Strategy had been discussed in detail at the University QuEST Committee and was recommended for approval:</p> <p>Hartpury University Academic Strategic Plan –</p> <p>It was noted that consultation had begun on the strategic plan over a year ago, and focused on conversations with a number of stakeholders including students and staff using a range of devices. It aligned with the Hartpury 2025 Strategic document, considered the direction of Hartpury College and the importance of this partnership, alongside external factors. It was confirmed the strategy aimed to further enhance and embed a quality student experience and secure Hartpury Universities reputation within the HE sector. It was noted it had been supported by the Student Union.</p> <p>It was confirmed it had been considered by Academic Board and QUEST prior to coming to Board. It was highlighted that following discussion at QuEST the following had been strengthened: inclusivity and diversity, heightening sustainability and considering the need to prepare to be a selective University.</p> <p>The Board was advised that once approved, the Academic Strategic Leadership Group would be held accountable for the operationalization of the plan, monitoring activity throughout the academic year and reporting to Academic Board.</p> <p>Governors welcomed the relationship set out with the college and welcomed the engagement of stakeholders in the process.</p> <p>The HE Board APPROVED the HE Strategic Plan.</p> <p>The FE Board NOTED the HE Strategic Plan.</p>	
15/20	<p>Academic Board Minutes</p> <ul style="list-style-type: none"> • January 2020 <p>It was noted the Vice-Chancellor and Principal had updated on the meeting in his report.</p>	
16/20	<p>Approval and Application of Hartpury Seal</p> <p>It was NOTED there had been no uses of the Seal.</p>	
17/20	<p>Any Other Business</p> <p>Internal Audit – it was noted a retendering process had been undertake. The Chairs of the College and University Audit and Risk Management Committees, the Chief Operating Officer and the Principal had taken part in the process. A preferred candidate had been identified. This would now go to the Audit and Risk Management Committee for approval prior to being brought to the May Board.</p>	

		ACTION & ACTION DATE
	<p>Dates of Future Meetings-all scheduled to commence at 10.00am except where noted.</p> <p>Thurs 21st May 2020 Thurs 9th July 2020 Thurs 24th Sept 2020 Thurs 19th Nov 2020</p>	

The meeting closed at 15.45