



HARTPURY

MEETINGS OF HARTPURY UNIVERSITY & HARTPURY COLLEGE SEARCH and GOVERNANCE COMMITTEES

9.30am Tuesday 11th February 2020
Gordon Canning Room

Members	University S&G Committee	College S&G Committee
Mr Edward Keene	Present (Chair)	Present (Chair)
Mr Charlie Whitehouse	Present	-
Mr David Seymour	Present	-
Mr Henry Hodgkins	Present	-
Mr Russell Marchant	Present (Vice-Chancellor)	Present (Principal)
Ms Barbara Buck -	-	Present
Mr Graham van der Lely	-	Present
Mr Chris Moody	Present	Present
In Attendance		
Ms G Steels (GS) Clerk to the Board	Present	Present

		ACTION & AGREED DATE
S&G01/02/20	Apologies There were no apologies	
S&G02/02/20	Confirmation of Quoracy It was confirmed the meetings of the University Search and Governance Committee and the College Search and Governance Committee were quorate.	
S&G03/02/20	Declaration of Interest. The Clerk advised that members' interests would be taken as those disclosed in the Register of Members' Interests. Declarations of members' interests noted as follows: Chair, Vice Chancellor and Principal and Chris Moody were members of the University and College Boards.	

<p>S&G04/02/20</p>	<p>Minutes of the Last Meetings – 5th November 2019</p> <p>The Minutes of the University Search and Governance meeting held on the 5th November 2019 and the Minutes of the College Search and Governance Committee Meeting held on the 5th November 2019 were agreed to be true and accurate records and signed by the Chair.</p>									
<p>S&G05/02/20</p>	<p>Matters Arising</p> <p>Mentors – it was confirmed these were in place</p> <table border="0"> <tr> <td>New Governor</td> <td>Mentor</td> </tr> <tr> <td>Alison Blackburn</td> <td>Ian Robinson</td> </tr> <tr> <td>Mary Heslop</td> <td>Patrick Brooke</td> </tr> <tr> <td>Kam Nandra</td> <td>Helen Wilkinson</td> </tr> </table>	New Governor	Mentor	Alison Blackburn	Ian Robinson	Mary Heslop	Patrick Brooke	Kam Nandra	Helen Wilkinson	
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	<p>Consideration of External Member for these Committees</p> <p>It was noted that an external member provided an opportunity to link to different, potentially more diverse networks; gain links from business areas Hartpury supported where an individual could contribute but not to a full Board role: support considerations of diversity within the search for new members; could potentially provide input from different industries or sectors with different governance arrangements to support challenge and avoidance of group think. The increasing focus on diversity by regulators was recognised. It was recognised that another option would be to review the Committee membership.</p> <p>It was confirmed that any appointment to the University or College Board or one of its Committees would need to meet the skills requirement.</p> <p>A number of options were debated and it was agreed these would be given further consideration</p> <p>Statutory Compliance Work</p> <p>It was confirmed this was being progressed as agreed.</p> <p>It was confirmed that all other outstanding items were contained within the agenda.</p>	<p>Chair/VC & Principal May 2020</p>								
<p>S&G06/02/20</p>	<p>Office for Students Registration</p>									
	<p>The Committees had been provided with</p> <p>(i) a summary of OFS Registration Key Themes and Analysis</p>									

which detailed the registration process and the issues identified. During the process OFS had assessed over 500 applications, 387 providers and imposed 1,109 regulatory interventions.

The Committees noted that the main reasons for interventions were:
OFS ambitions and challenge in relation to access and participation.

Where outcomes delivered for students were very weak and close to the levels OFS considered necessary to ensure all students receive an education of a minimum quality

Other areas of concern across a range of applications were:

Student protection plans

An understanding of value for money from the students' perspective and accessibility of this information for students

Lack of convincing evidence about effectiveness of providers' management and governance arrangements and use of optimistic growth forecasts

The Committees considered the focus of the interventions and areas of concern as areas to keep under ongoing review. It was recognised that OFS was a very different regulator to the Higher Education Funding Council for England (HEFCE). The lack of clarity in a number of areas was recognised.

(ii) Hartpury Registration Monitoring Process

It was noted that to provide assurance on the ongoing compliance with Registration requirements Hartpury had put in place a monitoring group and established a monitoring matrix which updates on the individual responsible, actions taken to date and ongoing work. Some pro-forma for compliance for each condition is to be put in place with the supporting evidence. This will then be used for all conditions and an audit undertaken to confirm using external expertise.

The University Search and Governance Committee NOTED the update and AGREED that twice yearly reports be brought to the University Search and Governance Committee on the monitoring process, with an update provided next in May 2020.

Clerk
May 2020

S&G07/02/20

Forthcoming Guidance

The Committees had been provided with a draft of the HE Code of Governance which was currently out for consultation. The Committees considered the questions relating to the consultation and it was confirmed that there were no issues of concern either Committee wished to highlight.

The Committees confirmed that they had no concerns that Hartpury

	<p>could meet the standards set out.</p> <p>It was noted that the final version of the HE Code of Governance was expected to be issued in May, and that an updated HE Code of Practice for Audit Committees was also due around that date. It was confirmed the Committees would be updated when the guidance was released.</p> <p>The Committees NOTED the update.</p>	<p>Clerk May 2020</p>
S&G08/02/20	<p>Terms of Reference – Board Committees</p> <p>It was noted that the Clerk would undertake a review of the Terms of Reference of the Committees of both Boards for the next meeting. The main areas of review were noted. It was also agreed that confirmation that Committees could co-opt members should be included.</p> <p>The Committees NOTED the Update.</p>	
S&G09/02/20	<p>Review Skills Audit Proforma</p> <p>It was noted that the format had been updated as agreed at the last meeting. Governors highlighted issues for identified on completion, following the Committee’s trial of the format:</p> <p style="padding-left: 40px;">Relevance of skills gained some time ago – agreed that if the individual considered they continued to drive thinking that they should be included.</p> <p style="padding-left: 40px;">The need to ensure that external knowledge was in place to support challenge and ensure self-criticalness</p> <p>It was noted the Clerk would review the data provided to data to confirm how it could be considered in a combined format to inform consideration of vacancies, committee membership and determine training.</p> <p>The Committees NOTED the update.</p>	<p>Clerk May 2020</p>
S&G10/02/20	Confidential Item – for 2 years – Commercially Sensitive	
S&G11/02/20	Governance Review Options	
	<p>The Committees considered the feedback from the recent ESFA Review of the designation trial which had included a review of the governance. It was noted that the feedback had been very positive. In the light of this, and the recognition that guidance within the HE sector was undergoing review it was agreed that this was not the</p>	

	<p>appropriate time to undertake a review of governance, and that it would not be value for money.</p> <p>It was agreed the issue should be kept under review. It was recognised that external review of governance was seen as good practice but it was agreed this had been provided through the ESFA and internal audit reviews of governance.</p> <p>The Committees NOTED the recent external feedback on governance and AGREED that a further governance review should be considered again in 12 months' time.</p>	
S&G12/02/20	Training & Development	
	<p>The Committees noted planned and on-going Training & Development.</p> <p>The Committees AGREED to review this further after the next full Skills Audit.</p>	
S&G13/02/20	<p>Any Other Business</p> <p>Governance and Management</p> <p>The Committees reflected on the importance of maintaining the separation of governance and management. It was noted that currently both the ESFA and OFS were involving governors in a greater level of detail than had been previous practice. It was confirmed that this was being kept under review for both sectors by their representative bodies.</p> <p>Staffing Information and Engagement</p> <p>The breadth of information within the HR Annual Report was noted. It was confirmed that Hartpury had in place a staff forum which empowered staff to consider common concerns. The Vice Chancellor and Principal attended when required.</p> <p>It was confirmed that Hartpury undertook internal and external surveys. The Vice-Chancellor and Principal advised that an option of an external survey which could also provide a more immediate response to issues was being explored.</p>	

Approved November 2020