



HARTPURY

Minutes of the Meetings of Hartpury University and Hartpury College Boards 10.30am Thursday 24th January 2021 Via Zoom

Members

Mr Edward Keene
 Ms Jenny Arroud
 Ms Alison Blackburn
 Mr Patrick Brooke
 Ms Barbara Buck -
 FE Student Governor
 Mr Joe Goodenough
 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
 Mr William Lees

University Board

Present (Chair)
 Present (Staff Governor)
 Present (Co-opted Governor)
 -
 -
 -
 Present (HE Student Governor)
 -
 Present
 -
 Present (Vice-Chancellor)
 Present (left 11.02am)
 Apologies
 -
 Present
 Present
 Present
 Present
 -
 Present (Vice-Chair)
 -
 -

College Board

Present (Chair)
 -
 -
 Present
 Present (Vice-Chair)
 Vacancy
 -
 Present
 -
 Present (FE Staff Governor)
 Present (Principal)
 -
 Apologies
 Apologies
 -
 -
 -
 -
 Present
 -
 Apologies
 Present (FE Student Governor)

In Attendance

Ms Lynn Forrester- Walker
 Mrs Rosie Scott-Ward
 Ms G Steels
 Ms Claire Whitworth

Present (Chief Operating Officer)
 Present (Pro-Vice-Chancellor)
 Present (Clerk to the Board)
 -

Present (Chief Operating Officer)
 -
 Present (Clerk to the Board)
 Present (Vice-Principal Further Education) (left 11am)
 Present (Vice-Principal Resources)

Ms Lesley Worsfold

Present (Vice-Principal Resources)

		ACTION & ACTION DATE
01/01/21	<p>Welcome, Apologies and Confirmation of Quoracy</p> <p>The Chair welcomed the Board and thanked them for giving their time to attend the additional meeting required to meet new return requirements..</p> <p>Apologies as detailed above.</p> <p>It was confirmed the meetings of the University Board and the College Board were quorate.</p>	

		ACTION & ACTION DATE
02/01/21	<p>Declaration of Interest</p> <p>The Clerk advised that members' interests would be taken as those disclosed in the Register of Members Interests.</p> <p>The following standing declarations were noted: The Chair and Vice-Chancellor/Principal were members of both University and College Boards.</p> <p>There were no declarations of interest relating to the agenda.</p>	
	<p>Part 1 Priority Agenda Items</p>	
03/01/21	<p>Vice-Chancellor & Principal's Update</p> <p>The Vice-Chancellor and Principal updated the Boards on key events since the last meeting in November. The main focus had been the on-going response to the pandemic. The Vice-Chancellor and Principal commented that Lesley Worsfold, Vice-Principal Resources, and Nicki Potter, Director of Continuous Improvement continued to lead extremely well on this complex area, and he thanked them for their contribution. Hartpury was now operating a lateral flow testing station on site, which had been used prior to Christmas to support students returning home and was now being used regularly for staff and students, who were being encouraged to have a test once a week if on site.</p> <p>He advised that Hartpury had approximately 100 students on site. These were mainly HE students, International Students and students studying subjects with practical skills development which had been identified by the government, such as sports therapy. He advised numbers might increase when Veterinary Nurses needed to return to site, depending on the length of the lockdown. At this stage Hartpury was putting in plans for the Lockdown to continue until after Easter, but the plans could be revised as guidance changes.</p> <p>He updated that the majority of students on site were engaging sensibly with government guidelines and Hartpury requirements. Where this was not the case disciplinary and exclusion policies would be followed as necessary. (the previous week it had been necessary to exclude a small number of students.)</p> <p>The Vice-Chancellor and Principal confirmed that the Chief Operating Officer and the Finance Team were currently reviewing the Financial Forecast for the year to incorporate the assumption that refunds for student accommodation, transport and livery would be issued where students were not able to access these services due to the government restrictions.</p> <p>The Vice-Chancellor and Principal advised that despite the challenges</p>	

		ACTION & ACTION DATE
	<p>recruitment was going well for 2221/22 and that focus was being maintained on ensuring student outcomes were achieved.</p> <p>The Chair advised that Kam Nandra, who was unable to attend the meeting due to work pressures, had emailed to ask at what stage the Senior Team and the Board would be able to reflect on the learning from responding to the pandemic. He advised it was hoped this could be considered in a strategic event late Spring/early summer depending on restrictions and guidance. It was confirmed discussions with staff on this were already ongoing.</p> <p>The Vice-Chancellor and Principal advised the Board of the sad news that a Hartpury member of staff, one of the bus driving team, had died of Covid. The Chair expressed the sorrow of the Board to hear of the loss of a member of the “pury” family.</p> <p>The University Board and the College Board NOTED the Report.</p>	
	<p>Part 2 Approve Recommendations and Accept Minutes from Corporation Committees</p>	
<p>04/01/21 4.1</p>	<p>Strategy, Finance and Resources Committee Minutes – 14th January 2021</p> <p>The minutes of the meetings of the University and College SFR Committees of 14th January were noted. The Chair confirmed that the substantive items had now been brought forward through the recommendations to the Boards.</p>	
<p>4.2</p>	<p>The University SFR Committee Recommended the Approval of the OFS Annual Finance Return for submission to OFS.</p> <p>The Chief Operating Officer advised the return had been reviewed in detail by the SFR Committee and revised as suggested. The return would normally have been available for submission when the Annual Accounts were approved, but there had been a delay in the provision of the return format by OfS due to Covid. Subject to approval by the University Board the return would be submitted by the 31st January and the Annual Accounts published. The TRAC return would then be considered by the SFR Committee in February.</p> <p>The Chief Operating Officer highlighted that the return covered two years of historic data, the current year projected outturn based on the November Management Accounts and projections to 2025. It was recognised that the recent lockdown would impact on the projected outturn within the November Management Accounts, but agreed that a cut-off point needed to be applied, given ongoing changing circumstances. It was confirmed the Board would be updated on the changing position through the Management Accounts. The Board had no further questions.</p>	

		ACTION & ACTION DATE
	<p>The University Board APPROVED the OFS Annual Finance Return and AGREED its submission to OFS.</p> <p>The College Board NOTED the update.</p>	
4.3	<p>College SFR Committee - Recommends the Approval of the ESFA Finance Return for submission</p> <p>The Chief Operating Officer confirmed the Return had been considered in detail by the College SFR Committee. She highlighted that the College's surplus had been depressed by additional Covid costs and that the impact of this was to move the College's Financial Health category to Requires Improvement.</p> <p>A governor commented that it was helpful to see the increase in turnover which reflected growth in student numbers, increased funding rates and additional grants.</p> <p>The College Board APPROVED the ESFA Finance Return and AGREED its submission to ESFA.</p> <p>The University Board NOTED the update.</p>	
Update Session		
The Chair provided a general opportunity for Students and Governors to provide feedback or ask questions.		
	<p>Student Governor Feedback</p> <p>The HE and FE Student fed back that the two week isolation opportunity prior to returning to home had been appreciated by students. They advised that online teaching was working well. The use of a number of platforms for teaching could sometimes be an issue, but they were aware that work was ongoing to resolve this. The update emails from the Vice-Chancellor and Principal were appreciated.</p>	
	<p>Governor Questions</p> <p>A governor queried whether the suggestion that the summer term could be extended was being considered. The Vice-Chancellor and Principal advised that options were being explored, but the potential impact on the autumn term start if the summer term was extended, recognising the need to ensure staff who had been working in challenging circumstances would need their summer break.</p> <p>Within the University the consideration would include assessment of whether students had progressed to the required point.</p> <p>The Chair commented that the Boards recognised that staff had been, and continued to, work in a very difficult environment and their success in this was reflected in the positive student feedback being received and was much appreciated. It was recognised this was not the position in all institutions. It was agreed that the Boards wanted to show their</p>	

		ACTION & ACTION DATE
	<p>appreciation for staff, perhaps through a letter or the Chair joining the staff briefing to express this, or some tangible recognition. It was agreed the Chair and Vice-Chancellor and Principal would discuss this further, noting that it was an ongoing situation.</p> <p>A governor queried whether staff were likely to be prioritised for vaccination. The Vice-Chancellor and Principal advised there had been no indication that this would be the case.</p> <p>11am The Vice-Principal Further Education left the meeting</p>	<p>Chair & Vice-Chancellor and Principal Mar 2021</p>
<p>4.4</p>	<p>University SFR Recommends the Approval of the Capital Projects Approval Process</p> <p>The Vice-Chancellor and Principal took the Board through the proposed Capital Projects Approval Process which had been thoroughly considered, with some updates made, by the SFR Committee. The aim of the process was to ensure transparency , a disciplined and holistic approach. It built on a methodology in use at the University of West of England. William Marshall confirmed he supported the proposed process.</p> <p>11.02am William Marshall left the meeting</p> <p>The Vice-Chancellor and Principal highlighted the increased focus the process would provide on benefits realisation. The presentation highlighted the approval process stages and clarified when SFR and the Board were involved, the use of external expertise (currently Vitruvius), the Chief Operating Officer’s role in ensuring compliance and assurance. It was noted that the proposed milestone stages were in line with the RIBA process, and would provide four decision gateway points. It was confirmed that there would be costs incurred at each stage which would be made clear.</p> <p>It was confirmed that in line with this process, subject to it being approved, the next SFR Committee would receive a number of milestone reports to test out the methodology and apply it on an ongoing basis. It was confirmed that all projects over £1m would go through this process and that SFR was considering the appropriate mechanism for smaller projects. A process for Off-Balance Sheet projects was also to be considered.</p> <p>It was agreed that a one page summary of all capital projects with their stages confirmed would help to support monitoring going forward.</p> <p>The University Board APPROVED the proposed Capital Project Approval Process.</p> <p>The College Board NOTED the process.</p>	<p>Vice-Chancellor & Principal June 2021</p> <p>COO Feb 2021 (SFR)</p>

		ACTION & ACTION DATE
	<p>University SFR Recommended the Delegation to the Chair and Vice-Chancellor the signing of the LEP Contract and ESIF Agreement relating to Digital Innovation in Agri-Tech Project (Tech Box Park)</p> <p>The Chief Operating Officer had provided a report updating on this item. She confirmed that the project was being funded through external funding. She confirmed that a Milestone 3 Project Report would be taken to SFR in February.</p> <p>The University Board APPROVED the Delegation to the Chair and Vice-Chancellor the signing of the LEP Contract and ESIF Agreement relating to Digital Innovation in Agri-Tech Project (Tech Box Park).</p>	
05/01/21	<p>Any Other Business</p> <p>There was no other business.</p>	
	<p>Dates of Future Meetings-all scheduled to commence at 10.00am except where noted.</p> <p>10th March 2021</p> <p>20th May 2021</p> <p>8th July 2021</p> <p>23rd September 2021</p> <p>23rd November 2021</p> <p>It was confirmed an update on planned strategy dates would be issued to the Boards.</p>	

The meeting closed at 12.10pm