



HARTPURY

Minutes of the Meetings of Hartpury University and Hartpury College Boards 10am Thursday 9th July 2020 Via Zoom

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)
 -
 -
 -
 Apologies (HE Student Governor)
 -
 Present
 -
 Present (Vice-Chancellor)
 Present
 Present
 -
 Present from 11.55am
 Present
 Present
 Present
 -
 Apologies (Vice-Chair)
 -

College Board

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

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	-	Apologies (Vice-Principal Further Education)
Ms Lesley Worsfold	Present (Vice-Principal Resources)	Present (Vice-Principal Resources)

	ACTION & ACTION DATE
<p>The Chair welcomed the Board, reflecting that it was a long time since the excellent strategic event in March when the Board had last met together. He thanked the Executive and the Clerk for their ongoing support to enable governance to continue and keep the governors informed. He recognised that all staff were working in exceptionally hard in difficult circumstances and thanked them for their commitment to Hartpury.</p> <p>He advised that subject to any further guidance that might be issued, at</p>	

		ACTION & ACTION DATE
	<p>this stage his expectation was that going forward for the September Board onwards that Board meetings would be a blended model with governors able to attend remotely or in person, with appropriate risk assessments and safeguards in place to meet the different needs of different governors. It was confirmed the risk assessments would reflect the feedback provided by governors in their "Return to Hartpur Questionnaire".</p>	
	<p>The Chair thanked the governors for their ongoing support for Hartpur.</p>	
01/07/20	<p>Apologies and Confirmation of Quoracy Apologies as detailed above.</p> <p>It was confirmed the meetings of the University Board and the College Board were quorate.</p>	
02/07/20	<p>Declaration of Interest 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, 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>	
03/07/20	<p>Minutes of the meetings The Minutes of the University Board and the College Board meetings held on the 4th March 2020 were agreed by the respective Boards to be true and accurate records.</p>	
04/07/20	<p>Matters Arising</p> <p>It was confirmed the annual safeguarding Report would come to an autumn meeting of the Board. It was noted the Campus Security Policy was being updated to reflect Covid-19 and would be incorporated in the Annual Safeguarding Report.</p> <p>It was confirmed all other items were included on the agenda.</p>	<p>VP Resources Nov 20</p>

		ACTION & ACTION DATE
	Part 1 Priority Agenda Items	
05/07/20	<p>Covid-19 Update and Vice-Chancellor & Principal's Update</p> <p>The Boards considered the Hartpury Risk Assessment – Reopening During the Coronavirus (COVID-19) Pandemic document</p> <p>The Vice Chancellor and Principal confirmed that extensive planning had been undertaken with a broad team which included the Executive, other relevant managers and staff. A Project Management Team had been put in place, led by the Director of Continuous Improvement, which was working well. The full risk assessment incorporated over 400 risks, when they were completed through required actions they were marked closed but retained on the list so they could be updated if there were other changes. The Assessment provided was a sample of 32 risks to demonstrate the comprehensive approach in place and to provide assurance. It was confirmed the Plans were informed by government advice for schools, colleges and universities and that as this was revised the plan was reviewed and updated as required.</p> <p>The Vice-Chancellor and Principal confirmed that Hartpury continued to work to a 3:2, 2:3 day pattern on campus alternating for students over a fortnight. This would reduce to approximately half the numbers on site, although the residential students would impact on this.</p> <p>It was planned to continue well-being and physical activities on Wednesday afternoons, these were considered even more important to support student and staff wellbeing.</p> <p>The Boards were advised that there had been significant IT expenditure, planned and already undertaken to ensure resilience. It was confirmed this had already been planned and was budgeted within the 2019/20 and 2020/21 IT budget. Masks and hand sanitisers would be issued to staff, students and governors. Masks would be compulsory on bus transport. Marquees with Wi-Fi were being put up to create more social/learning space to provide additional social/learning space to meet social distancing requirements. The Vice-Chancellor and Principal advised that the costs had been built into the budget.</p> <p>He highlighted that many specialist colleges were in a worse position and would need additional government funding.</p> <p>A governor queried whether if a residential student developed symptoms what actions would be required. The Vice-Chancellor and Principal advised that current advice was that residential students would be treated as a household within their blocks. If a student had symptoms advice would be sought from Public Health Gloucestershire and used to guide actions. The planning focus had been on returning to teaching and learning it would now move to fine tuning processes for when staff and</p>	

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	<p>students were on site. The use of the bubble concept was being developed.</p> <p>A governor asked whether extra well-being activities were being planned and whether staff were feeling prepared and ready to return. The Vice-Chancellor and Principal advised that there had been an ongoing focus on wellbeing for staff and students, which had been welcomed by them. It was recognised that some students would take time to adapt after the extended period of time away from the classroom. The Vice-Principal Resources advised that significant planning was ongoing to support wellbeing, and although there would not be a Wellfest this year, there would be a number of extra virtual events to work into induction and throughout the year. It was recognised, and being planned for, that there were likely to be more interventions this year.</p> <p>Governors commented that the Risk Assessment was very comprehensive and recognised the amount of work involved in drawing it together. The Team were thanked for their work.</p> <p>Governors recognised the importance of ensuring a safe site, and also asked about the plans to ensure quality and the observation process. The Vice-Chancellor and Principal confirmed this was also being given detailed consideration. Good practice since March was being identified and shared. There would be Continuous Professional Development taking place in August as usual which would focus on continuing to drive quality improvement. It was noted that college staff had already been taking forward blended learning prior to the impact of Covid-19 while the University staff had not and had therefore required more support. The Pro-Vice-Chancellor advised that the Teaching Observation Scheme had been adapted but was continuing. A range of CPD was in place to support staff. Advance-HE had provided introduction sessions and the Hartpury Team had also supported. Work was therefore ongoing to ensure standards were maintained.</p> <p>The University Board and the College Board noted and endorsed the Hartpury Risk Assessment – Reopening During the Coronavirus (COVID-19) Pandemic document and planned actions.</p> <p>The Vice-Chancellor and Principal provided a presentation on other key issues:</p> <p>Digital Innovation Farm - this was progressing, but was subject to receiving external funding. Discussions were ongoing with charitable funders and a bid had been submitted to the Local Enterprise Partnership. Feedback was awaited.</p>	

		ACTION & ACTION DATE
	<p>Confidential Discussion – for release in two years – commercial sensitivity</p> <p>The Board NOTED the update and ENDORSED the plans relating to the return to site.</p>	
<p>06/07/20</p>	<p>Campus Masterplan Progress Update</p> <p>The Board was familiarised with the proposed new Graze and University Learning Centre (ULC) through fly throughs of the plans. It was planned these would also be used with students once planning permission was in place. The staging of the developments: car park, Graze, ULC was outlined. It was confirmed the ULC would include multi-use space, flexible classrooms, zoned space and provide an excellent learning environment. The building was projected to hold c1,000 students. It was noted that the existing equine catering facilities would continue, but the current Graze and Red and Black would be replaced. Governors were positive about the plans and the improved facilities they would provide. It was recognised that ensuring sufficient capacity for students during the development process, managing the costs and ensuring the buildings were futureproofed would be key. It was confirmed the plans were designed to enable Hartpury to achieve the 2025 Strategy.</p> <p>Governors were positive about the plans and the improved facilities they would provide. It was noted that the ULC would provide university students with a dedicated learning space in the way the College Learning Centre provided it for College Students. A governor highlighted that study space was a key element of student satisfaction. It was confirmed that Hartpury had visited other centres to inform the proposals and identify what students valued in learning centres. Particular points highlighted had been quiet space, good Wi-Fi, access to coffee. Governors queried whether there would be broadband connectivity issues, but were advised that the JANET university network provided strong connectivity.</p> <p>Governors queried next steps. It was noted that Planning Permission was the first key step. It was noted that the timeline for achieving the three was two to three years off. It was confirmed value engineering would be used to ensure best value but that delivery costs needed to be identified.</p> <p>It was agreed the fly-throughs would be made available on the governors Microsoft Teams Portal.</p> <p>It was confirmed the proposed spaces were flexible and could be used for conferences etc when the students were not on site.</p>	<p>Clerk – July 20 (complete)</p>

		ACTION & ACTION DATE
	<p>The Chair advised that the Strategy, Finance & Resources Committee was monitoring the proposals and would keep the Board updated. The Vice-Chancellor and Principal commented that the projects had been developed to RIBA 3A stage to enable the planning applications to be submitted and the projects would now be on hold until planning for the carpark was achieved.</p> <p>The Board noted the Update on the Masterplan Progress Update.</p>	
07/07/20	<p>HE Report</p> <p>The Board had been provided with the HE closing report for 2019/20, noting that more detailed information was available within the QuEST minutes and papers from the recent meeting.</p> <p>The Pro-Vice-Chancellor took the Boards through the key points of the report, reflecting that it had been a challenging year for Higher Education (HE), as well as the wider organisation. It was noted that as the key performance indicators highlighted, Hartpury was generally on line to meet associated targets, with retention improved on previous years. It was confirmed the retention of new first years had been a particular focus, and that work would continue on retaining them into next academic year. Considerable work was ongoing with Communications for current and future students to ensure clear messaging which prioritised key messages on what university would be like next year, ensuring clarity.</p> <p>It was recognised that COVID-19 presented challenges globally in many areas, including HE. Hartpury historically would not have focused on on-line delivery and would have focused on exposing students to real world environments, often based around physical facilities. As reported in detail to QuEST, processes had been put in place to support students to progress and complete, while maintaining the academic integrity of the degrees to be awarded. It was confirmed Student feedback had been positive and supportive of the decisions made. Planning was now focusing on timetables and induction for next academic year.</p> <p>It was noted that Business as usual had largely continued, with research and knowledge exchange (RKE) and inclusivity updates provided. It was confirmed operationalization of the strategic plan was on-going, with planning towards making progress on teaching and learning, inclusivity, RKE, partnerships and growth continuing.</p> <p>It was highlighted that postgraduate applications had increased on the previous year which was pleasing. It was confirmed processes were in place to meet the demands of clearing. It was noted that enrolment would be spread across two weeks to support social distancing.</p> <p>A governor questioned likely progression of college students to the</p>	

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	<p>university. The Pro-Vice-Chancellor advised that applications were up on the previous year but that firm acceptances were lower. There had been increases in animal and sport and decreases in equine and agriculture. The curriculum was being reviewed to identify how greater progression could be encouraged. At this stage it was considered that the target was unlikely to be achieved.</p> <p>A governor queried whether students undertaking research were likely to be impacted by Covid-19 restrictions. The Pro-Vice-Chancellor advised that each PhD. Student had a Covid-19 impact plan in place. At this stage it was expected that most would be able to achieve the work as planned, but that a small number might need extra time to enable them to collect the required data.</p> <p>Governors requested the current information on applications. The Pro-Vice-Chancellor advised that currently applications across the sector were 1% up (based on UCAS data) and at Hartpury 4% up, whilst emphasising that the actual enrolment levels would remain uncertain until enrolment was finalised. It was recognised that the pattern of behaviour for enrolment in recent years across the country had changed. It was agreed that Hartpury's specialisms provided some protection.</p> <p>A governor commented on the recent OfS restrictions on unconditional offers and the Pro-Vice-Chancellor advised she had read the guidance and would review the current approach and bring an update to QuEst. The Vice-Chancellor and Principal advised it was not a significant volume.</p> <p>A governor questioned how staff were feeling and whether they felt prepared for the next academic year. The Pro-Vice-Chancellor advised that generally staff had managed the transition to on-line teaching. A small number of staff who had found it more challenging had been given additional support. The assessment process had gone well and generally staff were feeling comfortable.</p> <p>The Chair commended the work of the Hartpury staff in their response to the challenges of Covid-19.</p> <p>The Board NOTED the Higher Education Report.</p>	<p>Pro-Vice-Chancellor Nov 2020</p>
<p>08/07/20</p>	<p>Hartpury College Report and Key Performance Indicators 2019-20</p>	
	<p>The Board had been provided with a report on FE which summarised performance for the academic year 2019-2020 for Hartpury College. It was noted that the main area of focus for the summer term had been the transition to remote delivery of learning and protecting the student experience in response to the COVID-19 epidemic and gearing up for a September start. At the same time, there had been continued focus on further improvements for next year and the effective transition to BTEC examination.</p>	

	ACTION & ACTION DATE
<p>It was highlighted that:</p> <ul style="list-style-type: none"> □ 2020-2021 applications continued to track slightly ahead of last year – although recognising current unprecedented times. Other encouraging indicators were the number of acceptances for accommodation, transport and livery. □ Maths and English GCSE, Functional Skills, A Levels and BTEC students had all had a calculated grade submitted in accordance with the Ofqual and awarding body guidance and ranking where required. <p>It was confirmed that the processes for calculating grades and ranking had been robustly applied, accurately reflected the student attainment in year and their likely outcome, and accurately reflect the performance of our institution. It was recognised this had been a significant piece of work, responding to a tight deadline.</p> <p>A governor noted that he was disappointed that A'level retention remained below national averages and asked what else could be done to improve this. The Vice-Chancellor and Principal highlighted the significant improvements that had been made in achievement and commented that tracking was strong. He advised that a significant number had left home to attend and perhaps needed greater preparation on what to expect. He confirmed Hartpury's ambition to improve retention. A governor queried whether students were potentially influenced by expectations of sporting opportunities. The Vice-Chancellor and Principal advised that it was partly a need to ensure students were committed to the programme and that it was the right programme. A governor who had attended open days commented that he considered that very clear guidance was given on the expectations regarding work to ensure students made informed choices.</p> <p>Governors questioned whether the National Budget provided any opportunities for FE Funding. The Vice-Chancellor and Principal advised it would be analysed to identify any options. He noted that apprenticeships were not currently a significant part of Hartpury's offer, although they were increasing. A governor queried whether Hartpury could bid for the College Capital Fund. The Vice-Chancellor and Principal confirmed this would be explored and eligibility checked. He advised that returns had been made to the ESFA to explore options.</p> <p>11.55 Lisa Oliver joined the meeting</p> <p>Governors queried whether there were Covid-19 concerns from parents in relation to accommodation and buses. The Vice-Chancellor and Principal advised that there had been open communications with parents on these to provide clarity on what would be expected and how they would operate. There had been record requests for transport and at this stage, 4 additional buses were planned, reflecting increased numbers and Covid-19 requirements. Accommodation was</p>	

		ACTION & ACTION DATE
	<p>oversubscribed and the option of using the twin rooms continued to be under review using the national guidance. Governors queried the financial impact and were advised it was 136 rooms which equated to c£700k. It was confirmed the Business Committee had seen the budget with and without this income.</p> <p>The Chair thanked the Vice-Principal FE and her teams for their work.</p> <p>The Board noted the College Report and Key Performance Indicators 2019-20.</p>	
09/0720	<p>Student Voice</p> <p>Student Governors No Student Governors were in attendance. It was noted that the HE Governor had provided positive feedback on Hartpury's response to Covid-19 which was included within the HE QuEst Committee minutes.</p> <p>Staff Governors Jenny Arroud – HE Staff Governor feedback that the regular Vice-Chancellor and Principal briefing sessions were well received and gave the opportunity for staff to raise comments or concerns. She also commented positively on the effort being given to maintaining community spirit such as the staff online BBQ. She commented that managers seemed to have checked in well with staff and that staff felt well informed.</p> <p>Update on Governor Link Visits Research Link – John Selby advised he had held a second link meeting. He advised that the Research Conference scheduled for June had changed to an online training event which he had attended. There had been a good turn out and it had been well directed. He was liaising with the Dean of Research to read the draft Code of Research Practice. He had been impressed by the range of research. The benefits of membership of GuildHE was highlighted.</p> <p>The Updates were noted.</p>	
	<p>Part 2 Approve Recommendations and Accept Minutes from Corporation Committees.</p>	
10/07/20	<p>Business Committees Minutes of the Meetings – 1st July 2020, 3rd June 2020, 12th May 2020 These minutes were noted.</p> <p>The Chair advised that the meetings had been dominated by the response</p>	

		ACTION & ACTION DATE
	<p>to Covid-19, preparation of the Budget and Accommodation consideration, noting that at this stage the New Vicarage proposals were not being progressed further following a planning refusal and whilst options for the way forward were being considered.</p>	
	<p>It was NOTED the following Policies had been approved on behalf of the Board</p> <ul style="list-style-type: none"> (i) E, D & I Policy and Single Equality Scheme – 1/7/20 (ii) Data Protection Policy – 3/6/20 (iii) FE Fees Policy 2021/22 –1/7/20 (College Board only) (iv) Public Interest and Disclosure Policy –12/5/20 (v) Code of Professional Conduct – 12/5/20 <p>Budget 2020/21</p> <p>The Business Committees of 1st July recommended that the University and College approve the Budget and Operating Plan. It was confirmed the budget had been subject to significant scrutiny and would be subject to ongoing monitoring. The Chief Operating Officer advised that it assumed 136 less FE beds, and as previously discussed this was still subject to final decision. It was recognised that it was a period of uncertainty due to external factors but it was necessary to agree a budget. The Chief Operating Officer confirmed the Management Accounts, from September when there was a clearer picture on enrolment, would update on changes to the budget. The aim was to generate a surplus to support investment. Governors expressed satisfaction at the predicted surplus noting that a number of other institutions were facing significant deficits. The Executive were thanked for their work at this challenging time.</p> <p>A governor queried the reference to the Sports Academy in the budget. The Chief Operating Officer advised that the RFU paid the University to access the facility. There was less RFU financial support being provided as had previously been discussed.</p> <p>A governor asked what was likely to happen to pension funding, recognising recent volatility in the stock market. The Chief Operating Officer advised that TPS (Teachers’ Pension Scheme) was not on the balance sheet and that for the LGPS (Local Government Pension Scheme) Hartpury would be advised at the end of the year. A governor questioned whether the Triodos Loan would be drawn down. The Chief Operating Officer confirmed this would be reviewed to confirm affordability.</p> <p>The Boards APPROVED the Budget and Operating Plan</p> <p>Car Park – the University Board APPROVED the delegation of authority to the Chair and Vice-Chancellor the appointment of the contractor for the car park subject to planning permission and the cost of the development being within the original budget (£1.2m</p>	

		ACTION & ACTION DATE
	<p>including VAT with a 10% tolerance.</p> <p>Milking Parlour – the University Board APPROVED the financing of the new Milking Parlour in line with the quotes received in January 2020 within a 10% tolerance.</p>	
11/07/20	<p>Audit and Risk Management Committees</p> <p>The minutes of 17th June 2020 and 9th April 2020 were noted.</p> <p>The Boards NOTED the External Audit Strategy had been approved by the Audit and Risk Management Committees</p> <p>The University & College Boards, in line with the recommendations of the Audit and Risk Management Committees:</p> <ul style="list-style-type: none"> (i) APPROVED the Appointment of TIAA as Internal Auditors (ii) APPROVED the Appointment of Mazars as External Auditors (iii) APPROVED the Internal Audit Annual Plan (iv) APPROVED the ESFA Self-Assessment (v) APPROVED the Risk Management Policy 	
12/07/20	<p>QuEST Committees</p> <p>The minutes of the meetings of 30th June 2020 (HE) and 29th June 2020 (FE) were noted.</p> <p>University QuEST Committee The Chair updated on the process for developing the Degree outcomes Statement.</p> <p>The University Board NOTED and APPROVED the Process for the Development of the Degree Outcomes Statement & Agreed Delegation of Approval to the QuEST Committee as detailed within the QuEST minutes).</p> <p>College QuEST Committee The Chair highlighted the assurance provided relating to the comprehensive Covid-19 response and the positive student feedback; and the robust process used to calculate the Centre Assessed Grades.</p>	
13/07/20	<p>Academic Board Minutes The June 2020 Academic Board minutes were noted.</p>	
14/07/20	<p>Approval and Application of Hartpury Seal</p>	

		ACTION & ACTION DATE
	<p>It was NOTED the Seal had been used in relation to the Blackfriars Agreements which were currently in abeyance.</p> <p>The Vice-Chancellor and Principal advised that Aviva had currently put all their investments on hold.</p>	
15/07/20	<p>Any Other Business</p> <p>Closed Meeting – this would be carried forward to the next meeting.</p> <p>The Executive were thanked for their comprehensive papers. Governors commented that the informal update sessions with the Vice-Chancellor and Principal had been very helpful at keeping them updated.</p>	
	<p>Dates of Future Meetings-all scheduled to commence at 10.00am except where noted.</p> <p>Thurs 24th Sept 2020 Tues 24th Nov 2020</p>	

The meeting closed at 12.25pm

Mr Edward Keene
Chair of Hartpury University Corporation
Chair of Hartpury College Board

24th September 2020