



HARTPURY

Minutes of the Meetings of Hartpury University and Hartpury College Boards 10am Tuesday 24th November 2020 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
 Present
 -
 Present
 Present
 Present
 -
 Present (Vice-Chair)
 -
 -

College Board

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

In Attendance

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

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

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

		ACTION & ACTION DATE
01/11/20	Welcome, Apologies and Confirmation of Quoracy The Chair welcomed the Board to the meeting, particularly Mr William Lees, FE Student Governor, who was attending his first meeting following the College Student body appointment process. William introduced himself, highlighting he was an agriculture student on a 3 year course who came from Oxfordshire. He was very much enjoying his course, and looking forward to being part of the Board.	

		ACTION & ACTION DATE
	<p>Apologies as detailed above.</p> <p>It was confirmed the meetings of the University Board and the College Board were quorate.</p>	
02/11/20	<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, Vice-Chancellor/Principal and Chris Moody were members of both University and College Boards.</p> <p>Declarations of Interest in relation to the specific agenda were: 11/A5 Hartpury Rugby Ltd – Proposed Letter of Support - Interests noted for Edward Keene, Russell Marchant and Charles Whitehouse as Directors and Barbara Buck as President – unable to vote or be signatories to proposed letter. 14 Search and Governance Committee Re-appointment Recommendation – Charles Whitehouse - Interest noted for Charles Whitehouse – unable to vote on item.</p>	
03/11/20	<p>Minutes of the meetings</p> <p>3.1 The Minutes of the University Board and the FE College Board meetings held on the 24th September 2020 were agreed by the respective Boards to be true and accurate records.</p> <p>3.2 The minutes of the FE College Board held on 3rd November 2020 were agreed as a true and accurate record.</p>	
04/11/20	<p>Matters Arising</p> <p>Pension Adjustment Following review it had been confirmed that the pension adjustment did not meet the criteria for an Office for Students reportable event.</p> <p>Black Further Education Leadership Group It was confirmed that David Seymour had attended the recent Equality, Diversity and Inclusion Group and would ensure the Boards were kept engaged in this initiative.</p> <p>Link Governors It was confirmed the information on this had been circulated as agreed.</p> <p>It was confirmed all other items were included on the agenda.</p>	

		ACTION & ACTION DATE
	Part 1 Priority Agenda Items	
05/11/20	<p>Vice-Chancellor & Principal's Update The Vice-Chancellor and Principal had provided a report which covered the period since the last meeting, focusing on:</p> <p>1. Covid-19 The Vice-Chancellor and Principal updated on the processes put in place to manage the second wave, confirming that efforts to prevent virus transmission in an educational environment had been demonstrated as effective. He outlined the track and trace processes being operated by Hartpury and their successful impact. He recognised particularly the work of the Vice-Principal Resources who had led a team of staff in this endeavor. The success of the team had been reflected in Public Health England's attitude to us and the local county public health body; both of which had significantly reduced the number of meetings required as their confidence in the processes Hartpury had put in place grew.</p> <p>The Vice-Chancellor and Principal highlighted the impact the changes to operation required to manage Covid had made on the student body. In particular that whilst on the whole feedback on their experience was positive behavior indicated that some first year students, who had not experienced Hartpury before, were not yet emotionally invested in Hartpury, which was impacting on behavior. The Boards recognised this would be an ongoing challenge and the importance of achieving this end. Governors asked what was being put in place to help with this. The Vice-Chancellor and Principal advised Hartpury was working with the students on this, for example "controlled" access to exercise for students in isolation. It was hoped the situation would be more normal by the summer term and that more regular social events could take place. It was noted that the Student Union had been very positive about the support provided by Hartpury.</p> <p>The Vice-Chancellor and Principal recognised that Staff have shown an incredible can do attitude and continued to react quickly to every changing impact. He advised that new staff would need more time invested with them after the pandemic to ensure they too felt fully engaged with the Hartpury ethos.</p> <p>The Vice-Chancellor and Principal confirmed that as previously agreed Hartpury was reforecasting on a monthly basis and being cautious with projections. Challenges to achieving the planned budgeted surplus during this period of ongoing uncertainty were recognised.</p> <p>Some positives coming out of the Covid experience were highlighted.</p>	

		ACTION & ACTION DATE
CONFIDENTIAL	<p>These included potential pedagogical legacies which will improve the efficiency of delivery going forward and help tackle some of the space challenges we will have for the next few years. These would benefit both FE and HE.</p> <p>The Vice-Chancellor and Principal advised Hartpury had applied to host a lateral flow mass testing facility and this was now being progressed, with more information awaited. It would enable students to go home having had the comfort of a test. It was likely it would also be used at the start of the new term but guidance on this was awaited. Hartpury's unique position as a provider with 700 residential FE students was recognised.</p> <p>2. Strategic Update & Capital Projects – CONFIDENTIAL ITEM – 5 years due to Commercial Sensitivity</p> <p>3. Equality and Diversity It was noted that the Minister had asked that all Universities sign up to the International Holocaust Definition of Antisemitism, which some individuals and bodies considered a poor definition. The Vice-Chancellor and Principal advised that Hartpury considered it an appropriate starting point. Governors commented on the importance of ensuring all groups were equally respected, and recognised the processes Hartpury already had in place as part of their Equality, Diversity and Inclusion work. It was noted that work addressing systemic racial discrimination continues at Hartpury and nationally, with Hartpury engaging with national initiatives both in the HE sector through GuildHE and the FE sector through AOC. It was suggested the Minister be advised of Hartpury's approach. It was agreed that Hartpury would sign up to the Definition and put the approval on the website with links to Hartpury's wider practice.</p> <p>4. Sustainability The Board was updated on ongoing work with UWE to start to co-ordinate our journey to embed sustainability and carbon reduction within our curriculum and day to day activities, building on some areas of best practice at Hartpury and taking them forward in a cohesive strategy or operational plan.</p> <p>It was confirmed it continued to be a priority to address this gap and the aim was to ensure the core principle were embedded throughout Hartpury strategic and operational plans.</p> <p>The following appendices had also been provided: Campus Services Sports Academy Equine Farm</p>	

		ACTION & ACTION DATE
	<p>Marketing and Communications External Meetings – Vice-Chancellor and Principal</p> <p>Governors noted the ongoing strength of Hartpury’s Marketing and Communication, and the award they had recently received.</p> <p>The University Board and the College Board NOTED the Report.</p>	<p>V-C & P Dec 2020</p>
06/11/20	<p>Proposed Adoption of the International Holocaust Definition of Antisemitism - noted this item had been covered within item 05/11/20.</p>	
07/11/20	<p>FE Report</p>	

		ACTION & ACTION DATE
	<p>The Board had been provided with the second report of the new academic year 2020-2021 for Hartpury College. Headlines noted included:</p> <ul style="list-style-type: none"> • The main area of focus for the autumn term had been implementing COVID-19 protocols, measuring the early impact of the effectiveness of implementation and constantly refining the approach in order to support the student experience alongside reacting to the requirements of the external environment and government guidance as it has further evolved. • Alongside this, there had been continuing focus on preparation for the December 2020 / January 2021 BTEC examination and externally set research tasks. • 2020-2021 enrolled student numbers were above target at 6 weeks although we need to work hard to retain them for the remainder of the year by continuing to deliver a high quality student experience, albeit in a blended way. <p>The latest performance against KPI was also noted.</p>	
	<p>It was noted that the White Paper was awaited with interest to see future potential changes to the landscape. Work was ongoing to support staff in teaching, learning and assessment through continuous professional development. They were working to ensure on line delivery matched the high quality face to face sessions. It was confirmed that the study programme also continued to be delivered.</p>	
	<p>Governors congratulated the Team on the very successful recruitment and retention to date. A governor queried when the mocks had taken place and if the results were known yet. The Vice-Principal Further Education advised that these results and the January exam results would be brought to the FE QuEst meeting in February.</p>	<p>VP FE Feb 2021</p>
	<p>A governor commented positively on the encouraging feedback relating to Hartpury's Covid Response. She queried whether there were measures in place to maintain applications for next year. The Vice-Principal Further Education advised that current numbers reflected that there had been fewer open events that term, the aim was to build in additional events. She confirmed that applications would continue to be monitored. She highlighted that landbased course applications were up in all areas. A governor questioned the level 3 volumes. The Vice-Principal Further Education advised that Btec numbers were lower due to funding rule changes and legacy qualifications, and the use of more stand-alone course, The national rate was also queried. The Vice-Principal Further Education advised that the national rate was low and that therefore Hartpury used KPIs to ensure that the focus on improvement continued.</p>	

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	<p>A governor reflected on the levels of student satisfaction for face to face teaching against on-line delivery, noting that the transition of FE to on-line had been smoother during 2019/20 because of work that had already been in place. The Vice-Principal Further Education commented that the feedback reflected the additional challenge of hybrid teaching. She advised improved microphones for teachers had been issued. She recognised the challenges of this type of delivery. She advised that the observation process was being used in on-line lessons to support staff. A governor questioned whether work placements were still taking place. The Vice-Principal Further Education advised that these were still progressing where possible, in some areas the sessions had been moved forward. She advised that a lot of animal management employers had pulled out and placements were transitioning to industry scenarios. A governor queried the impact on staff if students were not out on placement. The Vice-Principal Further Education advised that normally staff would continue to monitor staff on placement, but the changes had meant some additional work.</p>	
	<p>A governor commented on the recent issue of the English College of the Future publication and asked for views on the proposals. The Vice-Principal Further Education advised that Hartpury had some concerns on some aspects, for example regional control, which it had fed into the consultation. The challenges to landbased organisations of a regional approach – given that Hartpury recruited from 234 local authorities, and also Hartpury College’s position as a subsidiary of a university were highlighted by the Vice-Chancellor and Principal. Governors expressed concern at the regional proposal. Hartpury had expressed in being involved at the next stage. A governor who sat on the Association of Colleges Council confirmed the issues around landbased colleges and a regional approach had been raised. The issue of potential move back into the public sector and a paid chair of a region were flagged as further areas of concern. The Chair asked whether this was an area where further action was required. It was flagged that feedback from employers would be important. It was noted there were another number of other reports which would also influence the White Paper; the Augar Review - Post-18 review of education and funding and the Ney Report - Report of the independent review of college financial oversight. It was recommended all college Governors look at the English College of the Future Report which had been issued by the Clerk.</p>	
	<p>The University and College Boards NOTED the FE Report and Key Performance Indicators.</p>	
<p>07/11/20</p>	<p>HE Report The Board had been provided with a HE Report which highlighted that with record recruitment and the global COVID-19 pandemic, there had</p>	

		ACTION & ACTION DATE
	<p>been plenty of activity for Higher Education (HE) since the last report. The Pro-Vice-Chancellor confirmed she was confident that the academic student experience has been protected, academic standards maintained and the staff had worked hard to provide a high quality learning experience. It was noted that the student voice feedback supported these conclusions, with the Student Union, Programme and Departmental meetings also providing evidence that this is the case. It was highlighted that staff continued to work hard to meet government guidelines as they evolve, and that the Board could be proud of how staff had responded during this extraordinary time.</p> <p>This report included updates on:</p> <ul style="list-style-type: none"> - Key performance indicators - COVID-19 - Research and Knowledge Exchange - Curriculum developments <p>It was noted that student recruitment was slightly higher than the previous year and that retention had improved for the cohort which started Sept 20. It was noted targets for next year were being reviewed to ensure the student experience was protected.</p> <p>In relation to COVID, it was noted that teaching had moved on-line for the last two weeks of term in line with government guidance. Guidance was awaited relating to the return of students for the spring term. Courses where core assessment needed to be physical were being kept under ongoing review in relation to scheduling.</p> <p>It was noted that the Office for Students was currently conducting a number of reviews and consultations and the impact of these was awaited. Concern had been expressed in the sector that a Quality and Standards Review was being undertaken with such a short timeline and at such a busy time for the sector. It was confirmed Hartpury aimed to submit a response. This was supported by governors, who stressed the need to engage. Feedback on the TEF (Teaching Excellence Framework) and NSS (National Student Survey) was also awaited.</p> <p>In relation to delivery the biggest challenge was co-delivery, although feedback was encouraging. It was confirmed work to meet the REF (Research Excellence Framework) requirements was ongoing.</p> <p>A governor commented positively on the inclusion within the KPIs of a league table KPI which would help ensure the Board was getting an external perspective. Governors congratulated the team on the business continuity work being demonstrated.</p>	

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	<p>Governors queried how open days were going. The Pro-Vice-Chancellor advised having viewed others she was pleased at what Hartpury was achieving, and confirmed that a good range of information and opportunities to “meet” staff and ask questions was being provided. It was planned to run applicant days in February. It was expected these would be on-line. Additional events were planned for April. It was confirmed governors could attend the events by booking on through the website.</p> <p>The University and College Boards NOTED the Higher Education Report.</p>	
10/09/20	<p>Student & Staff Voice</p> <p>Staff Governors It was confirmed that teachers had found transitioning to on line teaching a learning curve but had valued the support given.</p> <p>Some staff had expressed disappointment that the efforts they made had not been recognised as a day’s holiday as had been in the case after University Status had been achieved. The Chair and Vice-Chancellor and Principal both recognised that staff were working hard.</p> <p>The briefing sessions from the Vice-Chancellor and Principal were much appreciated.</p> <p>Student Governors The HE Student Governor commented positively on being back on campus, but noted some students were less keen to return to campus which was impacting on the dynamic. He thanked the staff for the support being provided to students.</p> <p>The FE Student Governor echoed the thanks and confirmed that students felt safe on campus. He advised he was enjoying the online learning, although it could sometimes be quite fast, but then you could review later.</p> <p>Governor Link Feedback Lisa Oliver advised she had met the Head of FE Animal and two staff and students recently and been very impressed. The level 2 tutor had commented positively on the support she was receiving from Hartpury. The students accepted things were inevitably different, but were still enjoying their courses and planned to return to Hartpury at University level.</p>	

		ACTION & ACTION DATE
	<p>Ian Robinson advised he had met with the FE Sport team two weeks earlier and met the Head of Department and 3 staff. Staff had advised that blended teaching continued to be a challenge to ensure student engagement. The risks relating to the move to exams at B-tec had been commented on and the issues around access to work experience. It was confirmed students were still achieving well with very high numbers reaching their stretch targets. He planned to meet the HE Sport Team in a few weeks.</p> <p>Alison Blackburn had undertaken a first visit with Veterinary Nursing and had a good conversation about current challenges and the support being provided.</p> <p>Helen Wilkinson and Charlie Whitehouse had visited Access to HE. The growing role of Access was highlighted. It was confirmed staff were working hard to deliver in a blended way and remained positive and enthusiastic.</p> <p>John Selby had met with the Academic Dean and been very impressed by the ongoing work and the development of the Report on Research Integrity which was on the Board agenda.</p> <p>Graham van der Lely had met with the SU Officer and the three presidents. He had been very impressed by their engagement and level of representation. They had raised concerns relating to students financial position. He had another meeting planned for December.</p> <p>David Seymour had attended the Equality, Diversity and Inclusion Forum which had been a good introduction into ongoing issues. He had been very impressed by the level of engagement and thoughtful consideration of issues.</p> <p>Patrick Brooke had met with a member of the Wellbeing Team and planned a further meeting in the Spring.</p> <p>William Marshall had met the Head of Equine. He advised the team was in good spirits. Undertaking the B-tec exams had been a strange environment, but staff and students had managed.</p> <p>The Chair thanked governors for their engagement, which provided extra depth to the Board's knowledge on how students and staff were feeling in these challenging times.</p> <p>The Updates were noted.</p>	
10/11/20	Statement and Report on Research Integrity	
	The Board had been provided with a report which outlined that the revised Concordat to Support Research Integrity (published October 2019) made clear that issues of research integrity must be continually	

		ACTION & ACTION DATE
	<p>revisited, to guarantee principles are understood and accepted and that newly introduced ethical, legal and professional obligations are met.</p> <p>The Concordat sets out the high standards expected of:</p> <ol style="list-style-type: none"> 1. Universities; 2. Research institutes and funding bodies; 3. Individual researchers. <p>Hartpury had worked towards compliance in the last twelve months by producing the Hartpury Code of Research Practice and the Procedure to Investigate Allegations of Misconduct in Research.</p> <p>The Statement and Report presented were the final document required to meet the obligations and would then be reported annually.</p> <p>It outlined three key obligations for Universities;</p> <ol style="list-style-type: none"> (1) Identify a named point of contact who will act as a first point of contact for anyone wanting more information on matters of research integrity, and ensure that contact details for this person are kept up to date and are publicly available on the institution's website 3. Provide a named point of contact or recognised appropriate third party to act as confidential liaison for whistle-blowers or any other person wishing to raise concerns about the integrity of research being conducted under their auspices 4. Publish an annual statement on how they are meeting the requirements of the revised concordat <p>It was confirmed the required processes were in place and the necessary information would be available on the website once approved by the Board.</p> <p>A governor noted that the Intellectual Property Policy had also been updated and requested a copy.</p> <p>The University Board APPROVED the Statement and Report on Research Integrity.</p>	<p>Pro Vice Chancellor to send link (Complete)</p>
	<p>Part 2 Approve Recommendations and Accept Minutes from Corporation Committees.</p>	
<p>11/11/20</p>	<p>Audit and Risk Management Committees</p> <p>Minutes of the meeting 4th November 2020</p> <p>These minutes were noted. The Chair of the University Audit and Risk Management Committee updated that the Auditors had fed back</p>	

		ACTION & ACTION DATE
	<p>positively on the Audit and confirmed a strong control environment was in place. She thanked the Chief Operating Officer and her team for their work during this challenging year, and servicing the audit processes remotely. The Chair of the College Audit and Risk Management Committee additionally highlighted that the Hartpury Charity had been incorporated into the group accounts. The pension adjustments, which were a national issue, were also highlighted.</p> <p>Terms of Reference The updated Terms of Reference for the University Audit and Risk Management Committee and the College Audit and Risk Management Committee were approved by the respective University and College Boards.</p> <p>Top Risks These were noted.</p>	
	<p>Annual Accounts Approval Process: It was confirmed that the documents below had been discussed in detail at the Audit and Risk Management Committees, informed by the feedback of the Internal and External Auditors and that the Financial Annual Accounts and Annual Report were recommended for approval. It was confirmed the Strategy, Finance and Resources Committee had also reviewed the Financial Annual Accounts and Annual Report and supported their approval.</p> <p>A governor highlighted the impact of the Local Government Pension Scheme (LGPS) adjustment which had moved the end of year outturn to a significant loss. It was recognised it applied across the sector and other organisations within the LGPS. It was noted that it was possible employer and employee contributions might rise again in the future. The Chief Operating Officer advised that the Charity funds consolidated within the group accounts were restricted funds. It was noted the payment shown in the accounts to external auditors related to a payment made to KPMG, the previous external auditors.</p>	
	<p>-</p> <p>Audit and Risk Management Committees Annual Reports – College and University The Reports were NOTED.</p> <p>External Audit Report This was NOTED by the University and College Boards.</p>	

		ACTION & ACTION DATE
	<p>Internal Audit Annual Report This was NOTED by the University and College Boards.</p> <p>Letter of Management Representation This was APPROVED by the University Board and NOTED by the College Board.</p> <p>Letter of Support Hartpury Rugby Ltd This was APPROVED by the University Board with approval for the letter to be signed by two university governors (Henry Hodgkins and Ian Robinson).</p> <p>Confirmation College as a going concern This was CONFIRMED by the College Board and NOTED by the University Board.</p> <p>Financial Accounts and Annual Report – Hartpury College of Further Education Company This was APPROVED by the College Board and NOTED by the University Board.</p> <p>Confirmation University as a going concern This was CONFIRMED by the University Board and NOTED by the College Board.</p> <p>Financial Accounts and Annual Report – Hartpury University This was APPROVED by the University Board and NOTED by the College Board.</p>	
<p>12/11/20 12.1</p>	<p>QuEST Committees</p> <p>The Minutes of the FE QuEST Meeting 3rd November 2020 were NOTED. The Chair of the FE QuEST Committee advised that the meeting had considered the ongoing response to COVID and the work to maintain the Student Experience. The Self-Assessment Report and Quality Improvement Plan had also been looked at in detail.</p> <p>The Minutes of the HE QuEST Meeting 4th November 2020 were NOTED. The Chair of the HE QuEST Committee advised it had been a full meeting, with two major topics for discussions: The Annual Quality Report and Student Achievements. He advised that the Annual Quality Report indicated an improved picture on the previous year with no areas graded as red and a couple of areas graded as amber. He flagged that Partnerships, as a new area of activity, continued to be monitored. He advised that the Student feedback had been very positive. He confirmed the issue of potential grade inflation continued to be kept under review. In relation to Student Achievement he highlighted the strong achievement levels.</p>	

		ACTION & ACTION DATE
	<p>He advised that slight underperformance in males was the subject of review and the Committee would keep the Board updated.</p> <p>Terms of Reference – Uni QuEST The University Board APPROVED the updated Terms of Reference.</p> <p>Terms of Reference – Coll QuEST The College Board APPROVED the updated Terms of Reference.</p>	
	<p>College Self-Assessment Report and Quality Improvement Plan</p> <p>The Self-Assessment Report and Quality Improvement Plan were APPROVED by the College Board and NOTED by the University Board.</p>	
	<p>HE Annual Quality Report</p> <p>The Annual Quality Report was APPROVED by the University Board and NOTED by the College Board.</p>	
13/11/20	<p>Strategy Finance and Resources Committee</p> <p>The Minutes of the Meetings – 9th November 2020 were noted.</p>	
	<p>The Committees recommended the</p> <ul style="list-style-type: none"> • Annual Report on HR • Annual Report on Safeguarding • Health & Safety Policy • Child Protection & Safeguarding Policy • Harassment & Bullying Policy • Value for Money Strategy • Arrangements for obtaining views of staff, students, stakeholders & reputation <p>The University and College Boards APPROVED these policies and reports.</p>	
14/11/20	<p>Search and Governance Committee</p> <p>The Minutes of Meetings 9th November 2020 were NOTED.</p> <p>Recommendations: Following detailed discussion and thorough consideration, including review of the guidance on terms of office, the University Search and Governance Committee AGREED to RECOMMEND to the University Board that Charlie Whitehouse be RE-APPOINTED to the Board for a further four years when his term of office expired</p>	

		ACTION & ACTION DATE
	<p>on 2 June 2021 (new term: 3 June 2021- 2 June 2025):</p> <ul style="list-style-type: none"> • to maintain an appropriate number of governors on the Board with active Landbased expertise given Hartpury's specialism in this area; • in order to provide continuity during a period of uncertainty and unprecedented challenges due to national and international issues; • recognising his ongoing independence and constructive challenge to management demonstrated within meetings • recognising that his Term of Office on the University Board dated from 2018 and had been subject to external scrutiny as part of the transition to university status process • noting that the makeup of the University Board contained governors who had served a range of terms of office, with 6 on their first term, four on their second term and only three who had served more than two terms, two of whom were in senior roles, and therefore demonstrated an appropriate balance between renewal and continuity. <p>The University Board approved the Recommendation. It was noted that Graham van der Lely, who had been on the Board since 1989 would step down at the end of his current term of office. It was confirmed the Committees were considering succession planning.</p> <p>Board KPIs It was noted that the structure for the Governor appraisal was to be slightly updated for 2021. The issue relating to diversity had been highlighted again, it was noted this was a national issue across the sector and it was confirmed work remained ongoing to increase governor diversity. It was recognised that Hartpury recruited nationally and agreed the national diversity figures should also be used when considering diversity.</p> <p>The University and College Boards NOTED the Board KPI update.</p>	Clerk/S&G 2021
15/11/20	<p>Academic Board Minutes - October 2020 The Academic Board Minutes were NOTED.</p>	
16/11/20	<p>Approval and Application of Hartpury Seal The use of the seal for</p> <ul style="list-style-type: none"> • Blackfriars 2 • Section 106 Agreement <p>As had previously been agreed was NOTED.</p>	
17/11/20	<p>Any Other Business There was no other business.</p>	

		ACTION & ACTION DATE
	Dates of Future Meetings-all scheduled to commence at 10.00am except where noted. 10th March 2021 20th May 2021 8th July 2021 23rd September 2021 23rd November 2021	

The meeting closed at 12.10pm