



HARTPURY

Minutes of the Meetings of Hartpury University and Hartpury College Boards 10am Tuesday 12th July 2022 Sports Academy

Members

Mr Edward Keene
 Ms Jenny Arroud
 Ms Alison Blackburn
 Mr Patrick Brooke
 Ms Barbara Buck -
 Ms Alice Bridges
 Mr Alastair Grizzell
 Ms Mary Heslop
 Mr Henry Hodgkins
 Mr Sean Lynn
 Mr Russell Marchant
 Mr William Marshall
 Mr Chris Moody
 Mr Kam Nandra
 Vacancy HE Board
 Prof. Ian Robinson
 Dr John Selby
 Mr David Seymour
 Mr Gareth Smith
 Vacancy HE Board
 Ms Helen Wilkinson

In Attendance

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

University Board

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

College Board

Present (Chair)
 -
 -
 Present
 Present (Vice-Chair)
 Apologies (FE Student Governor)
 Present
 Present
 -
 Apologies (FE Staff Governor)
 Present (Principal)
 -
 Present
 Apologies
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 -
 -
 Present
 Present (Chief Operating Officer)
 -
 Present (Clerk to the Board)
 Present (Vice-Principal Further Education)
 Present (Vice-Principal Resources)

		ACTION & ACTION DATE
01/07/22	<p>Apologies and Confirmation of Quoracy The Chair welcomed attendees to the meeting.</p> <p>Apologies as detailed above.</p> <p>It was confirmed the meetings of the University Board and the College Board were quorate.</p>	
02/07/22	<p>Declaration of Interest The Clerk advised that members' interests would be taken as those disclosed</p>	

		ACTION & ACTION DATE
	<p>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. Interests noted for specific governors being appointed to Committees and company roles.</p>	
03/07/22	<p>Minutes of the meetings</p> <p>The Minutes of the University Board and the College Board meetings held on the 12th May 2022 were agreed by the respective Boards to be true and accurate records.</p>	
04/07/22	<p>Matters Arising</p> <p>An action log had been provided updating on issues raised at previous meetings.</p> <p>The update was NOTED.</p>	
	<p>Part 1 Priority Agenda Items</p>	
05/07/22	<p>Vice-Chancellor & Principal's Update and Annual Report</p> <p>KPI Update</p> <p>The Vice-Chancellor and Principal advised that following discussions at the Strategy Days the Executive had been working to develop a condensed suite of KPIs which would give the Boards a holistic overview of Hartpury's performance, using KPIs which would change during the year. The Committees would continue to monitor a wider suite of broader KPIs, and would be able to highlight any areas of concern to the Boards.</p> <p>Options being considered were:</p> <p>Finance</p> <ol style="list-style-type: none"> 1. Surplus / % income (budget in year and last year) 2. Staff costs / income (previous year budget and actuals) 3. Cash generated through the year. <p>College</p> <ol style="list-style-type: none"> 4. Recruitment 5. Student numbers <p>HE</p> <ol style="list-style-type: none"> 6. Staff student ratio 7. Recruitment 8. Retention <p>HR & General</p> <ol style="list-style-type: none"> 9. Staff Retention 10. Staff Turnover 11. Employee Satisfaction 12. Bed Occupancy (aim 97%) <p>The aim now was to further review and then for the Executive to discuss with the incoming Vice-Chancellor and Principal for his input and discuss further at</p>	

		ACTION & ACTION DATE
	<p>the next meeting. Potentially the KPIs could then be issued to governors monthly.</p> <p>A governor queried whether % debt would also be a helpful KPI to include. The Chief Operating Officer advised that as all invoices were issued at the start of the year and payment plans then put in place which reduced these over the year that this would not be a helpful indicator to monitor through the year, whilst helpful at year end. It was suggested that volume of loans could be a helpful indicator, it was suggested this could be looked at annually, but it was recognised that loans went through approval processes at SFR and the Boards. Governors queried whether it would be helpful to set a level of loans beyond which Hartpury would not go. The Vice-Chancellor and Principal advised that during his tenure Hartpury had reduced its level of gearing, which had previously been one of the highest in the College sector. Such a review was now part of the budget setting process. It was recognised that understanding of level of loans, gearing and ability to pay back were all key concerns for governors.</p> <p>It was suggested that at the September Board the SMT should present their proposed KPIs for consideration.</p> <p>Annual Report The eighth Vice-Chancellor and Principal's Annual Report had been provided. This was the VC&P's high-level view of the University's and College's performance over the last academic year.</p> <p>1. Hartpury College</p> <p>The year had been a bounce back year for Hartpury College. We had started the year insisting that residential students engaged with the Government's Covid vaccination programme, there was a little adverse publicity on social media in response, but this was countered by significant support from parents and students.</p> <p>The Covid Response Team handled the year superbly. Staff and students engaged with the testing regime. The main result of all this hard work was a year without a single FE accommodation block lockdown. A huge step in getting student life at Hartpury back to normal.</p> <p>The year had also been a bounce back year for external examinations. GCSE English and Maths exams were resumed. Results were not as good as previous years but due to school grades being applied during Covid we had a smaller cohort.</p> <p>Our BTEC qualifications migrated to external exams. This was a major challenge for students, especially as many had no previous experience of formal exams due to Covid. It was also a first year for our staff teaching towards these exams, an issue that was addressed through CPD. The biggest physical challenge was putting 2,000 students through formal exams using at times up to 50 rooms and an army of invigilators. Results are awaited.</p> <p>A full College Prize Day was held with good attendance and an excellent external speaker in Adam Henson. Adam inspired both land-based and non-land-based students.</p>	<p>SMT Sept 2022</p>

The development of the college management team continued to build on progress 2020/21. A major focus for the year remained improving understanding of course costings and how their decisions can impact financially, with positive impact being achieved. The Vice-Chancellor and Principal commented that there had been significant focus in this area. A very strong and balanced team of College managers had been developed.

2. Hartpury University

Our fourth year as a University had been completed, with continuing growth. The significant investment in lecture capture was appreciated by students, however, we returned to full face to face teaching from the offset. Early on in the year we managed to hold a double graduation ceremony for students graduating in 2020 and 2021. This was well received by students and families, attendance was strong for all three days and the weather was kind!

Throughout the year we were dealing with a cohort of students who had not enjoyed a normal end to their schooling or indeed a normal year at Hartpury. This did present behavioural challenges, attendance and engagement for some courses was below our expectations despite the work of staff to address the issue. Sector research has confirmed the behavioural changes we saw were common throughout the sector. This will be an issue to try and remedy in 22/23.

The curriculum refresh was completed with staff undertaking significant workloads to ensure its completion. This initiative was required for modernisation and the benefits will be felt over coming years.

Recruitment for September 2022 intake was challenging. Whilst achieving growth (5%), we are significantly below target (9%) and are hoping for a successful clearing campaign. Anecdotal evidence in the sector suggest we are not alone, students are delaying making decisions. It was recognised that managing on student maintenance levels was challenging for students. Some beds were still unallocated in Gloucester which was a first time. The sector is forecasting significant numbers failing to make the grades required for their first choice and being forced into clearing. It will be a volatile position this year for the first time in recent years. International recruitment is holding its own but European recruitment is still poor. Post Graduate is an area of strong growth but risky to rely on until enrolment forms are signed.

The refresh of the staffing structure and job descriptions has been completed. The changes had been built into the budget. This underlines the upgrading of University academic staff salaries. Timetabling was an area for future focus.

3. Financial Performance

The budgeted surplus for 2021/22 was £1,814k as we set a cautious budget in the light of the uncertainties caused by Covid. At the time of writing the outcome is likely to be £1,835k, a surplus of 3.84%, an excellent result in the circumstances, which includes the write off of the remaining book value of the current Graze.

We continued to tightly control expenditure in the uncertain environment

created by Covid. Budget holders throughout the organisation had contributed to this success and had continued to support organisational success by being cautious in their requests for 2022/23 which we expect to be an even tighter year. The percentage of expenditure on staff continues to rise, reflecting a change in student numbers and turnover whilst residential beds remained unchanged, meaning that commercial income was a lower proportion of income. A cautious budget has been proposed for 22/23 given the uncertainty of undergraduate recruitment and the unknown inflationary impacts this is prudent.

Our financial health remains well above sector average in terms of surpluses generated and cash. We continue to work hard to protect this position as we aspire to deliver the 2025 strategy and estates masterplan as adopted by the Corporation.

4. General Performance

Across the Hartpury Group this has been a successful year. Student satisfaction rates for College and University students remained high. Retention was an area of focus – ensuring the right students were on the right course was key. Staff recruitment has become a more significant challenge in support areas, particularly in catering. An initiative to attract students into part time work at Hartpury has been launched, this may also address the increasing financial pressure students are suffering. Governors were supportive of this development, although the need to consider the different relationships in relation to a staff position as against a student were raised. The Vice-Principal Resources advised that Hartpury did have experience in managing these different relationships due to student involvement in events. We are experiencing difficulty filling some academic roles. It was noted that being able to offer flexible working patterns could be helpful in attracting staff. Hartpury's wellbeing support was also attracting potential staff. This has been an issue for both College and University. Hopefully the reset of University academic salaries will help in that area. Governors queried if there were particular areas of concern. The Vice-Principal Further Education advised that agriculture had been challenging but this was now fully recruited to. The challenge of recruitment has become widespread in the country, across all industries. The Continuous Improvement team is now well established and building a track record of successes, however the demand for their services continues to grow. Our digital development capacity is constantly being stretched and is becoming an increasingly important part of future improvements and developments, but also a challenging area to recruit in.

5. Governance

We have continued to make our unique governance structure work. The review (Section 28) carried out by the FE Commissioner's Deputy and representatives of the ESFA endorsed the good work at Hartpury in creating a unique establishment and continuing to deliver a high-quality learning experience. Once again, we were able to hold a face to face strategic event with Andy Collop, incoming Vice-Chancellor and Principal, able to join us. This was a successful event with a good level of interaction achieved and some clear guidance for the executive resulting.

We continue to advertise and seek to recruit new members, Search and

Governance have been very active. During the year two independent Trustees were recruited to sit on the board of the Hartpury College Charitable Trust. The trust granted £1m towards residential refurbishment projects.

A governor commented on the Section 28 Review feedback on the need to ensure collective memory was maintained. The Chair commented that this was an issue which was recognised by governors and built in to discussions at appointment and to be further developed in induction, as proposed in the AdvanceHE Report discussed later in the meeting. The need to ensure the jointly important contribution of HE and FE to Hartpury's success was stressed. It was confirmed that the incoming Vice-Chancellor and Principal had a full understanding of the position.

6. Conclusions

- The College has continued to be relentless in the pursuit of excellence. It was fully prepared for the test of external examinations, and is well prepared for any future Ofsted inspection whenever it arrives. The challenge of managing recruitment when already at target numbers has required careful handling. Alternative income generating activities are increasingly being addressed.
- The University will continue to grow whilst attempting to manage that growth to ensure no decline in the student experience. Growth has to be aligned with the development of facilities to ensure student experience is maintained. The challenge of developing an appropriate staff reward structure has been addressed in support of staff recruitment and retention, the curriculum refresh has been completed, the outcome of the specialist funding bid will influence future direction.
- Financial performance remains a focus as we work to ensure delivery of the financial strategy to 2025. The constant refinement of the financial model remains key to this delivery. Hartpury has performed well in comparison to others in our sectors however we have always set our own standards and these will be challenging.
- We must continue to address the challenge of staff recruitment and retention. Hartpury can be a fantastic place to work but families will feel the pinch of the rapidly rising cost of living, we must support them in any way we can.

The following appendices had also been provided:

- Campus Services – a governor queried whether the Covid Response Team was still active. The Vice-Chancellor and Principal advised they continued to monitor the position. A governor questioned the position on transport applications, noting that there was a reduction detailed. The Vice-Principal Resources advised that the number of applications had now risen. An option to ensure resilience in managing transport was to be piloted, if this was successful the remit could be expanded to include supporting the tender etc. It was confirmed Hartpury would retain the knowledge to continue separately if it wished after the pilot. It was confirmed Hartpury leased its minibuses.
- Sports Academy – it was noted sport had had a good year. The need to consider the format of the report was flagged.
- Equine

**VC&P
Sept 22**

		ACTION & ACTION DATE
	<ul style="list-style-type: none"> • Farm – a governor commented that some of the detail was not understandable without context. It was noted that the Vice-Chancellor and Principal might develop the content of the reports going forward. • Marketing and Communications • Diary Meetings Vice-Chancellor and Principal <p>A governor noted that the success of the Levelling Up Funding bid was not included in the report and flagged that this was a significant achievement. This was agreed by the Boards.</p> <p>Novazera The Vice-Chancellor and Principal updated the Boards on developments at Novazera, highlighting the new products they were exploring developing, such as bio-degradable plant pots etc and re-use of rubber crumb material and paint which could light a road. He advised of potential links they wanted to explore with Hartpury – research, internships, cycle path technology etc. Governors noted developments were at an early stage but that the products looked very exciting.</p>	VC&P Sept 22
	<p>The University Board and the College Board NOTED the Report.</p> <p>The Chair commented that it was good to see Hartpury back on track after the disruptions of Covid.</p>	
06/07/22	<p>Finance Report – May Management Accounts</p> <p>Key points of the report were considered. The Management Accounts were for the 10-month period to end of May 2022. The operating result for the ten months ending May 2022 was a surplus £5,430k compared to a budgeted surplus £3,593k. The favourable variance was a result of higher commercial & grant income paired with well controlled Payroll costs & Non-pay costs. Cash balances at the month end were £7,076k. The University had an overdraft facility of £1m. The University complied with its bank covenants and was forecast to continue to do so.</p> <p>The proposed deconstruction of the current Graze required a write off of its book value of £500,000. Without this adjustment the forecast surplus would be £2,335k, an operating surplus of 4.9%.</p> <p>It was noted the management accounts presented the 'Group' position and incorporated all subsidiary activity.</p> <p>The work the Covid Response Team had done in accessing Covid related support was highlighted.</p> <p>The University Board and the College Board NOTED the May Management Accounts.</p>	
07/07/22	<p>HE Report</p> <p>A Report had been provided in the usual format covering:</p> <p>Key performance indicators:</p> <ul style="list-style-type: none"> • Applications were up on previous years (5%), but not where we would like them to be to meet our growth targets (9%). The challenging economic climate and significant opportunity for 	

		ACTION & ACTION DATE
	<p>employment were presenting challenges. A strong clearing campaign had been launched (minimum entry criteria to be maintained). The budget had been adjusted in light of the current numbers.</p> <ul style="list-style-type: none"> • Retention was being monitored carefully. While there were limited increases in the transfer of students to other Universities, we were seeing an increase in withdrawals to the same point last year. Reasons increasingly focused on the opportunity for employment, in combination with challenging financial situations. We are launching a student engagement campaign in September (subject to Academic Board endorsement). It was noted that work was also ongoing to improve engagement. The importance of having comprehensive learning analytics to support this was stressed by governors. • Graduate outcomes: Pleasingly, we had increased by 1% achieving 97% employability / further study etc., within 15 months of graduating. While data analysis is ongoing, there are some courses such as Veterinary Nursing, which continue to show 100% employment. <p>National Student Survey: It was noted that Hartpury was exceptionally pleased with its results, and plan to engage with Academic Board and QuEst on a detailed analysis in due course. In the meantime, we were encouraging staff to take a moment to celebrate their achievements. We will be looking at three or four specific programmes which have scored lower than expected in detail, alongside areas relating to learning resources and the associated facilities. This is a key data set for the next TEF submission, as well as a number of league tables, and we hope our results for 2022 will support Hartpury achieving well in these areas in the future.</p> <p>Governors commented that the NSS results were a great achievement, to come top out of 120 institutions was very significant. It was confirmed marketing would be using the outcomes.</p> <p>The Chair agreed that the Boards congratulations should be sent to the Pro-Vice-Chancellor and all the HE Team.</p> <p>The HE Student governor commented that the outcomes reflected the feeling on campus, and he stressed the responsiveness and support of staff.</p>	
	<p>The HE Report was NOTED.</p>	
<p>08/07/22</p>	<p>FE Report</p> <p>The Report covered:</p> <p>POLICY / EXTERNAL ENVIRONMENT: the Landbased T-Level external activity was gathering momentum and we were getting involved with as much as we can to support our 2023 and 2024 delivery and curriculum offer. Ofsted changes were afoot with details of the changes that we can expect to take effect from September 2022 shared with all providers in June. As expected, the revisions will focus on the skills landscape and how well providers meet local,</p>	

		ACTION & ACTION DATE
	<p>regional and national needs. In other news, the AoC and others are working hard to 'protect learner choice' following the introduction of T-Levels and possible defunding of existing qualifications and we await the outcome of the parliamentary debate in July. We were also ensuring a response to the career's consultation around the Baker Clause.</p> <p>CONTINUOUS IMPROVEMENT: the report highlighted some key areas of impact that have been evident this year in relation to Teaching, Learning and assessment (TLA), wider personal development of students and overall quality systems in place to support the student experience. We were also focusing on further enhancement in preparation for next academic year having reviewed and reflected upon practice and processes this year to enable further development of our student and staff experience. A staff survey results focus group, internal 'Deep Dive' outcomes and TLA staff consultation had all fed into our areas of operation that are currently in development in preparation for September.</p>	
	<p>Ways in which Hartpury engaged with employers was being further explored, with all departments involved to ensure curriculum was co-created. The Head of ICE was fully involved in the processes. It was confirmed work was ongoing in relation to the OFSTED changes relating to skills and the LSIP (Local Skills Improvement Plans). More work was required to ensure Hartpury's skills areas were reflected. A governor queried what part governors would play in the developing LSIPs. The Vice-Principal Further Education advised the newly emerging guidance would be reviewed with the College Board considering it in November. It was suggested it would be helpful to involve the HE Board in this also. The Vice-Chancellor and Principal advised that the Vice-Principal Further Education and her team were well advanced in their thinking in this area, and would ensure that the new guidance was taken forward within Hartpury's approach. It was agreed Hartpury needed to be well prepared for these changes.</p> <p>A governor queried the KPI performing at amber – the only course not meeting KPI. It was noted it related to a very small number of students and therefore fluctuated. The Vice-Principal Further Education flagged the improved retention. She advised work was ongoing to ensure all KPIs were green. It was confirmed the course graded as amber had been discussed at QuEst.</p> <p>A governor queried the student feedback data and whether dips in the summer against the previous term were usual. The Vice-Principal Further Education advised they tended to be slightly lower. She confirmed the QuEst committee had considered "safe on campus" feedback in detail, broken down into department. It was confirmed the target for this was 100%. She advised that the small dips shown in relation to this related to the Covid requirements and the Respect agenda.</p> <p>A governor asked for more information on the Hartpury Certificate. It was</p>	<p>VP-FE/Clerk Nov 2022</p>

		ACTION & ACTION DATE
	<p>confirmed it was awarded once a student had achieved their final grade. A governor queried how many students achieved it and was advised the numbers were in the high 90s. Governors asked its status with employers. The Vice-Principal Further Education advised that it could be used on the UCAS form, but more work needed to be done to raise awareness with employers. It had been added to the new prospectus.</p> <p>A governor advised he had attended a recent Chairs (Audit and Finance Committees) session and they had flagged the ongoing review by ONS in relation to the classification of FE Colleges, and the potential for them to be moved back from the private to the public sector. He queried the potential impact or likelihood of this. The Vice-Chancellor and Principal advised the outcome was awaited. The FE Commissioner was not supportive of a revision as she considered it likely to impact on innovation. It was noted that if FE Colleges were reclassified that their debt would be part of public sector borrowing.</p>	
	<p>The FE Report was NOTED.</p> <p>The Vice-Principal FE and her team were thanked for their work.</p>	
09/07/22	<p>Student & Staff Voice</p> <p>Student Governors - The HE Student Governor commented on the supportiveness of Hartpury and advised that changes to the assessment period had been welcomed by students. He thanked the Board for making him welcome, and commented he had enjoyed the role.</p> <p>Staff Governors The University Staff Governor commented that the Staff Forum had recently met with a new Chair which had been well received. She advised that Hybrid working was supported by staff. She advised that staff were aware there were staff shortages in some areas and the culture was to support to avoid impacting students. The need to ensure this did not impact on staff wellbeing was flagged by governors. It was confirmed staff were encouraged to take their leave.</p> <p>Governor Link Feedback Since May the following Link Governor Visits had been reported to the Clerk: Alastair Grizzell – ICE Helen Wilkinson – English and Maths Ian Robinson – EDI</p> <p>Chris Moody advised he had also had two visits to Estates which he needed to write up. He commented on the importance of ensuring business support functions were included in the Link Governor scheme, although it was recognised that there were a limited number of governors. He had visited the Transport Team and the Grounds Team and flagged the challenges they faced.</p>	

		ACTION & ACTION DATE
	<p>The visits provided helpful triangulation of reports to the Boards on cross organisation strategic issues and staff perceptions and approaches. Confirmation was provided on staff morale.</p> <p>It was noted the Chair and Clerk would review the links for 2022/23. It was confirmed the aim was for governors to develop knowledge, not that they needed to be experts in an area already.</p> <p>Other governors have confirmed dates for Link visits or are in the process of obtaining dates.</p> <p>The Updates were NOTED.</p> <p>The Chair thanked governors for their feedback which helped to triangulate the information provided at the meetings.</p>	
	Part 2 Approve Recommendations and Accept Minutes from Corporation Committees.	
10/07/22	Strategy, Finance and Resources Committees	
10.1	Strategy, Finance and Resources Committees Minutes 22nd June 2022 – noted.	
10.2	Approved on Behalf of the College Board (i) FE International Fees Policy	
10.3	<p><u>Recommendations to the Boards:</u> College & University SFR recommend APPROVAL of: (i) Budget 2022/23</p> <p>It was highlighted that the meetings had discussed the budget and recognised 2022/23 would be a challenging year. It was confirmed that the budget was considered to be prudent. A governor queried what the £50k under the sustainability heading covered. The Vice-Chancellor and Principal advised that Hartpury had applied for a grant to cover consultancy relating to renewables. The aim was to develop an energy strategy. Feedback on whether our bid had been successful was awaited.</p> <p>A governor noted the discussion relating to the % of staff costs against income, noting that this measure could be impacted by outsourcing etc, and that whilst it was important to keep it under review it was also important to recognise how it was made up. It was noted that the budget targeted a 2% surplus. It was noted this was a small margin. A governor questioned whether serviceability of debt might be a helpful KPI. The Chief Operating Officer advised cash generated might be a potential approach – it was suggested SFR consider this. It was noted that Hartpury aimed to have £1m in the bank at the end of the financial year.</p> <p>A governor reflected that managing 3 capital projects over year end was</p>	SFR – Nov 2022

		ACTION & ACTION DATE
	<p>complex.</p> <p>A governor noted that the farm budget was predicting a surplus. It was noted this might be a challenge, but it was confirmed that the figures had been scrutinised by SMT.</p> <p>The Boards APPROVED the 2022/23 Budget.</p>	
10.4	<p><u>Recommendations to the College Board:</u></p> <p>(i) College SFR Recommends the Approval of the ESFA Finance Return</p> <p>The College Board APPROVED the ESFA Finance Return</p>	
10.5	<p>Matters to Note</p> <p>(i) University Finance Plan has been updated and will be finalised in November</p> <p>The University Board NOTED the update.</p>	
10.6	<p>Capital Projects Matters to Note</p> <p>There had been no meetings required of the Capital Projects Assurance Working Group.</p> <p>There had been a visit to the new Graze by the SFR Committee members. No issues were highlighted as issues of concern at SFR.</p> <p>OfS Capital Bid – the University SFR Committee had endorsed the SMT approach to submit an OfS Capital Bid based on the Agri-Skills project, updated to reflect OfS priorities. It was noted the timeframe had been very challenging, but that this was the only opportunity to bid in the next three years.</p> <p>This approach was supported by the University Board.</p> <p>ESFA – Agri Skills Bid – it was noted this had been rejected and no feedback had been provided. Governors were disappointed that there was a lack of support for landbased provision. It was noted that feedback had been requested from other landbased colleges.</p> <p>Animal Project - it was noted it had been planned to bring a Milestone 1 Report on this project to the June SFR, but it had not yet been sufficiently developed. This would now be taken forward with input from the incoming Vice-Chancellor and Principal.</p> <p>Governors commented on the need to ensure shovel ready projects were in place in order to be able to access funding.</p> <p>The Update was NOTED.</p>	

		ACTION & ACTION DATE
11.1	Search and Governance Committee Minutes 22 nd June 2022 – noted.	
	<u>Recommendations for Approval to the relevant Board</u>	
	University and College S&G Committees Recommend:	
11.2	(i) AdvanceHE Effectiveness of Governance External Review	
11.3	(ii) Effectiveness Review Proposed Action Plan	
	APPROVED by the University and College Boards.	
11.4	The University Search and Governance Committee agreed to recommend to the University Board that: (i) Lucie Hammond be appointed to the University Board for a 4-year term of office from 1 September 2022 to 31 August 2026 and to serve as Chair of the Audit & Risk Management Committee, recognising her accountancy qualifications and business experience and local business connections. (ii) Robert Brooks be appointed to the University Board for a 4-year term of office from 1 September 2022 to 31 August 2026 and as a member of the Strategy, Finance and Resources Committee and the Search and Governance Committee recognising his insurance and risk knowledge, business background and local business network links. APPROVED by the University Board. It was noted that one vacancy was being held as work continued to diversify the Board.	
11.5	The College S&G Committee agreed to recommend to the College Board that: (i) Kam Nandra be thanked for his work on the Search and Governance Committee. (ii) Mary Heslop be appointed to the College Search and Governance Committee from 1 September 2022 with the term in line with her Board term of office. APPROVED by the College Board.	
11.6	Recommended by the University Search and Governance Committee that Henry Hodgkins be appointed as a Director to Limbury, Rudgeley and the Hartpury Rugby subsidiaries, from 13 th July 2022 in line with his current term of office. APPROVED by the University Board.	
11.7	Recommended by the University Search and Governance Committee that Chris Moody be appointed as Vice-Chair of the University Search and Governance Committee.	

		ACTION & ACTION DATE
	APPROVED by the University Board.	
11.8	<p>Recommended by the University Search and Governance Committee that Ian Robinson be appointed as Vice-Chair of the University Remuneration and Employment Committee and that the Committee size should return to three members.</p> <p>APPROVED by the University Board.</p>	
11.9	<p>The University and College Search and Governance Committees recommended that if there was an issue where the College and University were conflicted that individuals who are on both boards would not Chair or vote at the individual board meetings, with the Chairs being drawn from one of the Committee chairs who were not in that position.</p> <p>APPROVED by the University and College Boards.</p>	
11.10	<p>The respective College and University Search and Governance Committee agreed to recommend to the College Board that the University Audit and Risk Management Committee members be co-opted members of the College A&RMC and to the University Board that the College A&RMC members be co-opted to the University A&RMC, except where there is a conflict of interest.</p> <p>APPROVED by the University and College Boards.</p>	
11.11	<p>The Committees agreed to recommend to the respective Boards that membership of Committees, subject to the recommendations above, be unchanged for 2022/23</p> <p>APPROVED by the University and College Boards.</p>	
11.12	<p>Recommended that the Appraisal process be revised to form process for all governors with meeting stage for governors in year 1,2,4, 8 automatically, and the option of a meeting on request.</p> <p>APPROVED by the University and College Boards.</p>	
11.13	David Seymour formally thanked for his role on the Committee.	
12/07/22	Audit and Risk Management Committees	
	28th June 2022 – Minutes	
	The Chair of the FE A&RM Committee updated on the work of the Committees. It was noted that a helpful session on Business Continuity had been provided.	
	The Minutes were NOTED.	

		ACTION & ACTION DATE
	<p>Top Risks - Noted</p> <p>Regularity Self-Assessment Questionnaire - Approved</p>	
13/07/22	<p>Quest Minutes 30th June 2022</p> <p>HE – the meeting had considered:</p> <ul style="list-style-type: none"> • the changes to the OfS approach to APP (Access and Participation Plan) and proposals to adjust Hartpurys plan next year in response; • the ongoing OfS consultation re the Regulatory Conditions; • data capacity and capability – and the potential risks around this • Grade Inflation – reassured on this – Hartpurys had gone up in line with sector; • REF Outcome – v positive result which had improved Hartpurys position in league tables. <p>FE - the meeting had considered:</p> <ul style="list-style-type: none"> • Subcontracting – assurance provided, including in relation to safeguarding; • Learner achievement of target grades • Preparation for Btec exams and consideration potential impact on results. <p>The Minutes were NOTED.</p>	
	<p>Approved on Behalf of the College Board: Education Information Advice and Guidance Policy</p> <p>Noted by the College Board.</p>	
14/07/22	<p>Equality, Diversity and Inclusion Policy</p> <p>The updated Equality, Diversity and Inclusion Policy was APPROVED.</p>	
15/07/22	<p>Application of Hartpurys Seal*</p> <p>Noted the Seal had been used in relation to: Land Transfer from Limbury Ltd to the University; Lease re mobile mast.</p> <p>The Seal had been used as required.</p>	
16/07/22	<p>Any Other Business</p> <p>Uni-Sex Toilets - a governor noted that Graze and ULH had been designed with Uni-Sex toilets (Graze did have a separate toilet as well). It was noted that the government had recently raised concerns about such an approach. The</p>	

		ACTION & ACTION DATE
	Vice-Chancellor and Principal advised this had been debated during the design phase, a change now would incur additional expense. Governors recognised it was a complex issue with arguments on both sides.	
	<p>Gareth Smith The Chair formally recorded the University Board's' thanks to Gareth Smith for his contribution and the time he had given.</p>	
	<p>David Seymour The Chair formally recorded the Boards' thanks to David Seymour for his contributions to both Boards and Hartpury as a whole. It was noted David had been a great supporter, involved in every area. His passion and commitment had been much valued. David Seymour recognised the part everyone played in Hartpury's success.</p>	
	The Chair thanked all governors for their work.	
	The meeting closed at 12.25pm	

APPROVED Sept 2022