



## HARTPURY

### MINUTES

**Meeting Hartpury College Board of Governors  
2pm-3.30 Tuesday 7<sup>th</sup> May 2024  
Gordon Canning, Hartpury House**

<b>Present:</b>		
	Edward Keene (Chair)	University and College Board
	Andy Collop (Professor)	Vice-Chancellor & Principal
	Barbara Buck	College Board (Vice Chair) – in the Chair
	Patrick Brooke	College Board
	Mary Heslop	College Board
	Melissa Orritt	College Board – Staff Governor
	Chris Moody	University and College Board
	Alastair Grizzell	College Board
	Helen Wilkinson	College Board (From 2.30pm)
	Amy Tranter	College Board – Student Governor
<b>In Attendance:</b>		
	Mick Axtell	Chief Operating Officer - Designate
	Claire Whitworth	Deputy-Principal Further Education
	Gillian Steels	Clerk to the Governors
	Lesley Worsfold	Deputy-Principal Resources
	Sue Blake	Co-opted Committee Member QuEST
	Christine Cox	Senior Bid Writer, Business Development, Hartpury 2.15-3pm
<b>Apologies</b>		
	Nick Oldham	College Board

		<b>Action &amp; Action Date</b>
<b>FE01/05/24</b>	<b>Welcome and Scene Setting</b> The Chair welcomed attendees to the meeting.	
<b>FE02/05/24</b>	<b>Apologies</b> – as detailed above.	
<b>FE03/05/24</b>	<b>Quoracy</b> It was confirmed the meeting was quorate.	
<b>FE04/05/24</b>	<b>Declarations of Interest</b> It was noted that the Chair, Vice Chancellor & Principal & Chris Moody – were also Members of the University Board.	
<b>FE05/05/24</b>	<b>Ofsted Inspection Report</b> The Ofsted Report had now been published. The Board formally congratulated the Deputy Principal FE and the staff and students for the achievement of Outstanding in every area, and strong contribution to skills. It was recognised that not many colleges had achieved this profile. It was confirmed that publicity and PR to mark the achievement were	

		Action & Action Date
	ongoing. Some other colleges had also arranged to visit. A governor queried if there had been any other feedback on Safeguarding. The Deputy Principal FE advised that during the inspection the team had been very positive about the safeguarding practice, but that the grading in the report is the key element.	
	Governors asked whether a change in practice had been noticed following the recent controversy about Ofsted inspections. The Deputy Principal FE and Vice-Chancellor and Principal commented that it had been a very professional team, who had taken care to Hartpury team's wellbeing. There had also been an inspector of the inspectors as part of the process.	
	The Deputy-Principal FE confirmed she would be taking forward a post Ofsted action plan over the summer to reflect on lessons learnt throughout the process.	
	<b>The FE Board NOTED the final Ofsted Inspection outcome of Outstanding and formally recorded their congratulations to the team, staff and students.</b>	
<b>FE06/05/24</b>	<b>Ofsted Residential Accommodation Inspection Action Plan Update</b>	
	The Deputy Principal Resources advised that the Action Plan continued to be progressed. A visit from Ofsted was awaited. In November it would be two years since the previous visit.	
	It was confirmed that new appointments had been made and were working well. During the summer a further enhancement of the structure would take place. The remaining bunkbeds would be phased out over the summer. It was confirmed that bodycam use had ceased during the inspection and not restarted. The use of internal CCTV was kept under review and only used where behaviour suggested it would be helpful. It was ensured that any CCTV used did not impact on personal privacy. The position of external CCTV had not changed.	
	The link governor for safeguarding commented that in her role she attended the safeguarding team's meetings, and that these provided assurance on the professionalism and approach of this team.	
	<b>The Update was NOTED.</b>  2.15pm Christine Cox, Senior Bid Writer, Business Development Hartpury- joined the meeting.	
<b>FE08/05/24</b>	<b>Accountability Statement (including Skills Review and LSIP Update)</b>	
	The Deputy Principal FE provided a reminder of the revised requirements relating to the Accountability Statement and statutory duty: <ul style="list-style-type: none"> <li>▪ The DfE have removed the requirement for colleges / designated institutions to report separately every three years on the outcomes of the Local Needs Duty. Colleges will now be able to demonstrate they are fulfilling their statutory duty by completing their annual Accountability Statement (only 1 document required)</li> <li>▪ Deadline 30<sup>th</sup> June 2024 for website publication and return</li> <li>▪ This will be linked to the Accountability Framework (previously the Funding Agreement).</li> </ul>	

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	<p>It was planned to take the Board through the draft of the Review and the Accountability Statement, take feedback and then bring the final version to FE Quest in June. A rich base of evidence had been used as previously advised, using internal and external published sources plus surveys of employers, staff, parents, schools and students.</p> <p>She explained the process used by Hartpury to undertake the skills review. This had been undertaken by Christine Cox, Senior Bid Writer, Hartpury with recommendations to be considered and approved by the FE Board</p> <p>2.30pm Helen Wilkinson joined the meeting</p> <p>Christine Cox took the Board through the process used. This had involved reflecting on:</p> <ul style="list-style-type: none"> <li>• What was encompassed by the term skill - Knowledge, competence, learning and training</li> <li>• Stakeholders</li> <li>• Evidence Gathering – considering: <ul style="list-style-type: none"> <li>○ What do we do?</li> <li>○ What should we be doing? As Hartpury and as Colleges in Gloucestershire</li> <li>○ What could we do?</li> </ul> </li> <li>• The Skills Landscape</li> </ul> <p>The Skills Review highlights were presented:</p> <p><b>What do we do?</b></p> <ul style="list-style-type: none"> <li>• We have clearly defined mechanisms in place to: support skills development, support individual learners and monitor the impact of that support</li> <li>• Some key highlights: <ul style="list-style-type: none"> <li>• Curriculum Co-Creation</li> <li>• Employer engagement</li> <li>• Investment in student experience</li> </ul> </li> </ul> <p><b>What should we be doing?</b></p> <ul style="list-style-type: none"> <li>• Build relationships within the skills ecosystem</li> <li>• Have a clear overview of our skills landscape: <ul style="list-style-type: none"> <li>• Monitor external trends</li> <li>• Understand our existing provision</li> <li>• Measure impact</li> </ul> </li> <li>• Regularly review provision against skills needs</li> </ul> <p><b>What could we do....</b></p> <ul style="list-style-type: none"> <li>• Refine not reinvent.</li> <li>• Formalise/systemise some ways of working</li> </ul> <p>Recommendations were:</p> <p>Continuously review and adapt the curriculum to address identified skills gaps and emerging industry trends.</p> <p>Use data-driven insights to inform decision-making and allocate resources effectively to areas of greatest impact and need.</p>	

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	Strengthen career guidance services by leveraging partnerships with external organisations at both local (Gloucestershire Careers Hub and GROWS) and national levels.		
	Continue to foster collaboration between education providers (schools, colleges and universities) in Gloucestershire to ensure a comprehensive skills offer that effectively meets local employment needs.		
	Continue to monitor economic drivers of skills needs and explore sustainable solutions to these needs by integrating cross-cutting skills themes.		
	Continue to monitor economic drivers of skills needs and explore sustainable solutions to these needs by looking beyond the target 16 to 18 year-old market.		
	Work with specialist subject leaders to generate innovative solutions to sector challenges.		
	Strengthen employer relationships to further create stronger work experience opportunities for students as T-Levels are rolled out		
	Apply learnings from evaluation and feedback to adapt career guidance and support services through a process of continuous improvement.		
	<p>Next steps were noted as:</p> <ul style="list-style-type: none"> <li>• Governor review, comment and approve Skills Review report in principle</li> <li>• Use recommendations to inform the Accountability Statement</li> <li>• Use this first Skills Review as the foundation for future reviews.</li> </ul> <p>Governors raised a number of queries and comments in relation to the written report. It was confirmed that the bed space numbers quoted include HE bedspaces, and that this would be made clear in the final version. Governors queried whether the reference to growth in jobs in agriculture was correct and this was to be further checked. It was agreed it would be helpful to refer a wider number of equine events. It was agreed Health and Safety risks in agriculture should be better defined. It was agreed the governance should be made clearer, for example, that it was a Hartpury review and that the Board, following review and challenge, had endorsed it. It was agreed that the 97% progression statistic should be emphasized. It was agreed to bring greater clarity in relation to work experience references. In relation to the recommendations, it was agreed it should be made clear which ones were ongoing and which were new.</p> <p>Governors queried the volume of responses to the surveys. It was noted these had been low, but noted that they were only one way of getting stakeholder feedback. The importance of avoiding survey fatigue was understood.</p> <p>Governors queried the dates of some external evidence being used. It was confirmed these were the latest versions and it was agreed this should be referenced. Governors queried the references to the LEP, noting it had now moved to be part of GCC. It was noted this reflected the fact that this was a backward-looking document, but agreed some reference could be made to confirm Hartpury was aware of this change,</p>		

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	<p>and working to this new environment. It was agreed it would be helpful to draw out green and digital skills more clearly.</p> <p>Governors queried who would see the Review. They were advised it would be sent to DfE and SFA and might be put as a link on the website.</p> <p>It was confirmed governors could send in any future comments for incorporation.</p> <p>Governors commented that overall it was a comprehensive piece of work which clearly supported the Board in meeting their statutory duty.</p> <p>3pm Christine Cox left the meeting.</p>	
	<b>Accountability Statement 2024-25</b>	
	<p>It was confirmed this needed to incorporate:</p> <ol style="list-style-type: none"> <li>1.0 Purpose</li> <li>2.0 Context and Place</li> <li>3.0 Approach to developing the Annual Accountability Statement</li> <li>4.0 Contribution to national, regional and local priorities (including our target outcomes)</li> <li>5.0 Local Duty Needs</li> <li>6.0 Corporation statement - <i>Confirmation of governance sign off.</i></li> </ol> <p><i>'For colleges and designated institutions in scope the statement should explicitly confirm this document as having fulfilled the statutory Local Needs Duty'.</i></p>	
	<p>It was confirmed that Hartpury's Proposed Commitments were:</p> <ol style="list-style-type: none"> <li>1. Fully embed Landbased T-Levels from September 2024 in: Agriculture, Land Management and Production with specialisms in: <ul style="list-style-type: none"> <li>• Plant and Crops Production</li> <li>• Livestock Production</li> <li>• Landbased Engineering</li> </ul> </li> <li>Roll out the following additional T-Levels from September 2025: <ul style="list-style-type: none"> <li>• Animal Management</li> <li>• Animal Science</li> </ul> </li> </ol> <p>Develop Foundation Programmes for Livestock Production and Agriculture Engineering T-Levels from September 2024 and for Animal Management/Science for September 2025 respectively.</p>	
	<p>2. Continue to embed the LSIP findings to help shape the content of our <i>Hartpury Certificate Plus 'Prep for Success Programme'</i> in relation to core softer skills identified by employers inclusive of digital skills, building on the initial implementation identified in our 2023-2024 Accountability Statement.</p> <p>To be implemented across all provision – Agriculture, Equine, Sport, Animal Management/Science &amp; A Levels</p> <p>Our <i>Hartpury Certificate</i> extends beyond the requirements of the qualification, placing emphasis on employability skills and attributes to support high levels of progression to work and university. It provides a flexible framework to align with emerging industry needs.</p>	
	<p>3. Roll out short Agri-tech CPD events for a further year for equipping agricultural workforce with skills such as:</p>	

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	<ul style="list-style-type: none"> <li>* data interpretation skills to support key business decisions</li> <li>* skills associated with machinery technology to improve farming efficiencies (linked to SDF funded project)</li> <li>* use of agricultural technology to support farming efficiency gains and sustainability (linked to LSIF funded project of SMART Livestock Hub)</li> </ul>	
	<p>4. Continue to further increase Agriculture apprenticeship starts each year at levels 2 and 3</p> <p>5. Further develop specific career pathways for Sports qualifications and A'Level option combinations, utilising industry co-design intelligence and industry co-delivery opportunities and skills development to effectively align with identified pathways.</p>	
	Governors commented that the Accountability Statement was very clearly set out and reflected ongoing discussions and agreed actions at Board. Minor changes were suggested to improve clarification: local needs duty within skills review, clarify the role of the Board, confirm implementation planned for recommendations, clarify the reference to College Plan. Governors queried whether the summative statement relating to the place of the skills review was sufficient, and it was agreed this would be further reviewed, although it was in line with the good practice pilots.	
	<b>The Accountability Statement and Skills Review were APPROVED, subject to the clarifications discussed.</b>	
<b>FE09/05/24</b>	<b>Financial Handbook Update</b>	
	<p>An update on the recently issued Financial Handbook had been provided. It was noted this drew together other guidance following the reclassification of colleges and there were no significant changes to highlight.</p> <p><b>The Update was NOTED.</b></p>	
<b>FE10/05/24</b>	<b>Any Other Business - None</b>	

**Dates of Future Meetings** - all scheduled to commence at 11.30am except where noted.