



HARTPURY

MEETINGS OF HARTPURY UNIVERSITY & HARTPURY COLLEGE

SEARCH and GOVERNANCE COMMITTEES

1pm Thursday 31st October 2024

Hartpury House & Teams

Members	University S&G Committee	College S&G Committee
Edward Keene	Present (Chair)	Present (Chair)
Robert Brooks	Present	-
Henry Hodgkins	Present	-
Alison Blackburn	Apologies (change of date)	-
Andy Collop (Professor)	Present (Vice-Chancellor)	Present (Principal)
Barbara Buck -	-	Present
Chris Moody	Present	Present
Mary Heslop	-	Present
Kam Nandra	Present	Present
In Attendance		
Gillian Steels Clerk to the Board	Present	Present

		ACTION & AGREED DATE
S&G01/10/24	Apologies As above.	
S&G02/10/24	Confirmation of Quoracy It was confirmed the meetings of the University Search and Governance Committee and the College Search and Governance Committee were quorate.	
S&G03/10/24	Declaration of Interest. The Clerk advised that members' interests would be taken as those disclosed in the Register of Members' Interests. Declarations of members' interests noted as follows: Chair, Vice Chancellor and Principal and Chris Moody were members of the University and College Boards. It was noted that where committee membership was discussed that all members had an interest.	
S&G04/10/24	Minutes of the Last Meetings – 27th June 24 The Minutes of the University and College Search and Governance Committee meetings held on the 27 th June 2024 were reviewed and approved as true records.	

S&G05/10/24	Matters Arising	
	<p>The Committees had been provided with an action log which confirmed how actions were being progressed.</p> <p>The update was NOTED.</p>	
S&G06/10/24	External Governance Effectiveness Review	
	<p>As had been previously advised the Committees noted that Boards were required to have an External Governance Review every three years and that Hartpury Boards' second External Governance Effectiveness Review was currently ongoing. This was being conducted by AdvanceHE to enable benchmarking with the previous external review undertaken three years ago. The Review consists of a survey completed by both governors and the SMT to provide 360 reflection. It was noted that feedback from the survey will be available for review at the February meeting.</p> <p>The Committees were also provided with learning to date from External reviews carried out across the sector. The Committees agreed there were points in common with Hartpury's findings.</p>	
	The Committees NOTED the External Governance Effectiveness Review Update and next steps planned.	
S&G07/10/24	Board and Committee Membership	
	<p>The following documents had been provided to aid discussion:</p> <ul style="list-style-type: none"> - Terms of Office - Skills Audit - Committee Membership and Workload 	
	<p>The Terms of Office were considered and individuals with terms of office expiring in 2025 identified. It was agreed the Clerk & Chair would identify whether these individuals wished to be considered for a future term so that they could be considered as a group at the February meeting with consideration of the important balance of renewal and continuity while ensuring that the Boards had the skills they needed to meet their responsibilities. The need for succession planning to be considered carefully to manage membership transition was recognised. It was agreed this would need to consider committee and Board chairs and vice-chairs. It was noted that the 8-year membership role was widely promoted as governance good practice, although as a specialist institution Hartpury always considered a wider breadth of factors when considering re-appointments.</p>	Clerk/Chair Dec 24
	<p>The Skills Audit was considered.</p> <p>It was agreed that the Boards have a broad range of skills.</p> <p>Farming/agriculture knowledge/experience continued to be highlighted for succession planning.</p> <p>The alternate format of skills audit was considered and it was agreed that the Clerk should review the current format and the alternative and bring a</p>	

	<p>blended version to the February Committee for consideration. It was recognised that one challenge of the Skills Audit was that it was a self-assessment and there was a need to try to ensure individuals were using a common yardstick. The importance of continuing to have a summary which indicated any gaps clearly was stressed. It was agreed the review should consider if there were any aspects of the 2030 strategy that needed reflecting, whilst recognising that the focus needed to be on whether individuals had the skills to be able to meet their core responsibilities and challenge robustly but supportively. Ensuring potential governors could also understand the governance management divide was important. The Committees considered the level of challenge currently being provided by the Boards and agreed that currently this was effectively meeting the assessment of effective critical friends.</p> <p>The need for any candidate to understand the time commitment and the responsibilities was stressed.</p> <p>Diversity – it was confirmed processes to try to improve diversity continued to be ongoing, governors were asked to consider this within reflection on process to take forward future appointments. There was a debate about other mechanisms for reaching a broader group of potential candidates, recognising that a diverse board helped support diversity of thinking and encouraged diversity of staff and student recruitment. The option of contacting the Black Leadership Group, AoC or ETF was raised for consideration. It was agreed the Chair and Clerk would discuss this further and take forward. It was also suggested that asking staff with diverse backgrounds might identify other pathways of contact. It was recognised that the proportion of women on the Boards had changed significantly in recent years, following the increased focus on diversity. It was agreed this was an area which would continue to receive focus.</p>	<p>Clerk Feb 2025</p>
	<p>The appointment process was considered and it was agreed the Committees were comfortable with it as it stood. It was noted there were a number of candidates who hadn't been appointed last time who had agreed to be carried forward for future consideration.</p> <p>Committee Vice- Chairs It was agreed all Committees should have Vice-Chairs appointed as part of development & succession planning The College S&G Committee AGREED to propose Mary Heslop as Vice-Chair of the FE Quest Committee to the FE Board, recognising her experience in FE and chairing, to 31 August 2025. A further plan to be developed for 2025/26. The University S&G AGREED to proposed Robert Brooks as Vice-Chair of the University Audit & Risk Management Committee to the University Board recognising his experience in insurance & risk and chairing with a term in line with his term of office.</p> <p>It was noted that Robert Brooks would like some training in Audit Committees and the Clerk agreed to identify some training.</p>	<p>Chair/Clerk Feb 24</p> <p>Clerk Dec 24</p>

	<p>Appointment Process Student Governors</p> <p>Governors noted the current processes: FE Student Governor appointed by election through the FE student representatives' network. HE Student Governor appointed by election through a process co-ordinated by the SU.</p> <p>It was noted that the SU had suggested a process of affiliating the role to the SU Officer for Representation. It was noted this would be an issue if the post was held by an FE student. On balance it was agreed it would be better to continue using the current processes but to be clear that SU Officers were able to apply. It was highlighted that the role of student and staff governors was not a representative one, but to provide the student or staff perspective.</p>	
	<p>The University and College Search and Governance Committees Board and Committee Membership update was noted, with specific actions to be progressed as detailed.</p>	
S&G08/10/24	<p>Diversity Update – Action Plan</p> <p>Feedback on the Diversity Action Plan approved in February 2022 had been provided. It was confirmed the agreed Action Plan was being progressed and there are no areas of concern to highlight.</p> <p>It was noted this had been discussed in detail earlier in the meeting.</p> <p>The Diversity Update Action Plan was NOTED.</p>	
S&G09/10/24	<p>Board Report Format</p> <p>The updated Board report to reflect the 2030 strategy was considered.</p> <p>The Committees APPROVED the updated Board Report Format for use from January 2025.</p>	
S&G10/10/24	<p>Governance Performance Indicators</p> <p>The Governance KPIs were discussed, noting that the issue of diversity of membership was again highlighted. It was confirmed that attendance overall was good and that the individual with poor attendance on the FE Board had stood down.</p> <p>The Governance KPIs were NOTED.</p>	
S&G11/10/24	<p>Board Development & Training</p> <p>The Committee considered the update on Governor Development and the draft Mentor Policy. It was agreed this should be amended to allow both parties to indicate if the fit was not working and an alternative should be considered.</p> <p>It was noted that Mary Heslop had also attended finance and audit development sessions.</p> <p>The T&D update was NOTED and the Draft Mentor Policy AGREED.</p>	

S&G12/10/24	Any Other Business None	
S&G13/10/24	Dates of Next Meetings: Noted	

The meeting closed at 2.25pm

Approved