



HARTPURY

MEETINGS OF THE STRATEGY, FINANCE AND RESOURCES COMMITTEES of HARTPURY UNIVERSITY AND HARTPURY COLLEGE

Minutes of Meetings 10am Wednesday 19th June 2024 Gordon Canning Room & Teams

Members	University SFR Committee	College SFR Committee
Edward Keene	Present (Chair)	Present (Chair)
Henry Hodgkins	Present	-
William Marshall – until 11am	Present	-
Robert Brooks	Present	-
Andy Collop (Professor)	Present (Vice-Chancellor)	Present (Principal)
Alastair Grizzell	-	Present
Chris Moody	Present	Present
In Attendance		
Mick Axtell	Present (Chief Operating Officer)	Present (Chief Operating Officer)-
Rosie Scott- until 11am	Present (Deputy-Vice-Chancellor)	Present (Deputy-Vice-Chancellor)
Claire Whitworth	Present (Deputy-Principal FE)	Present (Deputy-Principal FE)
Lesley Worsfold	Present (Deputy-Principal Resources)	Present (Deputy-Principal Resources)
Gillian Steels	Present (Clerk to the Board)	Present (Clerk to the Board)
Graeme Brooks	Present items 10	Head of Property
Iain Williams	Present items 6- 9	Head of Finance
Lucy Dumbell	Present Items 1-3	Academic Registrar

		ACTION & ACTION DATE
SFR01/06/24	Apologies Apologies noted as above. Quoracy It was confirmed that the University SFR Committee and the College SFR Committee meetings were quorate.	
SFR02/06/24	Declarations of Interest The Clerk advised that members' interests would be taken as those disclosed in the Register of Members' Interests. It was noted that the Chair, Vice-Chancellor/Principal and Chris Moody were members of both the University and College Boards.	
SFR03/06/24	HE Tuition Fees Policy 2025 HE Fee Proposal 2025 Entry The Academic Registrar highlighted key points from the HE Fees Policy and confirmed some planned further changes following feedback from governors outside the meeting. These included: <ul style="list-style-type: none"> A final review to ensure consistency and clarity. referring to the SLC (Student Loans Company) throughout. 	

	<ul style="list-style-type: none"> • being clear about who can approve a fee waiver or refund, as well as who can't. • a thorough proofread to remove subclauses whenever possible. 	
	<p>It was confirmed that the proposal to charge retake fees after two opportunities to retake, recognising the costs involved, were proposed to be introduced following a further review to ensure there were no unintended consequences relating to non-continuance. This would follow the ongoing Exam Boards. It was confirmed that there would be a trial before implementation and that fees would be able to be waived in individual circumstances.</p> <p>The Academic Registrar was thanked for her work.</p> <p>The University SFR Committee APPROVED the HE Fees Policy for 2025, subject to the clarifications detailed above, with authority for minor amendments to be delegated to the SMT.</p>	
	<p>Lucy Dumbell left the meeting 10.10am</p> <p>HE Fee Proposal 2025 Entry It was noted the proposal covered non OfS set fees. Its development had been overseen by the Curriculum Group which included the Chief Operating Officer and the Deputy Vice-Chancellor in its membership. Governors noted the proposals would bring Hartpury into line with its peer group.</p> <p>There was a query re the placement year fee – which referred to 20% but gave an example of a 10% increase – the Deputy Vice-Chancellor agreed to check this and confirm.</p> <p>The HE Fee Proposal 2025 Entry was Approved, subject to resolving the point above.</p>	Deputy VC June 24 – (reviewed and position clarified.)
SFR04/06/24	<p>Minutes of the Last Meetings The minutes of the University SFR Committee and the College SFR Committee 7th May 2024 meetings were agreed as true records.</p> <p>The Electronic Minute relating to Catering Procurement was NOTED.</p>	
SFR05/06/24	<p>Matters Arising The Actions Log update, confirming actions were either complete or in train was noted. The update in relation to the staff survey to provide assurance following the EDI survey was noted.</p> <p>Confidential Item – Commercially Sensitive – 3 years</p>	
SFR06/06/24	<p>Monthly Management Accounts – April The report provided an update on the financial position of the University Group, and enabled the committees to monitor whether financial performance was on track and gain assurance on any areas of potential concern.</p> <p>It was noted that the operating result for the nine months ending April 2024 was a surplus of £1,339k compared to a budgeted surplus of</p>	

	<p>£1,206K. The favourable variance was mostly relating to a favourable in year review of funding from the ESFA for our FE provision in addition to an increase in the funding received from them to support Employers contributions to the Teachers' Pension Scheme. It was confirmed a full reforecast was carried out in early 2024 and would be updated for the May management accounts. Although there would be changes from the previous reforecast there was nothing to indicate that the reforecast would not be achieved.</p> <p>Cash balances at the month end were £6,592k. The University has an overdraft facility of £1m. The University complied with its bank covenants and was forecast to continue to do so.</p>	
	It was confirmed that work had been done in year to reduce costs in HE following the under recruitment in HE.	
	Governors queried whether any progress had been made in reducing transport and utility costs following the discussions in May. The Chief Operating Officer advised that work was continuing to investigate what was driving the increase in transport costs. A provisional plan was in place to reduce transport costs by £100k for 2024/25 by encouraging students to use public transport where this was practical and students were assessed as sufficiently resilient. If this was found to impact enrolments or attendance this would be reviewed. It was confirmed that timetabling and transport were aligned. T-level provision was 5 days a week. Governors queried whether KPIs for the service provider were now in place to encourage consideration of cost. This was confirmed. The SMT confirmed that the logistics of the management of the service had been improved since it had been outsourced.	
	The Chief Operating Officer advised that Hartpury had now moved to TEC for management of its utilities. It was planned to reduce the standing charge as it incorporated capacity levels beyond those required by Hartpury. The new service would provide greater transparency in relation to use to support potential future reduction of use.	
	<p>The University SFR Committee NOTED the April 2024 Management Accounts.</p> <p>The College SFR Committee NOTED the April 2024 Management Accounts.</p>	
SFR07/08/24	Confidential Item – Commercially Sensitive 3 years	
SFR08/06/24	Draft University Financial Plan – Confidential – Commercially Sensitive until November when Approved by the Board	
	<p>This paper put the proposed 2024/25 budget into the wider perspective of the long-term strategic plan. The strategic financial plan aimed to achieve planned growth in student numbers and deliver commensurate development of the facilities on site to accommodate the growth in time.</p> <p>The plan beyond 2024/25 had been prepared using high level assumptions. A more detailed Strategic Financial Plan would be developed and honed over the early autumn as enrolment progresses, in preparation for the OfS financial return for submission in November 2024.</p>	

	The plan assumed that Hartpury will not receive any capital grants to support developments beyond that already secured in 2023/24, and no further philanthropic donations to support on campus developments. The revised financial outlook was summarised.	
	It was confirmed that a small amount of efficiency savings were incorporated but that additional value improvement work which was being looked at was not included. The figures for 25/26 were shown as similar to 24/25, with net debt collection improving slightly. The Chief Operating Officer confirmed that the need for close management in 2024/25 was recognised.	
	Confidential Discussion – Commercial Sensitivity	
	Governors reflected on the payroll % which was now 60%, having been 45% as a college. It was recognised that it would be impacted by outsourcing, but agreed it was a helpful metric to keep awareness of.	
	The University SFR NOTED the Finance Plan and the processes planned for revision by November 2024.	
SRF09/06/24	Draft ESFA Financial Plan	
	<p>The College SFR Committee considered the Colleges Financial Forecast Return (CFFR), noting a copy of the full return was available on the governors' website. This provided the forecast out turn for 2023/24, the budget for 2024/25 and a forecast budget for 2025/26 for Hartpury College. It was recognised that for Hartpury College, due to the legal and financial set up of the Hartpury University Group, this was a relatively simple return. The College directly receives only ESFA income and a small amount of tuition fee income. Costs were limited to teaching staff and their related pension and direct teaching non-pay, with the share of all other overhead costs being a single amount.</p> <p>It was confirmed that in completing the model, the 2023/24 figures reflected a subset of the January 2024 reforecast figures (updated for Teachers Pension allocation) from the management accounts, which in turn were based upon the budget approved by Corporation in July 2023. The 2024/25 budget was a subset of the budget paper – see item 7 and for the forecast budget for 2025/26 was a subset of the Draft University Financial Plan – see item 8.</p>	
	The College SFR AGREED to RECOMMEND to the College BOARD the APPROVAL of the CPPR and its submission to the ESFA.	
	11.10 Iain Williams left the meeting, Graeme Brooks joined the meeting.	
SFR10/06/24	Confidential Item - Commercially Sensitive – Restricted 3 years	
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SFR 12/06/24	Confidential Item - Commercially Sensitive – Restricted 3 years	

	12.05pm The Director of Digital Services and Continuous Improvement joined the meeting.	
SFR11/06/24	Digital Services Update	
	The report provided an overview of the Hartpury Digital Strategy development, including potential key strategic areas and themes sitting within them. It was confirmed that as with other supporting strategies that underpin Hartpury 2030 the Digital strategy will be developed over the coming months ready for approval in March 2025.	
	Confidential Discussion – Commercially Sensitive – 3 years	
SFR13/06/24	Committee Terms of Reference & Self-Assessment	
	The Committee considered the self-assessment and confirmed that the committee had met its requirements. It was noted that since last year there has been additional reporting on sustainability and digital, with International going to the full Board as part of the 2030 discussions. It was confirmed these were now being regularised within the agenda cycle.	
	The Committees reflected on the expenditure limits for maintenance detailed within the terms of reference (an extract from the Financial Regulations). It was noted these were different to capital project expenditure and the reasons for this: budget approval and capital project approval process were considered. It was confirmed the Committees were comfortable with the position.	
	The Committees:	
	(i) APPROVED the Self-Assessment; (ii) AGREED the Agenda Cycle; (iii) AGREED the proposed minor changes to the Terms of Reference.	
SFR14/06/24	Any Other Business	
	Catering Contract – it was confirmed the catering staff had been updated and no concerns raised.	
	Dates of future meetings were noted.	

The meeting closed at 12.45pm

APPROVED