



# HARTPURY

## Minutes of the Meetings of Hartpury University and Hartpury College Boards 10 am Wednesday 12<sup>th</sup> July 2023 Agri-tec Centre, Seminar Room 1

### Members

Edward Keene  
 Alison Blackburn  
 Patrick Brooke  
 Robert Brooks  
 Sascha Bruce  
 Barbara Buck -  
 Andy Collop (Professor)  
 Alastair Grizzell  
 Jennifer Garvey  
 Mary Heslop  
 Henry Hodgkins  
 Thomas Legge  
 Sean Lynn  
 William Marshall  
 Chris Moody  
 Lucie Hammond  
 Ian Robinson (Professor)  
 Philip Robinson  
 John Selby (Dr)  
 Helen Wilkinson

### In Attendance

Lynn Forrester- Walker  
 Rosie Scott-Ward  
 Gillian Steels  
 Claire Whitworth

Lesley Worsfold

### University Board

Present (Chair)  
 Present (Co-opted Governor)  
 -  
 Present  
 Present (HE Student Governor)  
 -  
 Present (Vice-Chancellor)  
 7  
 -  
 -  
 Apologies  
 Present (HE Staff Governor)  
 -  
 Present  
 Present  
 Present  
 Present  
 Resigned  
 Present  
 -  
 Present (Chief Operating Officer)  
 Present (Pro-Vice-Chancellor)  
 Present (Clerk to the Board)  
 -  
 Present (Deputy-Principal Resources)

### College Board

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

		<b>ACTION &amp; ACTION DATE</b>
<b>01/07/23</b>	<p><b>Apologies and Confirmation of Quoracy</b>            Apologies as detailed above. The Boards were advised that Philip Robinson had stepped down from the University Board due to time pressure, but noted he would continue to be an ambassador for Hartpury.</p> <p>It was confirmed the meetings of the University Board and the College Board were quorate.</p>	
<b>02/07/23</b>	<p><b>Declaration of Interest</b>            The Clerk advised that members' interests would be taken as those disclosed</p>	

		<b>ACTION &amp; ACTION DATE</b>
	<p>in the Register of Members Interests.</p> <p>In relation to the agenda it was noted that some of the recommendations of the Search and Governance Committee related to committee membership for named governors.</p> <p>It was noted that the Vice-Chancellor and Principal had an interest in relation to Gloucester-Hartpury item, as he would be a Director of the proposed Joint Venture.</p>	
03/07/23	<p><b>Minutes of the meetings</b></p> <p>The Minutes of the University Board and the College Board meetings held on the 17<sup>th</sup> May 2023 were agreed by the respective Boards to be true and accurate records.</p>	
04/07/23	<p><b>Matters Arising</b></p> <p>An action log had been provided updating on issues raised at previous meetings.</p> <p><b>Blackfriars Accommodation Tour</b> – 22<sup>nd</sup> August 3pm – Governors to be invited.</p> <p><b>FE Accommodation Tour</b> – to take place after meeting</p> <p><b>EDI Report Responses</b> – Governors confirmed they were comfortable with the responses.</p> <p><b>Defunding Uniformed Services Offer</b> - confirmed this remained government policy, although lobbying continued.</p> <p><b>The update was NOTED.</b></p>	
	<p><b>Part 1 Priority Agenda Items</b></p>	
05/07/23	<p><b>Vice-Chancellor and Principal's Update</b></p> <p>The Vice-Chancellor and Principal provided a presentation.</p> <p>The presentation covered:</p> <ul style="list-style-type: none"> <li>• External environment</li> <li>• Budget</li> <li>• Hartpury 2030</li> <li>• Hartpury Sport</li> <li>• Digital Agri-tec</li> <li>• Gloucester Hartpury Joint Venture</li> <li>• Priorities</li> <li>• Events</li> </ul> <p><b>External Environment</b></p> <p>The ongoing difficult landscape for FE and HE was highlighted.</p> <p>The <b>budget</b> for the following year, as would be discussed later in the agenda, was tight, reflecting the position at many universities and colleges. The challenges around staff pay were recognised, noting that the pay settlement for schools was likely to be 6-7% which would increase the gap between college and school pay.</p>	

**College Curriculum -T'levels** - The majority of Landbased colleges had yet to adopt T'levels. Hartpury planned to start in 2025. Defunding of some College Curriculum remained a concern. The Equine T'level had been delayed, Hartpury was providing feedback on the curriculum. Governors queried whether if there was a change of government T'levels would continue, noting that the current government was strongly committed to T'levels. At this time it was thought likely T'levels would continue regardless of who was in government. It was confirmed that Hartpury was supportive of a strong technical offer, but had concerns at the curriculum content of some of the T'level provision which was still being developed. It was recognised that B'tec provision had previously served this area well and that new qualifications would require bedding in. A governor commented that feedback from the landbased sector on the T'level curriculum had not been incorporated in the development initially. It was noted IfATE (Institute for Apprenticeships and Technical Education) were now more receptive to feedback. The challenge of developing a qualification that reflected the diversity of the landbased sector, both in relation to business size and type of activity: agri-engineering to floristry, was recognised. The importance of ensuring the qualifications were fit for purpose and met student and employer needs was stressed.

**Governance** - recent issues raised at Weston College had reinforced the ongoing need for governors to be vigilant to ensure good governance. It was confirmed that Hartpury University's partnership relationship with Weston College, was coming to a conclusion, and would complete 2024, for unrelated reasons.

**International Students** - differing views between the Home office and the Education Secretary on International Students and their dependents were currently playing out. The outcome would impact on international student recruitment approaches across universities, but the debate was already impacting on Britain's perceived welcome for International Students. The Vice-Chancellor and Principal outlined the benefit from International Students, economically :Economic Impact - for the UK - £37bn, for the Forest of Dean £300/resident (£27m) and for Gloucester £300/resident (£44m) and by increasing diversity and enriching a campus.

**Research**

**Research Excellence Framework (REF)** – the initial rules for the 2028 round had been announced, these included an expansion of the definition of research excellence to ensure appropriate recognition was given to the people, culture and environments that underpin a vibrant and sustainable UK research system and a more inclusive research assessment exercise, capturing the valuable contributions of a wider range of research and research-enabling staff.

**Expanding Excellence in England (E3) fund** – Hartpury's bid in relation to equine had been unsuccessful in a very competitive round. Other funding options would be explored.

**Professional Services Salary Scale Development** – this was ongoing, targeted to be implemented Jan 2024.

**OFSTED Residential Student Accommodation – FE Students** - Action Plan was progressing. A recent External Audit had provided positive feedback –

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“good” in all areas assessment. A review visit from OFSTED was awaited, with a full inspection expected within 2years.

**Chief Operating Officer Appointment**

A further recruitment process, supported by recruitment consultants was now ongoing. The target was to have a new appointment in place for 2024. The current COO was continuing until December.

**UCU** – meetings to discuss a request for formal recognition were ongoing. There was a meeting with ACAS, 13<sup>th</sup> July 2023, to understand more about the request which had been received, the level of support within the institution for this was not known. The Board would be updated on this. It was confirmed that currently Hartpury did not recognise any unions but to provide opportunities for staff to input into Hartpury life and to provide feedback there was a staff forum, open Vice-Chancellor surgeries and regular staff addresses with the opportunity for questions. The Vice-Chancellor and Principal commented that the important issue was the relationship between staff and senior managers. It was noted that staff with experience from different institutions had different perspectives.

**Re-Classification of Colleges within the Public Sector** – implications of this continued to be kept under review. No confirmation had been provided by DfE yet on whether the reporting period for colleges would be changed to 31<sup>st</sup> March – this would have a significant impact.

**Budget**

The forecast over the next 4 years was discussed. It was confirmed that a lot of work was ongoing, recognising the pressure on the unit of resource. Options for new programmes and increasing commercial income were being explored. An update on curriculum discussions within HE would be discussed within the HE item later in the meeting.

**2030 Strategy Update**

There had been two rounds of staff meetings covering curriculum and cross-cutting themes and input from external stakeholders. There would be a workshop session at the Board in September. Work was ongoing to develop a draft 8-page strategy which would come to the Board in November for review.

**Hartpury Sports Business Hub** – activities outlined to Board.

**Digital Agri-tec Studio** – Launch video displayed.

**Joint Venture Gloucester Hartpury** – planned core elements, which had been discussed at SFR were highlighted. It was confirmed that the draft Agreement would be circulated to the Board for comment and endorsement electronically in August. It was currently with Hartpury’s legal advisors. The controls and balances between Hartpury and Gloucester Rugby were outlined. Governors queried whether there was a financial risk to Hartpury. It was confirmed actions had been put in place to minimise the risks. It was confirmed that the team would be part of a shareholder league which should help to ensure financial caps were in place. The importance of the league operating in a way that was sustainable was understood by all parties. It was confirmed that the Joint Venture would not be funded through public sector funds. The Chief Operating Officer confirmed the plans had been discussed with the

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	<p>Auditors and they had not highlighted any concerns. The final agreement would incorporate exit clauses and that it would be a limited share company. It was confirmed that the team would be part of Hartpury's unique selling point and that it provided marketing and recruitment benefits. It was confirmed the team would be supported through significant sponsorship. Governors noted it was important to recognise that management time would be used in the venture and it needed to be kept under review to confirm value for money. Governors queried the proportion of players that would be Hartpury students. The Chief Operating Officer advised that 50% would be Hartpury students or Hartpury graduates.</p> <p>Future priorities were outlined.</p> <p>Recent Events were noted:</p> <ul style="list-style-type: none"> <li>• Summer ball – positive feedback from neighbours and students</li> <li>• Alumni Event 3<sup>rd</sup> June – area of increasing activity</li> <li>• Open Farm Sunday – very busy and positive event</li> <li>• Gloucestershire Big Health Day – active participation from Hartpury students - helps people with learning disabilities with complex physical and health needs and those with physical and mental ill health needs to stay active and healthy.</li> <li>• College Prize Day – excellent event</li> <li>• Hartpury won SoGlos Sporting Venue of the Year Award</li> <li>• Hartpury Won Change Management and Innovation Category at Regional Business Awards</li> </ul>	
	<b>The University Board and the College Boards NOTED the Update.</b>	
06/07/23	<b>KPIs – Confidential Commercial Sensitivity 3 years</b>	
07/07/23	<p><b>Management Accounts – May 2023</b></p> <p>The Report provided an update on the financial position of the University Group. It was noted that the operating result for the ten months ending May 2023 was a surplus of £3,815k compared to a budgeted surplus of £2,600K. The favourable variance was mostly resulting from higher FE high needs funding from Local Authorities together with lower than budgeted staffing costs mostly as a result of vacancies and lower employer national insurance and pension costs. A full reforecast had been carried out in January and was updated in April resulting in a projected surplus of £2,078k (£1,474k – Jan 23) compared to an original budget of £1,054k. A grant from Hartpury University Charitable Trust to fund the development of the New Vicarage accommodation extensions had been included at £450k which was not previously and although there have been some other amendments, this made up the majority in the increase in the expected surplus.</p> <p>Cash balances at the month end were £11,299k. The University had an overdraft facility of £1m. It was confirmed that the University complied with its bank covenants and was forecast to continue to do so.</p> <p>The Boards noted that the reasons for the favourable variances were not expected to continue in the future, and that there was a continued need for</p>	

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	prudence.	
	<b>The College and University Boards NOTED the Management Accounts.</b>	
<b>08/07/23</b>	<b>FE Report</b>	
	<p>The Vice-Chancellor and Principal presented the report. It was noted the report provided a high-level overview of progress made with key areas of development for Hartpury College, in addition to providing an overview of recent updates to policy and the external environment.</p> <p><b>Policy / External Environment:</b></p> <p><b>1. New statutory requirements for Governors</b> our Skills Review is progressing.</p> <p><b>2. Qualification Reform &amp; T-Levels</b> – ongoing discussions with IfATE re the agriculture T'level were providing reassurance. The Equine T'level was paused and there had been no news on the Countryside Management replacement. Until replacements were in place existing provision continued to be funded.</p> <p><b>3. Strategic Development Funds moving to Local Skills Improvement Fund for 2023-2024</b> which we need to align with our Accountability Agreement outputs.</p> <p>A watching brief was ongoing on the qualification landscape, particularly in relation to T-Levels and de-funding of qualifications, further details of which we should receive over the summer.</p> <p><b>Recruitment: 2023-2024</b> applications continue to be strong, with continued focus on conversion against target as are aware that beds will be a limiting factor on some courses. Work to manage waiting lists effectively to mitigate was taking place. It was agreed that currently Hartpury was in a good position, whilst recognising work on conversion would continue.</p> <p><b>Continuous Improvement:</b> - work on this continued as reflected throughout the report. Effective progress was being made with the actions on the Quality Improvement Plan overall. Most actions had been completed with positive impact, although as always impact was being reviewed, with the view to drive forward further improvements for next year. Following an in-year staff workload consultation, a number of changes had been implemented to support staff during the year and for September.</p>	
	<b>The FE Report was NOTED.</b>	
<b>09/07/23</b>	<b>HE Report</b>	
	<p>The Board considered the report which included:</p> <p><b>HE sector update</b> (in addition to that provided by the Vice-Chancellor's update). It was confirmed it was a challenging time for the sector. The</p>	

government had stated it would introduce student number controls for courses deemed substandard. How this would be actioned was not known. Hartpury had modelled if the proposal to implement minimum entry criteria was applied and identified this would have a limited impact on Hartpury. It was noted that OfS considered that HE was generally a stable sector financially, however this masked significant variation, with some universities experiencing significant financial challenges.

**National Student Survey (NSS)** publication of results 10<sup>th</sup> August, 2022  
**Increase in STEM related funding** - may benefit band B funding for Hartpury.

**Graduate Outcomes Data** – 97% of Hartpury graduates were in employment or further study. This put Hartpury first for Gloucestershire and the South-West, and within the top 10% of universities nationally.

**B3 Quality Conditions** – it was confirmed Hartpury was continuing to monitor these.

**Student Recruitment and Retention** continued to be area of significant focus. It was recognised that whilst there had been above sector growth in HE numbers it was not at the level targeted.

A review of the cost base was ongoing. Course options and complexity was being considered. It was confirmed any changes would be carefully considered, recognising that Hartpury's NSS scores were strong. The sustainability and effectiveness of assessment was being considered as Hartpury grew. Reducing contact time to in line with sector averages (12 hours) was being considered by Academic Board. It was noted this proposal in part reflected changed student behaviour, and confirmed it would be thoroughly considered. Governors stressed the importance of this being thoroughly considered.

A presentation on retention and on new academic programmes which were being considered was provided.

Landbased recruitment was a concern, this was replicated across the sector. An active clearing campaign was planned. The withdrawal rate was 4.9% - lower than the previous year at this stage. An increased number of withdrawals was indicated as a sector issue by Student Loan Company data. Foundation Year and early year of study showed the biggest rate of withdrawal, both at Hartpury and nationally. A review of themes for withdrawal were wellbeing, financial reasons and level of employment opportunities. Identified risk indicators were male, older, POLAR (participation of local areas) and trailing credits. Consideration of ways to improve support were ongoing, including staff were aware of students falling within these cohorts. The numbers of days on campus had been reduced following feedback from the SU, this enabled students to obtain part time work.

The potential new programmes were considered. The Board's role in considering the impact of new subject areas on the nature of our curriculum offer, student support and experience was highlighted. The information on retention highlighted reasons for withdrawal and actions being taken to respond. The need to ensure the quality of any new provision was stressed by governors. The investment required was also considered, with the importance of achieving sustainable cohorts

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recognised as an important consideration. It was noted that at this stage it was targeted to bring some of the new provision on stream for 2024/25 enrolment. The Vice-Chancellor and Principal confirmed that the new provision being considered mapped to current provision and the aim was to continue to focus on sport and landbased provision.

A governor questioned when it would be possible to submit a further application for the World Leading and specialist funding, and whether the proposed new provision would further decrease the likelihood that that Hartpury would be successful for such a bid. The Deputy-Vice-Chancellor advised that it was likely that there would be a further bidding round in 3 years' time, but that even without further provision change Hartpury was unlikely to prove successful due to having two specialisms (sport and landbased) and because it was unlikely to have sufficient Research and Knowledge Exchange, based on current trajectory, to meet the world leading classification.

A governor asked for further information on why landbased applications were down, querying whether this was because students were going elsewhere or if the sector was not attracting students. He commented that there was an ongoing revolution in agriculture with the development of robotics and queried if this was a sector where growth should be happening. The Deputy-Vice-Chancellor advised that there had been an increase of 25% in pure agriculture, the issues were in the allied landbased areas: equine, animal and veterinary nursing. She advised equine was being impacted by the number of riding schools which had closed during Covid and that challenges getting Veterinary Nursing placements. She advised that the relocation of Veterinary Nursing and Animal would increase Hartpury's destination attractiveness. In relation to technology Hartpury was in conversations with another university relating to their robotics lab. This would continue to be explored.

A governor queried whether if contact hours were reduced the additional facilities being built would be fully utilised. The Deputy-Vice-Chancellor advised that currently generally only the 1<sup>st</sup> year had contact hours above 12, although in some areas such as Veterinary nursing contact hours were higher. She advised that provision would be assessed to see if there was a clear benefit to the higher contact hours. Course would be reviewed on an individual basis. She confirmed that additional facilities would be fully utilised. Hartpury was considering provision which would be taught at the weekend and on bloc to make best use of its facilities. It was noted that enhancements were also being reviewed to ensure they had impact. It was recognised difficult choices would have to be made, recognising that costs had increased but income per course had not. Governors were advised that the student fee of £9k was now worth £6.5k due to inflation.

A governor asked whether there was demand for the proposed new provision, and whether Hartpury would be able to compete with universities already delivering in that area, for example in relation to education. The Deputy-Vice-Chancellor advised that there was evidence of demand, but that Hartpury would need to ensure it had a clear USP. The Vice-Chancellor and Principal commented that there was a range of different provision in education and Hartpury would align it to its current provision.



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	<p>The Chair asked how it would be involved in the next stage of the discussion of the potential new provision. The Deputy-Vice-Chancellor advised it would either be brought to the September Board or the November QuEst, once consideration had been given to the proposals at Academic Board and due consideration given to the recruitment cycle.</p> <p>The Chair of the QuEst Committee commented that the Committee had considered a similar presentation to that given to the Board in June which had helped set out the matters being considered very clearly.</p> <p>The need to consider the wider impact of any provision on Hartpury's ethos and balance was noted.</p>	
	<b>The HE Update was NOTED with an Update to be provide in September at Board and the November QuEst.</b>	<b>Dep-VC Set – Bd Quest - Nov</b>
<b>10/07/23</b>	<p><b>Capital Projects Update</b> <b>T Level Capital Fund Wave 5 Application Outcome</b></p> <p>The Boards' considered the Capital Projects Update. This was supported by the regular spreadsheets which showed the project plan and financial summary. The new Car Park had been formally opened on 7<sup>th</sup> July. Mark Harper, Transport Secretary had been in attendance. The ULH topping out ceremony had also taken place. Work continued to value engineer the Veterinary Nursing building, which would then be brought back to SFR and the Board.</p> <p><b>T Level Capital Fund Wave 5 Grant</b> It was noted that since the SFR Meeting Hartpury had been advised that of the success of its T Level Capital Fund Wave 5 Application Outcome. The TLCF BFIG will be allocated by a grant of the lesser of £990,909 or 90% of the actual eligible project costs upon completion of the scheme. Hartpury would be responsible for covering the remainder of the project costs, in line with the provider funding contribution indicated in its application of at least 10% of eligible T Level project costs. The grant funding was to be used to deliver the scope of the project, which was the refurbishment of two Agricultural Engineering Workshops, as set out in the application. This would support the delivery of our planned Landbased T Level provision.</p> <p>It was planned that work would start in April 2024, with the building ready to use by the start of 2024/25 academic year. Governors were pleased with the successful outcome.</p>	
	<b>The Capital Project Update was NOTED.</b>	
<b>11/07/23</b>	<p><b>Student &amp; Staff Voice</b></p> <p><b>Student Governors</b> – the recent Student Staff Award ceremony was highlighted. It had been a very positive occasion.</p> <p><b>Staff Governors</b> – staff had found recent strategic conversations useful and</p>	

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	<p>interesting, and been pleased to be involved.</p> <p><b>Governor Link Feedback</b> Governors had been involved in a breadth of activities: <b>Research and Knowledge Exchange Conference – 14<sup>th</sup> July 2023 (planned)</b> - Barbara Buck, Patrick Brooke, Ian Robinson <b>Finance and Audit Chairs AoC Forum – 26<sup>th</sup> June</b> – Patrick Brooke <b>Website Focus Group 6<sup>th</sup> June</b> - Ian Robinson, Barbara Buck, Chris Moody <b>Star Awards – 24<sup>th</sup> May 2023</b> - Helen Wilkinson <b>College Prize Day – 22<sup>nd</sup> June:</b> Barbara Buck - AM and PM ceremonies Patrick Brooke – AM Ceremony, Bill Marshall and wife – AM and PM ceremony Chris Moody – AM and PM ceremonies, Lucie Hammond – PM Ceremony Mary Heslop - AM and PM ceremonies, Ian Robinson - AM and PM ceremonies and John Selby- AM and PM ceremonies <b>Digital Studio Launch 25<sup>th</sup> May</b> - Bill Marshall, Edward Keene, Alastair Grizzell <b>Open Farm – June</b> - Helen Wilkinson, Robert Brooks</p> <p><b>Department Visits</b> <b>Veterinary Nursing</b> - Lucie Hammond 10<sup>th</sup> March <b>Sport</b> - Chris Moody <b>Animal</b> – Helen Wilkinson - link meeting with in Nov 22, visited Feb 9 Feb and Teams meeting 6/5/23. <b>Research</b> – Alison Blackburn – update emails/chats with Academic Dean</p> <p><b>Overall Department Visit Feedback</b> <b>Students feeling safe</b> - No issues were raised in relation to students feeling safe. <b>Staff Morale</b> – Yes – positive especially with the Star Awards. Staff morale was positive at the moment and looking forward to the new facilities being planned. Staff were also positive about being involved in the new facilities <b>Strategic Issues Raised:</b> New facilities – how will this look and feel?</p> <p><b>The Updates were NOTED.</b></p> <p>The Chair thanked governors for their feedback which helped to triangulate the information provided at the meetings.</p>	
12/07/23	<p><b>Strategy Finance and Resources Committee</b> <b>Minutes of the meeting 21<sup>st</sup> June 2023 – were noted.</b></p> <p>The Chair updated on key discussion points from the meeting. The Chair commented on the discussions relating to increasing delegation from the Boards to the Committees, highlighting that the Boards continued to have overall responsibility. It was noted that the Committees could still highlight key aspects to the Boards within the minutes and reports would continue to be available to the Boards. It was agreed that the proposed increased delegation time would increase time for strategic discussion at Board. It was agreed the process could be revised if necessary in the future.</p>	

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	<p><b><u>Recommendations to the Boards:</u></b>  <b>College &amp; University SFR recommend APPROVAL of:            Budget 2023/24</b></p> <p>The Boards considered the proposal from the SFR Committees. It was noted that the budget would incorporate a vacancy factor which would help with review of the budget over the year. It was recognised it would be a challenging year. It was confirmed the budget only included confirmed donations generated by the Business Development Team. The Vice-Chancellor and Principal advised that the Business Development Team was developing an investment prospectus to use to promote funding opportunities. He advised this would be shared with the Board once complete.</p> <p>Governors considered pay costs. It was confirmed that the 2% provision included the cost of increments. It was recognised that pressures on any pay award would be significant.</p> <p>Governors considered the development of the inclusion of a vacancy factor. It was agreed this was a prudent development. Governors queried whether the level relating to catering was sufficient. The Deputy-Principal Resources advised that progress had been made in this area.</p> <p><b>The College and University Boards APPROVED the 2023/24 Budget.</b></p> <p><b><u>Recommendations to the College Board:</u></b>  <b>College SFR Recommends the Approval of the ESFA Finance Return</b></p> <p>The College Board considered the ESFA Finance Return. A governor welcomed the increase in funding for high needs students and queried if it would be sustained. The Chief Operating Officer advised there had been a significant increase in students with high needs in the 2023/24 cohort, the additional funding supported their additional learning support needs. She advised the students were predominantly in the animal area. She advised that it was considered sustainable and that additional support staff had been recruited. A governor queried whether the payment from councils were paid in a timely way, and it was confirmed this was generally the case.</p> <p><b>The College Board APPROVED the ESFA Financial Return.</b></p>	<p>VC/P            Sept/Oct 23</p>
	<p><b>It was NOTED that the University Finance Plan has been updated and would be finalised in November</b></p> <p><b>SFR Committee Terms of Reference &amp; Agenda Cycle</b>  <b>The Updated Terms of Reference and Agenda Cycles were approved by the respective University and College Boards.</b></p>	
13/07/23	<p><b>Audit &amp; Risk Management Committee</b>  <b>Minutes of the meeting 27th June 2023– NOTED.</b></p>	

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	<p><b>Re-appointment of Internal and External Auditors</b> The Chair highlighted the increase in External Audit fees. It was noted it was a difficult time to appoint External Auditors. <b>The Re-appointment of Internal and External Auditors for a further two years was noted.</b></p> <p><b>Top Risks- these were NOTED.</b></p> <p><b>Regularity Self-Assessment Questionnaire</b> <b>The College Board APPROVED the Regularity Self-Assessment Questionnaire and AGREED it should be signed by the Chair and Principal.</b></p> <p><b>Internal Audit Annual Plan</b> It was noted this was 45 days as in the previous year and was the same price as previously. The Committee Chairs commented that TIAA was providing a good service, which gave the Committees and Boards assurance. <b>The Internal Audit Annual Plan for 2023/24 was ENDORSED by the University and College Boards.</b></p> <p><b>Audit and Risk Management Committee Terms of Reference &amp; Agenda Cycle</b> The Committee Terms of Reference and Agenda cycle were considered. <b>The University and College Boards APPROVED the Terms of Reference and Agenda Cycles for the University and College Audit and Risk Management Committees respectively.</b></p>	
14/07/23	<p><b>Quest Committee – Minutes of the Meetings 29<sup>th</sup> June</b></p> <p><b>HE</b> The HE QuEST Committee Chair highlighted the helpful presentation by the Academic Registrar on OfS and by the Academic Dean on Research which had set out the trajectory of growth and the rate of PhDs being achieved – two more in the last year. He advised that application for Research Degree Awarding Powers were being considered and would be brought to the University Board for discussion in due course. He advised that a student complaint which had been considered by the Office of the Independent Adjudication for HE had been partially upheld, but that all action required by Hartpury had already been taken.</p> <p><b>FE</b> The FE QuEST Committee Chair advised that the Quality Improvement Plan (QuIP) had been reviewed, some areas of challenge had been identified. There had been challenges relating to turnover of staff in agriculture. A plan had been put in place to address this. There had been a LANDEX review of Teaching and Learning which had been very useful. Actions suggested were being implemented through CPD (Continuing Professional Development).</p>	

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	<p>There had been a helpful report on Teaching and Learning which provided assurance in relation to deep dives, qualifications and of alignment to the OFSTED Education Inspection Framework (EIF). Student Satisfaction had been considered. Where this was below target, in equine and agriculture, deep dives had taken place to identify any concerns or actions required and these had been actioned.</p> <p><b>Terms of Reference &amp; Agenda Cycle</b>  <b>The University and College Boards APPROVED the Terms of Reference and Agenda Cycles for the University and College QuEST Committees respectively.</b></p>	
15/07/23	<p><b>Search &amp; Governance Committee - - Minutes of the Meetings 29<sup>th</sup> June</b>  The Chair advised that the Committees had agreed that the actions identified within the Effectiveness Review had been completed and the Action Plan signed off. The Committee had considered ongoing action on the Diversity Action Plan, noting this remained ongoing, with the Boards' commitment to improve diversity built in to recruitment processes.</p> <p>Vacancies had been considered. It was noted that Kam Nandra had stepped down in November. The following terms of office would come to an end in August: Sean Lynn's – College staff governor, John Selby - University Board independent governor, Jennifer Garvey – College Student Governor. Election processes for student governors had taken place. The staff governor election for the College was ongoing. It was highlighted that Philip Robinson had stepped down after the S&amp;G meeting, but that actions would take place for a replacement.</p> <p><b>The University and College Boards NOTED the University and College Search and Governance Committee minutes.</b></p>	
	<p><b>The College Board, in line with the recommendation of the College Search and Governance Committee, APPROVED the appointment of Nick Oldham to the College Board, given his experience as a head of a residential school, experience of quality, safeguarding, land based and sport activity, for a 4-year term of office from 1 September 2023- 31<sup>st</sup> August 2027 and to remain as a member of the FE QuEST Committee.</b>  (noting appointment checks carried out previously)</p>	
	<p><b>The College Board, in line with the recommendation of the College Search and Governance Committee, subject to appointment checks, APPROVED the appointment of Sue Blake to the FE QuEST Committee given her experience in relation to T'levels, skills and FE sector and experience as a governor for a 4-year term of office from 1 September 2023- 31<sup>st</sup> August 2027.</b></p>	

		<b>ACTION &amp; ACTION DATE</b>
	The University Board, in line with the recommendation of the University Search and Governance Committee, subject to appointment checks, <b>APPROVED</b> the appointment of Rose Stephenson, to the University Board, given her experience in HE, HE Policy and education, for a 4-year term of office from 1 September 2023- 31 <sup>st</sup> August 2027 and to have the option to attend HE QuEST Committee, and to become a formal member of HE Quest from 1 <sup>st</sup> September 2024.	
	The University Board, in line with the recommendation of the University Search and Governance Committee <b>APPROVED</b> the extension of the appointment of Jon Renyard to the HE Quest Committee from 1 <sup>st</sup> December 2023 – 31 <sup>st</sup> December 2024, given his breadth of experience and ongoing contribution. (noting appointment checks carried out previously)	
	The University Board, in line with the recommendation of the University Search and Governance <b>APPROVED</b> Chris Moody be appointed as a member of the HE QuEST Committee with a term of office in line with his University Board term of office, given his breadth of education knowledge.	
	The College Board, in line with the recommendation of the College Search and Governance <b>APPROVED</b> Mary Heslop to continue as a member of the FE QuEST Committee until 31 <sup>st</sup> August 2024, given her breadth of education knowledge.	
	<b>Appointment Process for Chancellor – additional information for Standing Orders.</b> The Appointment Process for the Chancellor to be added to the Standing Orders was <b>APPROVED</b> .	
15.3	<b>Student Governor Appointments</b> It was <b>NOTED</b> that Sascha Bruce had been re-elected as the HE Student Governor. It was <b>NOTED</b> that College Student Governors - Amy Tranter - L3EDEM Science and Deputy Max David – L3FDEM Equine (pronouns they them) had been appointed. (both to attend Board meetings to provide support & resilience)	
15.4	<b>Updated Committee Membership</b> The Updated Committee Membership was <b>NOTED</b> .	
15.5	<b>Governance Effectiveness Review Action Plan Signed off</b> This was <b>NOTED</b> .	
16/07/23	<b>Application of Hartpury Seal*</b> Noted the Seal had been used in relation to: Shared Prosperity Fund Grant Forest of Dean District Council and Hartpury University	

		<b>ACTION &amp; ACTION DATE</b>
	<b>The Seal had been used in line with agreed parameters.</b>	
<b>17/07/23</b>	<b>Any Other Business</b>	
	<p>Thank you to retiring governors for their time and commitment. Their contribution to the changes which had taken place during their terms of office were highlighted.</p> <p>College:  Jennifer Garvey – Student Governor – 1 year – insight into college student perspective  Sean Lynn – Staff Governor – 8 years- – insight into college staff perspective</p> <p>University:  John Selby- Independent Governor – his commitment to Hartpury’s EDI journey, Degree Awarding Powers and University status, continuous improvement, scrutiny to achieve quality were highlighted.</p>	
	The Chair thanked all governors and staff for their work.	
	<b>The meeting closed at 12.30 pm</b>	

APPROVED SEPTEMBER 2023

APPROVED SEPTEMBER 2023