



HARTPURY

Minutes of the Meetings of Hartpury University and Hartpury College Boards 10am Wednesday 30th June 2021 Sports Academy

Members

Mr Edward Keene
Ms Jenny Arroud
Ms Alison Blackburn
Mr Patrick Brooke
Ms Barbara Buck -
Mr Joe Goodenough
Ms Mary Heslop
Mr Henry Hodgkins
Mr William Lees
Mr Sean Lynn
Mr Russell Marchant
Mr William Marshall
Mr Chris Moody
Mr Kam Nandra
Ms Lisa Oliver
Prof. Ian Robinson
Dr John Selby
Mr David Seymour
Mr Graham van der Lely
Mr Charlie Whitehouse
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) (
Present (Co-opted Governor)
-
-
Present (HE Student Governor)
-
Present
-
-
Present (Vice-Chancellor)
Present
Present
-
Present from 12.20
Present
Present
Present
-
Present (Vice-Chair)
-

College Board

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

		ACTION & ACTION DATE
01/06/21	Welcome, Apologies and Confirmation of Quoracy The Chair welcomed the Boards to the meeting and commented that he was very pleased this meeting and the following strategic sessions were being held in person. He thanked the Clerk and the VP Resources for the work they had done to arrange the event to maximise safety for attendees. The Vice-Chancellor and Principal also welcomed governors and advised on the Covid precautions to be maintained by governors. He thanked those who would be contributing to the Strategic Event Programme over the next two days.	

AGENDA ITEM 03 – University & College to APPROVE

		ACTION & ACTION DATE
	Apologies as detailed above. It was confirmed the meetings of the University Board and the College Board were quorate.	
02/06/21	Declaration of Interest The Clerk advised that members' interests would be taken as those disclosed in the Register of Members Interests. The following standing declarations were noted: The Chair, Vice-Chancellor/Principal and Chris Moody were members of both University and College Boards.	
03/06/21	Minutes of the meetings The Minutes of the University Board and the College Board meetings held on the 20th May 2021 were agreed by the respective Boards to be true and accurate records.	
04/06/21	Matters Arising An action log had been provided updating on issues raised at previous meetings. It was noted the student who had achieved the first Hartpury Awarded PHD would be written to once the award process was complete. [confirmed completed July 2021]. The update was NOTED.	
	Part 1 Priority Agenda Items	
05/06/21	Vice-Chancellor & Principal's Update The Vice-Chancellor and Principal had provided a report which covered the period since the last meeting, focusing on: 1.Covid-19 He updated that Hartpury had continued to manage its way through the Covid pandemic but unfortunately had suffered an outbreak of the Delta variant. This resulted in the unfortunate early cessation of face to face College delivery, the cancellation of the College Prize Day and many students being trapped in lock down after their end of term dates. It was noted that students had continued to test regularly and co-operate with all measures asked of them. It was noted that planning for September enrolment was ongoing. The Government had promised advice and guidance but this had been repeatedly delayed. The Vice-Chancellor and Principal advised that Hartpury was planning flexibly to be able to respond to the guidance when issued. The Boards were advised that legal guidance was being sought in relation to vaccination approaches for staff and students. It was noted that there had been very supportive feedback from students in relation to requiring vaccinations and on-going testing. The need to minimise students being	

AGENDA ITEM 03 – University & College to APPROVE

	ACTION & ACTION DATE
locked down due to Covid was stressed. It was recognised that Hartpury's residential on-site provision for 16-18's was a particular area of concern as many were in twin rooms with limited communal facilities. It was highlighted that lockdowns had been particularly challenging for the mental health of this age group, but had also impacted on the University cohort. The benefit of staff and students being double vaccinated to reduce the likelihood of students having to be locked down due to illness for maintaining mental health and the wider student experience was recognised. It was noted that the lockdowns had impacted on student behaviour and led to increased warden actions and reduced student opportunities for interaction. The aim to enable students to have their wider programme experience in 2021/22 was highlighted. 2.Capital Projects Update It was noted that the Equine Arena project had commenced and that the refurbishment of the rugby rubber crumb was now ongoing. Both were targeted to be complete by September 2021. It was noted that Graze 2 had been tendered and a Strategy, finance and Resources recommendation would be considered later in the meeting. The planning appeal for new Vicarage Fields was set for August 3rd. 3.Gloucester Rugby Gloucester Rugby had largely vacated their facility at Hartpury and would complete the move by dates mutually agreed. It was confirmed a growing relationship and partnership remained in place. Governors welcomed this feedback. The Sports Academy 1 and 2, and the former Gloucester Rugby facility, are to be renamed the Sports Academy as part of the redevelopment of the space. 4.Sustainability It was confirmed the UWE project was progressing, a final report was due in early July. This would provide an opening assessment of Hartpury's current position and help the development of plans to move forward. Advertising for a Sustainability Manager post was ongoing. The recommendations would be discussed at a future meeting. The following appendices had also been provided: - Campus Services - Sports Academy - Equine - Farm - Marketing and Communications - External Meetings – Vice-Chancellor and Principal Questions were invited from the Boards on the issues highlighted and also within the appendices. A governor queried the position in relation to international students. The Vice-Chancellor and Principal advised that a lack of clarity on visas was adding	SFR/Board Dec 2021

AGENDA ITEM 03 – University & College to APPROVE

	ACTION & ACTION DATE
uncertainty. He advised that recruitment was up in all areas except international which was 30-40% down reflecting uncertainties and changes due to Covid and Brexit. A governor queried whether Hartpury recruited on an individual basis or through agents. The Vice-Chancellor and Principal advised that there was an agent relationship in Hong Kong but otherwise it tended to be on an individual basis. It was noted that some international students had not gone home since 2019 due to Covid and had been supported by the Team. A governor questioned whether there would be a financial impact from the RFU Premiership increasing in size. The Vice-Chancellor and Principal advised there would be no impact as the funding received was already limited. A governor asked whether marketing would continue to be focused on virtual events. The Vice-Chancellor and Principal advised that there would be a balance going forward. Virtual events were less good for outreach and younger students. On-line Open Days had proved very successful – including Student Ambassador tours. The Pro-Vice-Chancellor advised that 6 schools had been due to be on site for visits and this had been put off until the autumn. The aim was to have more impactful on site visits, blending in some online activities where appropriate. The impact of two years of no-competitive sport for some sports students was raised by governors. The Vice-Chancellor and Principal advised that every student had been able to experience competitive sport, but he recognised the experience had been limited which had been disappointing for students. He commented that the U18s Rugby had been the strongest Hartpury team for some time and it had been disappointing for staff and the team that their opportunities to play had been so restricted because of Covid infections and lockdowns within the team. This aspect was reflected within the proposed approach to vaccinations. He advised this had not impacted on recruitment, which remained strong. The challenge for recruitment was to increase the landbased balance. A governor asked about Hartpury's plans for additional student residential accommodation. The Vice-Chancellor and Principal confirmed that dialogue was ongoing with the University of Gloucestershire about potential accommodation. It was noted that Hartpury aimed to guarantee accommodation for 1st year university students. A governor commented that Hartpury had 5 students rowing at the Olympics and it was noted that students/former students were competing across a range of sports which would be very positive for Hartpury. A governor questioned Hartpury's contribution to the Gloucester Rowing Building. The Vice-Chancellor and Principal advised that Hartpury could rack a boats there and access the gym. A good relationship was in place with Gloucester Rowing Club and there were some joint boats. The Building included changing room, boat area and gym. There had not been sufficient funds for the social area to be completed. The Chair of the Boards recognised it had been a very challenging year for staff, students and the Executive and SMT. He thanked the SMT for their work in responding to the Covid challenges and recognised the work that the SMT and wider staff had put in to support students. He commented that responding	

AGENDA ITEM 03 – University & College to APPROVE

		ACTION & ACTION DATE
	to Covid and maintaining a development plan had taken a huge amount of energy and effort and he thanked Russell and the Team for their considerable work. The University Board and the College Board NOTED the Report.	
06/06/21	Finance Performance – April Management Accounts The Boards had been provided with the Management Accounts for the 9-month period to end of April 2021. For this period there was a surplus of £2,196k, compared to a budgeted surplus of £1,969k. For the first time this year the surplus was tracking ahead of budget, this variance was mostly as a result of additional HE income and well controlled costs. As agreed, when the budget was approved in July 2020, a re-forecast was provided to reflect the ever changing position with regard to Covid-19 impact on the financial position. The April reforecast had improved by £86k from that in March due to additional income for the Dept. of Health for the Covid Test Centre and significant reductions in casual or invoiced labour and lower commercial costs. It was confirmed the Accounts were in line with previous months and had been discussed in detail at SFR. Governors agreed it was encouraging to see that the financial position was better than budget at this point in this difficult year. The University and College Boards NOTED the Finance Performance Update (April 2021 Management Accounts)	
07/06/21	HE Report The Pro-Vice-Chancellor summarised that recruitment and retention continued to be strong, in line with both KPI and budget expectations. She highlighted that this was of great credit to the students and staff who had shown resilience in an unprecedented year. The report updated on Covid, Inclusivity, RKE and quality and standards, highlighting that Hartpury continued to progress its activities successfully. Application data: Recruitment – it was noted that overall recruitment was expected to be on target but that the composition would be different. Home undergraduate first year recruitment was strong, but international, as already discussed was below target. Additionally whilst postgraduate taught recruitment has made significant progress on previous years, it was behind the ambitious target set. Therefore it was expected Hartpury would increase first year home targets, it was recognised this would impact on resourcing, especially teaching and social study space which would need to be considered within planning. Discussions were ongoing with the University of Gloucestershire, has noted above, to gain further accommodation. The option of a shuttle bus for any students sited in Cheltenham would be considered but it was recognised it would be very expensive if it was to meet 8.30am-8.30pm	

AGENDA ITEM 03 – University & College to APPROVE

	ACTION & ACTION DATE
requirements. Retention: Retention was excellent able to report that the number of academic and Exam Boards had been positive: non-engagement had been very low in 2020/21 and there had been no required withdrawals. COVID-19: It was noted that at the semester two module exam boards full confidence was received from our external examiners in relation to quality and standards. Feedback reflected on how staff had gone 'above and beyond' on many occasions with examples highlighted of innovative approaches to practical delivery and assessment. There was some concern raised as to the sustainability of some of this activity and at 'what cost' to the staff of some of these approaches. There were examples of where modules had changed assessment methods twice and modes of delivery three times within one module run. Whilst unavoidable, the workload was significant and it was highlighted that looking ahead, any steps to avoid moving from planned delivery to mixed delivery would support this and that therefore continued Covid testing and other measures currently under discussion were important. It was noted that currently the planned delivery pattern for 2021/22 would be on site without social distancing in the lecture spaces and a maximum of two hours per week online per year group. This would be reviewed once the Government Guidelines were issued, if social distancing was required, a mixed delivery model would be required. Following the investment in lecture capture hardware and software, Hartpury was also prepared for fully online delivery if necessary. It was noted this supported students who were unable to attend, for example due to illness or who wanted to review sessions. It would be available 48hrs after a lecture. Governors queried whether they could be reused in subsequent years. The Pro-Vice-Chancellor advised that the expectation was that there would be fresh delivery each year. Governors queried if the recordings were secure. The Pro-Vice-Chancellor advised that there was a Recording Policy in place and mitigations in place to avoid miss use. A governor queried whether the impact of Covid on school study was likely to impact on the quality of students progressing to Hartpury. The Pro-Vice-Chancellor advised that use of on line support had varied across schools and the ability of students to work face to face had also been impacted. Induction and the first weeks of delivery were therefore being adjusted to respond to this, and the position would then be assessed. Recognising that third year students had faced two years of disruption it was planned to use online assessment where appropriate to prevent them needing to further adjust. It was confirmed that maintaining the student experience whilst keeping students safe was the priority. A governor questioned whether destination data was being impacted by the economic effect of Covid. The Pro-Vice-Chancellor advised that at this stage Hartpury's employment rates were broadly similar with previous years, there remained challenges in graduate level employment. . Inclusivity update: It was highlighted that Inclusivity (& diversity) is now commonly referred to	

AGENDA ITEM 03 – University & College to APPROVE

		ACTION & ACTION DATE
	within discussions across HE by a variety of stakeholders, suggesting increased awareness and confidence. The need to take an organic approach to embedding inclusivity within culture and practices at Hartpury had been used to underpin the activities undertaken to get us to this point. The next steps would involve more explicit action including: - Embedding inclusivity as a framework with the HE Refresh '22 project - Increased conversations around the needs of under-represented and minority groups - Seeking to obtain charters and awards to benchmark our inclusive status - Continuing to align activity with that appearing in our Access and Participation Plan Key highlights this year had included the launch of the Inclusive Teaching and Learning Guide along with the Diversity Date series, the University Mental Health Charter pilot exercise with Student Minds, Race Change Agent training delivered by Advance HE, support for our diverse student body during the pandemic, and the external collaborations and partnerships we have formed e.g. the LANDEX Community Outreach network. Research and Knowledge Exchange (RKE): Since the last update from Research and Knowledge Exchange (RKE), Hartpury had submitted its four year Higher Education Innovation Fund (HEIF) Accountability Statement. This document set out our spending plans for these monies (currently approximately £300k PA). However, it is of the upmost importance to Hartpury that capacity is grown in knowledge exchange (KE) through this funding to ensure that this income is sustained (it currently works on a threshold principle and many more established and larger universities do not currently receive this funding). Therefore, we have planned investment in people and roles that will be targeted to grow KE activity and income. Academic Standards and Quality Enhancement: The QAA published their credit framework for England on 26th May. This would be reviewed within Hartpury to identify areas for development over the next year. The OfS consultation on regulating quality and standards in higher education was almost at its second stage of consultation and this would consider the detail of how HE providers will have their quality measured and monitored. Again, Hartpury would be reviewing this. It was confirmed Hartpury continued to work with GuildHE to understand and respond to changes in the academic standard and quality landscape. The Board was briefed that the Teaching Excellence Framework (TEF) was likely to open for applications in the autumn of 2022. It was confirmed Hartpury was watching this landscape closely (and reporting to QuEst as appropriate). It is likely the linkage to the quality requirements of the OfS register will result in a different TEF to the one we achieved so well in previously.	

AGENDA ITEM 03 – University & College to APPROVE

		ACTION & ACTION DATE
	The Board noted the HE Report.	
08/06/21	FE Report The Vice-Principal Further Education presented the fifth report of the academic year 2020-2021 for Hartpury College. Headlines included: COVID-19: since the last report, completion of study programmes following the return to 100% face to face and grading of students under the 2021 guidance has been the main area of focus for teaching staff, College managers and the Exams Team. CONTINUOUS IMPROVEMENT: We have continued to further develop and refine our student experience in accordance with the key areas identified in our Quality Improvement Plan with positive progress with a number of the actions evident to date. Where progress had not been in line with our expectations, the areas had been identified for continued or refreshed focus. A review of the 'Prep for Success' element of the Hartpury Certificate had been completed ready for September 2021 implementation. Further refinement of progress reporting had been made where identified as needed. POLICY / EXTERNAL ENVIRONMENT: a watching brief continued on the external landscape to identify opportunities in the immediate and longer term and the relationship with our College Strategy and operational plans. It was highlighted these would be further discussed at the following Strategic Event.	
	COVID-19 and the end of the summer term It was confirmed the continued focus had been to protect the student experience, continue to deliver a high quality study programme, inclusive of all the study programme hours. Summer Term Delivery: overall the summer term of 100% face to face delivery (with a small number of individual exceptions) has been received positively by students, staff and parents. The focus has very much been on supporting students to complete their study programmes this year or complete the first year of their two-year course. A lot of the practical delivery had taken place this term in addition to educational trips and visits. Whilst the fully face to face approach resulted in a little apprehension from students who had in some cases only met half of their class online for the first part of their year, it helped to provide further engagement and peer networking opportunities for students. It was highlighted that although Summer Exams had been cancelled for BTECs, A Levels and GCSEs Hartpury had continued to deliver its full study programme. All Teacher Assessment Grades (TAGs) for GCSEs and A Levels and Qualification-TAGs for BTECs had been submitted for the external deadline of the 18th June following a robust internal quality process culminating in an internal exam board to ratify all grades that we submitted. The external quality assurance phase was now ongoing. It was confirmed that engagement and attendance continued to remain high through to the end of the summer term. Student satisfaction levels in	

AGENDA ITEM 03 – University & College to APPROVE

		ACTION & ACTION DATE
	relation to the management of COVID-19 were also high 95.3% (Jan 21), 97.4% (June 21).	
	COVID-19 Legacy Project noted these would be updated at the Strategic event. T-Levels Agriculture, Environmental and Animal Care Following the submission of an 'Expression of Interest' to commit to T-Level delivery in our Land based areas from 2023, confirmation of acceptance had been received.	
	2021-2022 Marketing and Recruitment Acceptances were largely in line with this time last year. The challenge would be to ensure recruitment to target and not above which would impact on campus capacity. A number of Sport, Animal, Equine and A Level courses had been capped with a waiting list in place. Residential bed space was being aligned to targets – for example agricultural students. Self-assessment Report and Quality Improvement Plan Progress continued with headline areas for improvement outlined in the Quality Improvement Plan. QuEst will continue to receive detailed updates. Data, Digital and Continuous Improvement The following areas had been progressed: Automatic enrolment of returning students as part of our Continuous Improvement Programme – complete Further development of the reporting functions needed within Grofar and Promonitor had been and were being implemented with refinement in hand in preparation for next academic year. Quality of Teaching, Learning and Assessment Process to maintain and improve this were ongoing. Attendance and engagement in learning had continued to remain high throughout the remainder of the summer term with all appreciating the return to 100% face to face learning.	
	Assessment It was noted, Hartpury College had continued to deliver our full study programme for all students and for the majority of BTEC students and courses. It was confirmed that the A Level face to face April 2021 mock assessment progress against target position for 2021-2022 was largely in line with our 2018-2019 progress at the same point in time and further assessments followed in the summer term. BTEC assessment progress against aspirational target grades was tracking as expected for Level 2 and completing level 3 second and third year students. First year, BTEC one year courses and year one of two year courses that contain exams have had to provide evidence against the exam based criteria. Not as many first year BTEC students studying the new qualification were tracking in line with or above their aspirational target grade, but more in line with their predicted grade (although further analysis is needed here). GCSEs overall are tracking in line with the last two years with some improvement to Maths.	

AGENDA ITEM 03 – University & College to APPROVE

	ACTION & ACTION DATE
Personal Development, Behaviour and Attitudes – our wider Hartpury Certificate In terms of impact it was noted that: 92.4% of students in January felt they had met their work experience targets and 95.6% in the summer term survey. 827 second year students had to date completed a Hartpury Certificate Plus 'opt in' CPD session /activity. 717 students (287 in the same period last year) to date this year had undertaken a one to one independent careers tutorial delivered by our Innovation, Careers and Enterprise (ICE) team in line with our aim of fulfilling all of the Gatsby Benchmarks. At the end of the year, 450 students had attended external work experience, 905 attended internal/ online work experience and 11 attended a fully virtual work experience. 636 businesses were approved to take a student on work experience. It was noted that the 'Prep for Success' Tutorial Programme had been reviewed and launched to staff to support planning over the summer. It now included focus on topical issues such as sexual violence in supporting of keeping safe. Key Performance Indicators (KPIs) 2020-2021 outcomes were noted Tracking Green Attendance is currently tracking above the KPI Overall BTEC Level 2 retention is currently tracking above the KPI Overall BTEC Level 3 retention is currently tracking above the KPI Overall A Level retention is currently tracking above the KPI Overall Level 1 complementary qualification retention is currently tracking above the KPI Overall Level 2 complementary qualification retention is currently tracking above the KPI Overall Level 3 complementary qualification retention is currently tracking above the KPI Overall course applications for 2020-2021 are higher than last year (although this needs to followed through to acceptance) <i>Extended Diploma Equine is sitting at 93.4% retention against an overall Level 3 Equine KPI of 92%</i> <i>L2 Apprenticeship Standards are sitting at 100% retention (8 students)</i> <i>L3 Apprenticeship Frameworks are sitting at 87.5% retention (8 students)</i> <i>COVID-19 related student satisfaction is sitting above the KPI</i> Not meeting KPI but exceeding national rates Overall Student Satisfaction remains high for the autumn term but just below KPI by 0.2 % and high for the summer term but just below the KPI by 0.7%. <i>Extended Diploma Agriculture is sitting at 83.6% (79.6% last year at this point) retention against an overall Level 3 Agriculture KPI of 90% retention.</i> Not meeting KPI and close to or below national rates <i>L2 Agriculture Apprenticeship Frameworks are sitting at 50% retention (2 students)</i>	
It was confirmed that staff recognised students might have variable starting	

AGENDA ITEM 03 – University & College to APPROVE

		ACTION & ACTION DATE
	points due to the impact of the pandemic and that individual and group profiles would be used to shape lessons and monitor progress. Governors recognised that the movement to external assessment for Btecs continued to be an area of development, and potential risk, given that exams had not taken place this year. A governor asked if exams were being piloted, and whether there was a risk to Hartpury's achievement levels due to the incoming assessment change for Btecs. The Vice-Principal Further Education advised that mocks had been in place for Btec students in November, that staff had ongoing CPD to prepare students for external assessment and that the Q tag process had been robust. Governors commented that it was reassuring to see that students had received the full programme and that attendance and engagement were good. It was agreed this was a very positive position	
	The FE Report was NOTED.	
09/0621	Student & Staff Voice Student Governors The University Student Governor commented that students were pleased to have completed the year and returners were looking forward to next year. Students were happy to have been involved in the Covid Legacy discussions to help shape future working. Joe thanked the Board for having made him so welcome during his year as a Student Governor. The College Student Governor reflected that it had been a challenging year but students were happy now to be back on campus. The Chair thanked Joe and William for their contributions during the year which had been much appreciated by the Board. He stressed the value of the feedback provided through student governors. The Board recognised that the pandemic had particularly hit young people, whose education and wider student experience had been impacted. The need to try to ensure 2021/22 was a more "normal" year was highlighted. The Board recognised the work Hartpury's staff had put in to support students, in their academic work and wider student experience. It was confirmed that the Student Union's willingness to engage and help shape decisions to shape the Hartpury response had been extremely important. The Pro-Vice-Chancellor highlighted that the External Assessors had confirmed that staff had done all that was necessary to maintain the integrity of courses and support students. It was recognised this had been demanding on staff and the Board expressed appreciation for this commitment. Staff Governors The University Staff Governor – highlighted the contribution of the Covid Response Team in supporting staff during this challenging year. She also commented positively on the leadership and support provided by the SMT. She also commented that the Vice-Chancellor and Principal's encouragement of staff taking leave to ensure they were refreshed for the new year had been welcomed.	

AGENDA ITEM 03 – University & College to APPROVE

		ACTION & ACTION DATE
	The Chair, on behalf of the Board thanked the Vice-Chancellor and Principal, SMT and other staff for their contribution during a very difficult year. Governor Link Feedback Health & Safety – Ms Barbara Buck advised she had met with the Health and Safety Advisor and noted the breadth of what was covered. She noted that the Health and Safety Advisor was retiring imminently and queried what steps were in place to fill this role. The Vice-Principal Resources advised that interviews were arranged for the following week, these were being supported by a subject matter expert. Cover was in place until any new appointment would start. Veterinary Nursing – Ms Alison Blackburn commented she had met recently with the Team for a wide ranging discussion which had included the adaptations required to respond to Covid, which had been handled without a drop in student satisfaction which was very pleasing. She noted that numbers on the course were growing and work was on going to improve diversity of students enrolling. Methods to remove barriers were being considered. She had also met students undertaking postgraduate research. She commented that it was important for Hartpury to ensure its research continued to map back to its strategy to ensure it could be effectively supported. Agriculture/Farm – Mr Henry Hodgkins had recently met the team who were looking forward to a more normal year. The need to ensure sufficient social space for agriculture students based at the farm was highlighted. [It was noted Governors would be able to see the position during the Tours]. The Chair thanked governors for their engagement, which provided extra depth to the Boards' knowledge on how students and staff were feeling in these challenging times and provided helpful triangulation to the formal Board reports. FE Sport – Professor Ian Robinson fed back on a recent positive meeting with staff and students. Students had been very positive about the support received from staff. In relation to what could be done better timetabling had been flagged. The Vice-Chancellor and Principal commented that the development of Graze should help support timetabling and social space in the longer term. He agreed that timetabling was a challenge and efforts were made to minimise travel between areas, although some movement was considered helpful to encourage students to have a wider experience. Research – Dr John Selby had met with the Academic Dean. He highlighted it had been a successful year with the submission of the REF and that the plans for the future would be presented to the Board. The Resource Demands of Research were considered by the Board. Maths and English – Mr Kam Nandra had met the team who had stressed the challenges of hybrid teaching. Planning was in place for 2021/22 when increased numbers were expected. A bespoke initial assessment was planned for 2021/22. He recognised the strength of the teaching team. They had advised they were considering the sequencing for the first 6 weeks recognising that students knowledge levels and ability to engage face to face might have been impacted by the pandemic. Equine – Mr William Marshall had visited the team who had commented positively on the IT support and the support of the Covid Team during this challenging year. The Updates were NOTED. The Chair thanked governors for their feedback which helped to triangulate the	

AGENDA ITEM 03 – University & College to APPROVE

		ACTION & ACTION DATE
	information provided at the meetings.	
	Part 2 Approve Recommendations and Accept Minutes from Corporation Committees.	
10/06/21	Strategy, Finance and Resources Committees	
10.1	Minutes of the meetings 22nd June 2021 These minutes were NOTED. The Chair highlighted that it was a busy time with a lot of capital projects being considered. He thanked William Marshall and the Chief Operating Officer for their work in developing a revised Capital Reporting form which streamlined the reporting and made it easier to monitor key issues and the most recent position. It was confirmed the aim was to be as open and transparent as possible with focused reporting. The following Items were brought forward as Recommendations:	
10.2	Budget The Chair advised that the SFR Committees had considered the ongoing pressure on the surplus and the need to build the surplus to support future work. Currently the target surplus was 3% the aim would be to move this to 5% in future years and to aim to improve on 3% in year. Governors asked for an update on the Funding Bids submitted. The Chief Operating Officer advised that the outcome of the bid to the ESFA was awaited. The outcome was expected by 31st July. Levelling Up Bid – Forest of Dean – feedback on this was expected in the autumn. It was confirmed these bids were not included in the Financial Forecast. Governors noted that at this stage Covid Costs were not included for 2022/23. The Boards APPROVED the budget for 2021/22.	
10.3	Financial Strategic Plan The University Board NOTED the Financial Strategic Plan.	
10.4	College Financial Forecasting Return The College Board APPROVED the College Financial Return	
10.5	Milestone 3 report for New Graze The Boards were advised that the project had been out to tender. It was highlighted that costs had risen significantly and were 10% higher than at the previous milestone reflecting the challenges within the construction market. It was recognised that if the Boards wanted to achieve the 2025 strategy that this was a key element. The University Board: (i) APPROVED the Milestone 3 and (ii) AGREED that the project proceed to Construction with the identified preferred supplier.	

AGENDA ITEM 03 – University & College to APPROVE

		ACTION & ACTION DATE
10.6	Capital Reporting - it was noted the new style reports would be updated regularly on the Governance Site.	
10.7	Policy Updates: International Fees Policy – FE The Policy was APPROVED by the College Board. Equality, Diversity & Inclusion Policy Subject to the amendment of a typo and the need to ensure consistency in relation to use of BAME/person of colour the Policy was APPROVED by the University and College Boards. Review arrangements for obtaining staff and students' views Review Arrangements obtaining views staff and students It was confirmed these included the staff governor as part of the feedback mechanism. The Arrangements were APPROVED.	July Vice-Principal Resources
11/06/21 11.1	Audit and Risk Management Committees The Minutes of the Audit & Risk Management Committees 15th June were NOTED. The Chair of the College Audit & Risk Management Committee commented that the Internal Audit reports were very helpful, and noted positive audit report had recently been received on Payroll and Safeguarding which gave assurance in these important areas. It was noted that the Internal Audit Plan for 2021/22 had been considered and approved. The External Auditors had highlighted some changes to Audit requirements by the ESFA in relation to the assurance. An update on this would be provided when known. es around ESFA Income which might increase the Audit costs for the year.	
11.2	ESFA Regularity Self-Assessment It was recommended for the College Board approval by the Audit and Risk Management Committee. The College Board APPROVED the ESFA Regularity Self-Assessment and AGREED it for signing.	
11.3	TOP Risks The changes to the Top Risks, including removal of Risks were NOTED.	
12/06/21 12.1	Search and Governance Committee The Minutes from the Meetings of the Search and Governance Committees, 19th May 2021 were NOTED.	
12.2	The S&G Committees RECOMMENDED to the Boards the Succession Planning Strategy. It was suggested reference to the number of terms of office be added. The Chair advised he had spoken to the ESFA about the need to consider numbers of terms against the specialist nature of a provider. It was agreed that in some areas different lengths of terms of office could be considered. It was noted that the “normal term was two terms of four years but it was recognised that in	July 2021 Clerk

AGENDA ITEM 03 – University & College to APPROVE

		ACTION & ACTION DATE
12.3	some circumstances renewal might be considered Subject to the above addition the Succession Planning Strategy was APPROVED by the Boards. The S&G Committees RECOMMENDED the Succession Planning Policy for Chair and Vice Chairs to the Boards for APPROVAL. This was APPROVED by the Boards.	
13/06/21	Quality Enhancement and Standards Committee – 29th June The Chair of the HE QuEST Committee and the Chair of the Vice-Chair of the FE QuEST Committee updated on the meeting, both commented it had been great to return to a face to face joint meeting. The Chair of HE QuEST Committee commented that as earlier reports in the meeting indicated the Student Union had matured and was now playing a large and important contribution to Hartpury's operation. The Access and Participation Plan had been reviewed and monitored by the Committee. This had demonstrated progress overall, where improvement was still required the reasons were known. At this stage it was not planned to submit a variation but this would be kept under review by QuEST. The challenge of obtaining some metrics had been flagged, currently some processes were not automated which made this more difficult. Again, this would be monitored by QuEST. THE HE Academic Refresh had been considered and supported. The Degree Outcome Statement had been approved on behalf of the Board. The Board was advised that current institution TEF status had been extended until 2023 while the new processes were rolled out. The Vice-Chair of FE QuEST Committee updated that the recent LANDEX Peer review had been considered and agreed as a helpful triangulation mechanism. Assurance had been provided on the robustness of the Qtags process. Governors had also been assured that students felt safe on Campus. The report from the Head of Innovation, Careers and Enterprise had demonstrated how much progress had been made in this area. The Committees had also recorded their thanks for the contribution of all staff. The update was NOTED.	
14/06/21	Approval and Application of Hartpury Seal There had been no uses since the last meeting.	
	12.20 Ms Lisa Oliver joined the meeting	
15/06/21	Any Other Business Governor Recruitment The Clerk was thanked for supporting the recent recruitment round which had led to a number of high calibre candidates being interviewed by the Chair, Vice Chairs, Vice-Chancellor and Principal. The proposals from this process had been shared with the Search and Governance Committees who supported the proposals: Alastair Grizzell – Management Accountant, MBA Advanced Farm Management agritech - proposed for appointment to FE Board and FE SFR Committee for a term of 4 years from 1st September 2021.	

AGENDA ITEM 03 – University & College to APPROVE

	ACTION & ACTION DATE
The Appointment of Alastair Grizzell as set out above was APPROVED, subject to the confirmation of the required regulatory matters. Nick Oldham – Head of Bredon School, experience in quality, residential, sport, standards – proposed for co-option to FE Quest for a term of 4 years from 1st September 2021, subject to the confirmation of the required regulatory matters. It was confirmed planning was also ongoing in relation to terms of office ending in 2022. The Chair formally thanked Joe Goodenough and William Lees for their contribution during the year and wished them well for the future. The Chair formally thanked Graham van der Lely, who was attending his last Board meeting after 32years contribution to Hartpury. He recognised the part Graham had played in ensuring Hartpury's survival from its position in 1989 with only 60 students to the thriving University and College of today. He recognised Graham's role in the successful appointments of Malcolm and Russell and willingness to support innovation and investment to help Hartpury develop. The Chair reflected on Graham's breadth of knowledge, eye for detail and ability to the big picture, supportive whilst challenging approach, the contribution he had also made on the UWE Board, to the AoC Council as the LANDEX representative, his nine years as Chair of the Hartpury Board, and his support to the Chair. Graham van der Lely expressed his appreciation for this tribute and commented on his satisfaction in seeing the way Hartpury had developed over the years. He commented on the roles he had played on the College and UWE Board and Hartpury's achievements in this time. He thanked the staff, past and present for what had been achieved. He wished Hartpury good luck for the future.	
Dates of Future Meetings-all scheduled to commence at 10.00am except where noted. 23rd September 2021 15th December 2021 1pm	

The meeting closed at 12.30