



HARTPURY

Minutes of the Meetings of Hartpury University and Hartpury College Boards 10 am Wednesday 20th September 2023 Gwynne Holford, Hartpury House

Members	University Board	College Board
Edward Keene	Present (Chair)	Present (Chair)
Alison Blackburn	Apologies (Co-opted Governor)	-
Patrick Brooke	-	Present
Robert Brooks	Present	
Sascha Bruce	Apologies (HE Student Governor)	
Barbara Buck -	-	Present (Vice-Chair)
Andy Collop (Professor)	Present (Vice-Chancellor)	Present (Principal)
Alastair Grizzell		Present
Amy Tranter	-	Present (FE Student Governor)
Mary Heslop	-	Present
Henry Hodgkins	Present	-
Thomas Legge	Present (HE Staff Governor)	-
Melissa Orritt	-	Present (FE Staff Governor)
William Marshall	Present	-
Chris Moody	Apologies	Apologies
Lucie Hammond	Apologies	-
Ian Robinson (Professor)	Present	-
Nick Oldham		Apologies
Rose Stephenson	Present	-
Helen Wilkinson	-	Present
In Attendance		
Lynn Forrester- Walker	Present (Chief Operating Officer)	Present (Chief Operating Officer)
Rosie Scott-Ward	Present (Deputy-Vice-Chancellor)	-
Gillian Steels	Present (Clerk to the Board)	Present (Clerk to the Board)
Claire Whitworth	-	Apologies (Deputy-Principal Further Education)
Lesley Worsfold	Present (Deputy-Principal Resources)	Present (Deputy-Principal Resources)
Max David	-	Present (Deputy FE Student Governor)
Nicola Potter (Dr.)	Present (Dir. Cont. Imp. – item 4)	Present (Dir. Cont. Imp. – item 4)
Rayna Edwards	Present (Head of Safeguarding, Wellbeing and Health – item 10)	Present (Head of Safeguarding, Wellbeing and Health – item 10)
Matt Reeve	Present (Head of IT – item 10)	Present (Head of IT – item 10)

		ACTION & ACTION DATE
01/09/23	Welcome	
	The Boards were welcomed back to the new academic year, with a particular welcome for new governors.	
02/09/23	Apologies and Confirmation of Quoracy	
	Apologies as detailed above.	

		ACTION & ACTION DATE
	It was confirmed the meetings of the University Board and the College Board were quorate.	
03/09/23	Declaration of Interest The Clerk advised that members' interests would be taken as those disclosed in the Register of Members Interests.	
04/09/23	Strategy Development Workshop The Board was updated on the ongoing development of Hartpury's 2030 strategy, following on from the Board's strategic discussions in March 2023. It was confirmed consultation had progressed well with strong engagement from academic and professional services staff. Three strategic priorities for Hartpury 2030 had been identified as: <ul style="list-style-type: none"> - People – Hartpury Lead – Deputy Principal Resources - Passion – Hartpury Lead – Deputy Principal FE - Place – Hartpury Lead – Deputy Vice-Chancellor <p>The underpinning themes identified by the consultation process were:</p> <p>Sustainability Be responsible in our approach to environmental, social and economic sustainability to meet the needs of current and future generations.</p> <p>Wellbeing Promote positive physical, emotional and mental wellbeing by providing a safe and supportive environment.</p> <p>Partnerships Foster successful relationships with internal and external partners, locally, nationally and globally for the benefit of Hartpury's students and staff.</p> <p>At the meeting governors considered the priorities and underlying themes and provided input to be integrated into the next stage of the strategy development. It was noted that the timeline was for a strategy on a page to be considered by the Board in November and then the full strategy at the Board Development Days in March 2024.</p>	
	The Update was NOTED.	
05/09/23	Minutes of the meetings The Minutes of the University Board and the College Board meetings held on the 12th July 2023 were agreed by the respective Boards to be true and accurate records. The University Board noted the Electronic Resolution which the University Board had passed relating to Gloucester-Hartpury in August 2023.	
06/09/23	Matters Arising An action log had been provided updating on issues raised at previous meetings. The update was NOTED.	
	Part 1 Priority Agenda Items	
09/09/23	Confidential University Item – 3 years - Commercial Sensitivity	

		ACTION & ACTION DATE
10/09/23	Safeguarding Annual Report, Policy and Briefing	
	<p>The annual report updated on key safeguarding issues affecting Hartpury:</p> <ul style="list-style-type: none"> • Changes to Keeping Children Safe in Education, September 2023 update. Changes were minimal but there had been a focus placed on the issue of filtering and monitoring of IT systems. • Changes to organisational structures and staffing capacity as a result of the Ofsted Residential inspection, November 2022 when Hartpury was graded 'Requires improvement to be good'. This included new line management for the staff within the Residential Support Team and a greater emphasis on the safeguarding aspect of the role and the ability to build trusting relationships with students within their care. Recruitment for additional staff had been challenging in a tough market particularly for staff working night shifts. • Increased need for student support and pressures on internal services which mean staffing structures were kept under review and opportunities taken to ensure that structures reflected student demand for services. • Sexual harassment and violence activity undertaken by Hartpury to promote a culture of zero-tolerance with robust awareness raising for staff and students mainly through the roll-out of an Active Bystander programme and having 2 staff trained in the role of Sexual Violence Liaison Officers. • Suicide awareness and development of a Suicide Prevention Strategy. • Being one of the first of five UK universities to be awarded the Student Minds University Mental Health Charter. • Statistics and referrals which demonstrate an increase in safeguarding referrals compared to the previous academic year. • PREVENT Update 	
	A briefing on Safeguarding, including definitions, assurance processes at Hartpury, and processes used to ensure information was triangulated was provided. The Deputy Principal Resources emphasised that the aim was to instil a culture of "it could happen here" to ensure ongoing vigilance across Hartpury.	
	Hartpury's safeguarding structure and links to external bodies was explained.	
	The Head of IT updated the Boards on the processes Hartpury had in place to safeguard students through the use of IT filtering and monitoring. It was confirmed identified high risk sites, or sites with particular content, such as relating to extremists, nudity, crypto currency, newly registered sites, could be blocked. It was noted that education also played an important part in this, recognising that students could use personal devices which could not be monitored or filtered. Governors discussed controls on gambling sites and were advised that education on this would be an element at Wellfest. Processes for reporting on cyber bullying were built into student education and briefing. It was recognised that the element of on-line safeguarding was a significant element of safeguarding. The importance of students understanding their own digital footprint was also an education/discussion area. It was agreed the Board should receive an update on this element of safeguarding annually.	VP Re Sept annually
	A governor commented positively on the controls Hartpury had in place to support good practice including the Staff Code of Conduct and the training on being an Active bystander for students and staff. It was noted this was an area of interest to OfS. Work was ongoing in training sports academic staff and captains as part of work with key influencers of behaviour.	

		ACTION & ACTION DATE
	<p>The issues and challenges around peer on peer abuse, and ensuring students were equipped to recognise it were discussed. The introduction of Sexual Violence Liaison officers was welcomed. It was confirmed that support was provided for victims and alleged perpetrators. External referral processes were in place.</p>	
	<p>An update on the Residential Ofsted Action Plan was provided. This included the revised staffing structure, confirmation of additional posts. A plan was in place to replace all the bunkbeds with twin beds – 50% had been completed summer 2023 with the remainder to be completed summer 2024. The CCTV Policy and related documentation had been updated, supervision and training was in place for the Residential Support Team (including county lines training). Work continued to be ongoing to ensure staff developed meaningful and trusting relationships with the students.: a whole team approach was in place, weekly drop-ins, residential induction, meet the team sessions, residential code of conduct etc.</p>	
	<p>A governor queried if Hartpury had any processes to support under 18 students who were living in non-Hartpury accommodation. The Deputy Principal Resources advised that Hartpury did not operate an approved host family process as previous reviews had indicated it would be very costly and difficult to put in place. It was confirmed any students who were in private accommodation could access wellbeing support. A governor queried whether student accommodation was being maximised out of season. It was confirmed that this was generally the case, subject to refurbishment work.</p>	
	<p>The need to recognise the right to Freedom of Speech along side the requirements of Keeping Children Safe in Education was recognised.</p>	
	<p>The Board: (i) APPROVED the Annual Safeguarding Report; (ii) APPROVED the updated Safeguarding Policy; (iii) NOTED the briefing.</p>	
<p>07/09/23</p>	<p>Vice-Chancellor and Principal's Update The Vice-Chancellor and Principal provided a presentation.</p> <p>The presentation covered:</p> <ul style="list-style-type: none"> • External environment • Student experience • Farm update • Priorities • Summer highlights <p>External Environment The additional funding released for FE colleges was highlighted. This was welcomed by governors. It was noted that the pay award proposals were to be reviewed, and that the Board would be updated in November. It was confirmed no RAAC had been identified in Hartpury buildings, two further investigations were to be undertaken.</p> <p>The new Shadow Skills Minister and the new Ofsted Chief Inspector were highlighted.</p> <p>The key points of the recently published House of Lords, Industry & Regulators Committee Report:” Must do better: The Office for Students and the looming crisis facing Higher</p>	

		ACTION & ACTION DATE
	<p>Education” were considered. These had highlighted concerns about regulatory burden, relationship with students, relationship with the sector, lack of political independence and lack of support for the sector. The impact of the report was awaited, noting that in Wales and Scotland there was a single regulator for FECs and universities,</p> <p>An update was provided on Gloucester-Hartpury following the Board’s electronic approval of the establishment of the Joint venture. A shadow Board was now in place.</p> <p>Recent awards for the Graze Building, recognising its design to meet the needs of students and a collaborative award for teaching excellence were showcased.</p> <p>Strong College Student Satisfaction and Achievements levels were highlighted.</p> <p>Strong University performance in the recently published NSS results and the Teaching Excellence Framework (Gold at all three levels) was welcomed. Governors were pleased to be advised that the Postgraduate Taught Survey results were also significantly improved with a far more representative level of return.</p> <p>The work of staff in achieving these outcomes, within the College and the University was recognised. It was agreed that the results were a tribute to academic and professional staff – all of who played a part in the student experience, and were relentless in the pursuit of excellence.</p> <p>Hartpury’s position in the range of university league tables was noted, and areas where there would be more focus were highlighted. More work was planned to unpack the information and ensure Hartpury’s strengths were appropriately reflected.</p> <p>The Vice-Chancellor and Principal updated on the recent Farm Committee meeting. It was noted that it was planned to look at the vision for the farm in the future, to consider commercial aspects and sustainability.</p> <p>Future priorities were outlined.</p> <p>Successful summer events were celebrated, and it was recognised that staff volunteering at these events supported their success. The impact on Hartpury’s reputation and contribution to marketing was emphasised. The recent alumni event within the Equine events was outlined, and it was confirmed more were planned. The opening of the Blackfriars 2 accommodation was marked, the need to ensure on site accommodation was also of a high standard was emphasised.</p>	
	<p>The University Board and the College Boards NOTED the Update.</p>	
<p>08/09/23</p>	<p>College & University Item – Confidential Commercial Sensitivity 3 years</p>	
<p>11/09/23</p>	<p>Management Accounts – May 2023</p>	
	<p>The Report updated on the financial position of the University Group.</p> <p>It was noted that the operating result for the year ending July 2023 was a surplus of £2,368k compared to a budgeted surplus of £1,054K. The favourable variance was mostly resulting from higher grant release totalling £1,123 which included £552k from the Hartpury University Charitable Trust to fund extensions and refurbishments of some of the accommodation blocks over the previous 2 years.</p>	

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	<p>It was noted that cash balances at the month end were £6,592k. The University had an overdraft facility of £1m. The University complied with its bank covenants and was forecast to continue to do so.</p> <p>It was confirmed that the annual LGPS pension valuation had been received and had reported a positive movement of £9.4m resulting in a pension asset of £7.073m. Clarification from our External Auditors on reporting this was being sought, to ensure transparency. It was noted that the positive movement is due predominately to changes in the discount rates applied by the actuaries, which has moved from 3.5% to 5.0%. It was confirmed the approach would be discussed with the Chair of the University Audit and Risk Management Committee.</p>	
	<p>The College and University Boards NOTED the Management Accounts.</p>	
<p>12/09/23</p>	<p>HE Report</p>	
	<p>The following key points were highlighted, and discussed.</p> <ol style="list-style-type: none"> 1. Student Numbers: recruitment was showing growth, and at this stage was expected to be in line with budget, whilst noting it was a challenging market. Clearing activity had been significant and successful (over 90 recruited). 2. Teaching Excellence Framework (TEF): a great achievement and credit to the team and wider staff. 3. Student Feedback: showed good national performance for both NSS and PTES, especially strong in teaching and assessment. Resourcing requires work, alongside community for PGT. 4. New Curriculum: several new programmes for 2024-25 were now open for recruitment. 5. Research and Knowledge Exchange: activity continued to progress, and we were gearing up for the new REF cycle successfully. 6. Quality Assurance: November QuEST will receive an updated Annual Quality Report including information relating to degree classifications. 7. League Tables: some great success in the Daily Mail League table, although the overall score was frustrating. <p>The importance of successful recruitment was emphasised. The growth in HE agriculture following the curriculum change was highlighted. There had also been growth in sport. Recruitment in Equine and animal had been more difficult. Discussions were ongoing with LANDEX colleagues to identify whether it was a sector issue, or something specific to Hartpury. There would be more detailed updates to the Strategy and Finance Committee.</p> <p>A governor expressed disappointment at the graduate outcomes score. The Deputy-Vice-Chancellor advised that, the number of students in employment was very positive, but there were some issues around what classified as graduate employment – for example in Veterinary Nursing. It was noted Harper Adams were very successful on this parameter with equivalent subjects so Hartpury planned to review its approach.</p>	
	<p>The HE Report was NOTED.</p>	

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13/09/23	<p>FE Report</p> <p>The report provided a high-level overview of progress made with key areas of development for Hartpury College, our 2023-2024 recruitment and an overview of recent updates to policy and the external environment.</p> <p>POLICY / EXTERNAL ENVIRONMENT: the external environment continues to evolve and the key areas of focus for us included:</p> <ol style="list-style-type: none"> 1. T-Level updates and planning – curriculum and resources. 2. Stage 2 of the LSIP and aligning LSIP outputs, LSIP phase 2, Accountability Agreement commitment and LSIF projects and associated funding. 3. Ofsted updates 4. Defunding and Qualification Reform <p>RECRUITMENT: overall, it was anticipated that recruitment should be in a similar position to last year. This will be confirmed over the next 2 weeks and finalised at the 6 weeks cut off point.</p> <p>Specialist Sport, A Levels, Agriculture, Equine new intake and Access to HE had overall to date, recruited well. We know nationally that GCSE grades were down so the impact of this on some of our areas such as Animal Management where we are unlikely to meet our recruitment target, would be reviewed.</p> <p>CONTINUOUS IMPROVEMENT: this remained a constant focus and our further development of our practices and expectations in support of the skills agenda have been a priority as well as continuous development of teaching learning and assessment. Since the introduction of examined level 3 BTECs at Hartpury last year, we now have strong and consistent pass rates across all areas and the next area of focus must be consistent achievement of high grades across all departments and everything that underpins that in support of developing the young person. High grades also remain a focus for A Levels following a dip this August. Our new, emerging Quality Improvement Plan captures further details and associated SMART actions.</p> <p>It was noted there had been minimal Ofsted changes. T'levels would be within scope.</p>	
	<p>The FE Report was NOTED.</p>	
14/09/23	<p>Confidential Item - University – Confidential 5 years – Commercial Sensitivity</p>	
15/09/23	<p>Student & Staff Voice</p> <p>Student Governors – the students seemed to be settling in well.</p> <p>Staff Governors – staff had appreciated a break over the summer. The start of term was hectic, but generally staff were enjoying being back with students.</p> <p>Governor Link Feedback Mary Heslop updated on her recent Skills Link Governor visit. She had met the Team, including the new ICE manager and discussed work with employers, the number of employers being engaged with, and the significant employers for the different sectors Hartpury worked with. Progress to meet the Gatsby benchmark of 1:1s for careers discussions for all students</p>	

		ACTION & ACTION DATE
	<p>had been discussed and it had been confirmed that plans were in place to improve the levels for 2023/24.</p> <p>The Updates were NOTED.</p> <p>The Chair thanked governors for their involvement in the link governor scheme which helped to triangulate the information provided at the meetings.</p>	
16/09/23	Academic Board Minutes – NOTED.	
17/09/23	<p>Application of Hartpury Seal*</p> <p>Noted the Seal had been used in relation to: Hartpury University and Central Power Limited</p> <ul style="list-style-type: none"> - JCT Minor Works Building Contract with Contractor’s Design 2016, incorporating a schedule of amendments in respect of works at Campus Electrical Upgrade Works <p>The Seal had been used in line with agreed parameters.</p>	
18/09/23	Policies	
	<p>ESFA Sub-contracting and Formal Partnerships (inc Subcontracting Supply-chain Fees and Charges) Policy – APPROVED by the College Board.</p> <p>International FE Policy – APPROVED by the College Board.</p> <p>Complaints Policy – NOTED – APPROVED by QUEST Committees.</p>	
18/09/23	Any Other Business	
	None	
	The Chair thanked all governors and staff for their work.	
	The meeting closed at 1.25 pm	