



HARTPURY

Minutes of the Meetings of Hartpury University and Hartpury College Boards 10 am Wednesday 22nd November 2023 Graze 10

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	Present (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	Present	Present
Lucie Hammond	Present	-
Ian Robinson (Professor)	Present	-
Nick Oldham	-	Present
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	-	Apologies (Deputy FE Student Governor)
Nicola Potter (Dr.)	Present (Dir. Cont. Imp & DS. – item 5)	Present (Dir. Cont. Imp & DS. – item 5)

		ACTION & ACTION DATE
01/11/23	Welcome	
	The Boards including Nick Oldham, new governor and Mick Axtell, incoming Chief Operating Officer were welcomed to the meeting.	
	The Boards formally marked the passing of Ken Nottage, former Hartpury Governor, who had made a significant contribution to Hartpury's development. His wider contribution to Gloucestershire, the Three Counties and Gloucester Rugby and basketball as an international player were recognised.	

		ACTION & ACTION DATE
	<p>Apologies and Confirmation of Quoracy Apologies as detailed above.</p> <p>It was confirmed the meetings of the University Board and the College Board were quorate.</p>	
02/11/23	<p>Declaration of Interest The Clerk advised that members' interests would be taken as those disclosed in the Register of Members Interests.</p> <p>Standing Interests – Chair, Vice-Chancellor/Principal and Chris Moody members of both University and College Boards</p> <p>Hartpury Rugby Ltd – Proposed Letter of Support - Interests noted for Edward Keene, Andy Collop and Henry Hodgkins as Directors– unable to vote or be signatories to proposed letter</p> <p>Noted also Barbara Buck – President</p>	
12/11/23	<p>Audit and Risk Management Committee - Recommendations</p>	
PACK A	<p>Year End Accounts:</p> <p>Richard Bott, Mazars – External Audit introduced the item with an overview of key aspects to consider within the accounts, and on an ongoing basis during the year:</p> <ul style="list-style-type: none"> • Potential distortion from the pension liabilities/assets. • Importance of generating cash – Hartpury had generated cash and increased amount generated. • Consider against information being provided through the Management Accounts – is there a consistent picture? Use of a bridge to demonstrate this (as provided at Hartpury) is helpful. • Management Accounts – track trends, particularly in relation to income, include profit, loss and cashflow, consider staff costs – vacancies, debtors – is this rising – is an issue indicated, consider cashflow – identify pinch points – ensure not impact on covenants, • Capital schemes – are these on time/on budget. <p>Richard Bott, Mazars – External Auditors updated governors on the External Audit Report which had been discussed in detail at the Audit and Risk Management Committee and provided to the Boards for information. He advised that the audit process had gone well with management supporting the process effectively. The revised Audit Standard 315 had generated more work for auditors and management with more journal testing etc. It was confirmed that all aspects of the audit had now been completed. Richard Bott advised that the treatment of the pensions figure had been agreed with the Audit Committee Chairs. The treatment used by Hartpury was in line with other English universities. (It was confirmed that a reduction in contributions for the LGPS scheme was not expected.)</p> <p>The External Audit Opinion was noted: We have audited the financial statements of Hartpury University ('the University') and its subsidiary undertakings ('the Group') for the year ended 31 July 2023 which comprise the Consolidated and University Statements of Comprehensive Income and Expenditure, the Consolidated and University Statements of Changes in Reserves, the</p>	

Statement of Financial Position, the Consolidated Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 “The Financial Reporting Standard Applicable in the UK and Republic of Ireland” (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Group’s and University’s affairs as at 31 July 2023 and of the Group’s and University’s income and expenditure, gains and losses, changes in reserves and cash flows for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Statement of Recommended Practice – Accounting for Further and Higher Education.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor’s responsibilities for the audit of the financial statements section of our report. We are independent of the group and University in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC’s Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Board of Governors’ use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Group’s and University’s ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Board of Governors with respect to going concern are described in the relevant sections of this report.”

Mr Bott confirmed that Mazars were comfortable to sign off the Going Concern requirements, recognising Hartpury was generating ongoing cash.

Mr Bott confirmed that Mazars had no points of concern they wanted to raise.

The Chief Operating Officer and Head of Finance were thanked for their support in the audit process.

A governor queried whether if when the pension valuation was a liability this would be treated in the same way as the positive asset had been – i.e, not incorporated into the account as an amount, but was advised it would not be treated in that way, and that the liability would be treated as a negative amount.

The mechanisms which could provide governors of assurance on provision of information

		ACTION & ACTION DATE
	<p>for the auditors was noted: the reports of the External Auditors and Internal Auditors on the systems and controls in place, the Management Accounts, the work of the other Committees which provided triangulation, the Audit Committees Annual Reports. Members of the Audit and Risk Management Committee provided assurance based on the work of the Committees. It was confirmed that the Internal and External Auditors met separately with the Committees without management, and that the Committees met separately with management without the auditors. Governors were comfortable they had taken all reasonable steps and that a robust controls framework was in place.</p> <p>A governor commented positively on the thorough work done to provide the Annual Accounts. He highlighted that the Accounts had also been considered at the Strategy, Finance and Resources Committees and no concerns raised.</p>	
	<p>Audit and Risk Management Committees – 14th November 2023</p> <p>It was noted that the documents within Pack A had been discussed in detail by the Audit and Risk Management Committees. The Chairs of the Audit and Risk Management Committee outlined key points from the Audit and Risk Management Committees' discussions.</p> <p>The Chairs confirmed there were no points of concern to raise relating to the Annual Accounts.</p> <p>Stock Control – an issue previously discussed by the Committees, would be discussed further in 2024. The Chairs reiterated their thanks to the Chief Operating Officer and Head of Finance for their work on the Accounts. It was confirmed the Committees recommended the Accounts for sign off and that all the opinions from the Auditors were unqualified.</p> <p>Following the discussions on the Accounts and the supporting documents the following resolutions were agreed:</p>	
A1	<p>Audit and Risk Committees Annual Reports – University and College</p> <p>The Audit and Risk Management Committee Reports for the University and College were NOTED by the respective Boards.</p>	
A2	<p>External Audit Report</p> <p>The External Audit Report and Opinion were NOTED by the Hartpury University and College Boards.</p>	
A3	<p>Internal Audit Annual Report</p> <p>The Internal Audit Report was NOTED by the Hartpury University and College Boards.</p>	
A4	<p>Letters of Management Representation</p> <p>The respective Letters of Representation were APPROVED for signing by the Hartpury University and College Boards.</p>	
A5	<p>Letter of Support Hartpury Rugby Ltd</p> <p>The Chair, Vice Chancellor and Principal, Henry Hodgkins and Barbara Buck abstained from discussion of this item and did not vote on this item.</p>	

		ACTION & ACTION DATE
	The Hartpury University Board APPROVED the signing of the Letter of Support.	
A6	Annual Accounts – Hartpury Rugby Limited It was NOTED these had been approved by the Hartpury Rugby Ltd. Board and were included within the University Group Accounts.	
A7	Annual Accounts Rudgeley Services Limited It was NOTED these had been approved by the Rudgeley Services Limited Board and were included within the University Group Accounts.	
A8	Annual Accounts Limbury Ltd It was NOTED these had been approved by the Limbury Ltd Board and were included within the University Group Accounts.	
A9	Confirmation College as a going concern Hartpury College was confirmed as a Going Concern by the Hartpury College Board.	
A10	Financial Accounts and Annual Report – Hartpury College of Further Education The Hartpury College Board APPROVED the Financial Accounts and Annual Report for Hartpury College of Further Education College Limited.	
A11	Confirmation University as a going concern Hartpury University was confirmed as a Going Concern by the Hartpury University Board.	
A12	Financial Accounts and Annual Report – Hartpury University The Hartpury University Board APPROVED the Financial Accounts and Annual Report for Hartpury University.	
A13	Top Risks The Top Risks for Hartpury were NOTED.	
	10.30am Richard Bott left the meeting. Nicola Potter – Director of Continuous Improvement & Digital Services joined the meeting. The Chair advised that some Management Account Training for Governors was planned.	Clerk/ Chair
03/11/23	Minutes of the meetings The Minutes of the University Board and the College Board meetings held on the 20 th September 2023 were agreed by the respective Boards to be true and accurate records.	
04/11/23	Matters Arising An action log had been provided updating on issues raised at previous meetings. The update was NOTED.	
	Part 1 Priority Agenda Items	

		ACTION & ACTION DATE
05/11/23	Strategy 2030 – Vision & Mission Discussion & Update on Themes and Strategic Priorities	
	<p>It was confirmed that Hartpury’s 2030 strategy continued to be developed. In line with the agreement at the September board meeting, the draft Mission and Vision statements had been provided for further reflection. The three strategic priorities - People, Passion and Place - and underpinning themes of Sustainability, Wellbeing and Partnerships had been expanded and priorities within them identified. A draft version of the priorities identified within each area had been provided. The planned sign off of the Strategy at the Strategy Days in March 2024 remained on track</p>	
	<p>Following Governor suggestions landbased was now referenced in the next iterations of the mission and vision. Governors questioned the rationale for the change to the Mission, noting that Hartpury had not previously had a vision statement. The Vice-Chancellor and Principal and Director of Continuous Improvement and Digital Strategy commented that the mission had been proposed for revision to ensure it reflected the changes Hartpury would make as it moved towards its 2030 Strategy, for example that Sustainability would have more focus, and that Hartpury planned to widen its academic reach to include some related subjects.</p>	
	<p>Governors were positive about having a strategy on a page, the use of a postcard or something similar that governors could use in their ambassadorial roles was suggested.</p> <p>It was confirmed a later iteration would be provided prior to the March meeting for governors to reflect on.</p> <p>Governors debated the order of college and university within the mission statement, and it was agreed this would be reflected on. Governors considered the use of the words local, wider, outstanding, quality & specialist and the need to ensure that the mission and vision statements were easily understood and clearly reflected Hartpury. The Vice-Chancellor and Principal advised that the aim was to reflect the parity of esteem of the College and the University and to recognise its landbased heritage and specialist nature, and demonstrate its reach – local, regional, national and international.</p> <p>A governor welcomed the proposal for the mission to be updated to reflect Hartpury’s ongoing development but suggested the phrase “wider community” was not clear. He agreed there should be an emphasis on Hartpury’s recruitment as local, regional, national and aspiring international. Other suggestions focused on Hartpury’s commitment to equip students with “real life skills”. It was suggested that consideration be given to whether Hartpury’s aspirations in relation to research should be reflected. It was noted that Research was included within the passion priority.</p> <p>A governor commented on the place priority that it did not sufficiently strongly reflect the ambition to improve the quality of onsite accommodation and potentially to increase it.</p> <p>A governor queried how the strategic priorities would be measured. In relation to place and value for money she highlighted that nationally only 37% of students considered they received value for money, so noted that understanding the national context would be important. The Vice-Chancellor and Principal confirmed that once the mission, vision, values, themes and priorities were in place the Board KPIs would be reviewed and the</p>	<p>Dir CI&DS Jan/Feb 24</p>

		ACTION & ACTION DATE
	<p>means to measure achievement of priorities considered.</p> <p>The Feedback was NOTED for the next iteration of mission, vision, themes and strategic priorities.</p> <p>10.45 The Director of CI and DS left the meeting.</p>	
06/11/23	<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 • Economic Impact • Investment Prospectus • Priorities <p>External Environment</p> <p>1. Key proposals from the recent Conservative and Labour Party Conferences were highlighted. In particular: The Conservative plans to develop the ABS (Advanced British Standard) – a ten year development timescale, but with a green paper expected within the academic year, the proposal to increase Maths and English requirements to 18, with more hours, and movement away from the labour party commitment to increase HE - with further conversation on “low value degrees”. The labour party plans for 80% of young people to be qualified to Level 3 (currently 63%), streamline regulation, increase co-operation colleges and universities - Hartpury had already worked on this within the LSIP.</p> <p>2. Cabinet Reshuffle – interesting to see stance of new Home Secretary on International Students.</p> <p>3. Hartpury 2023/24 Budget Changes – these reflected under recruitment in HE and additional funding received from government post the July budget setting meeting. It was confirmed these had been discussed in detail at SFR, as was reflected in the Committee minutes. It was confirmed actions were being taken to improve in year retention and future recruitment and manage costs during 2023/24. It was recognised that the shortfall in recruitment against budget this year would impact on future years. Significant ongoing cost pressures were recognised. It was confirmed that the 5year Finance Plan being presented to the Board later in the meeting reflected the updated position. It was noted that the static unit of resource for HE was a challenge for universities generally. It was confirmed new provision was being developed in line with previous discussions to improve recruitment.</p> <p>Economic Impact Assessment It was confirmed the full report would be issued to governors post meeting.</p> <p>The methodology and body who had undertaken the assessment were outlined. It was noted that the outcome related to a specific year 2021/22 and students who started in 2021/22. The analysis was split into impact of:</p> <ul style="list-style-type: none"> ➤ Teaching and learning activities ➤ Contribution to educational exports ➤ Operating and capital expenditures <p>Summary of impact was:</p> <ul style="list-style-type: none"> • <u>£296m</u> (total economic impact £109m in 2018 (in 21/22 prices) • <u>£94m</u> – College (32%) • <u>£203m</u> – University (68%) 	Clerk (Complete)

		ACTION & ACTION DATE
	<ul style="list-style-type: none"> • <u>6:1</u> benefit-to-cost ratio • <u>68%</u> of impact of exports & impact of institution's spending (£90m) occurred in the Southwest <p>Governors agreed it was a helpful assessment.</p> <p>Net graduate Premium at Hartpury University and the impact of FE qualifications and Apprenticeships at Hartpury were also discussed. It was agreed these would be helpful in demonstrating the benefit and impact of qualifications. (The cost of studies was excluded).</p> <p>Investment Prospectus It was confirmed the report would be issued to governors post meeting.</p> <p>There were 6 opportunities detailed: Animal, agriculture, heritage, Equality, sport and wellbeing and green estate.</p> <p>These reflected previous discussions within the Boards.</p> <p>Governors were pleased that these would support bids for external funding.</p> <p>Future priorities were outlined. These reflected discussions at Board.</p>	Clerk (Complete)
	The University Board and the College Boards NOTED the Update.	
07/11/23	Confidential Item – University & College Commercial Sensitivity 3 years	
08/11/23	Research, Knowledge and Exchange Update Statement and Report on Research Integrity	
	<p>It was noted that the revised Concordat to Support Research Integrity made clear that issues of research integrity must be continually revisited, to guarantee principles were understood and accepted and that newly introduced ethical, legal and professional obligations were met.</p> <p>The Board had been provided with the Statement and Report on Research Knowledge and Exchange which was the final document required to meet Hartpury's annual obligations. There were three key obligations for Universities:</p> <ol style="list-style-type: none"> 1. Identify a named point of contact who will act as a first point of contact for anyone wanting more information on matters of research integrity. 2. Provided a named point of contact or recognised an appropriate third party to act as confidential liaison for whistle-blowers or any other person wishing to raise concerns about the integrity of research. 3. Published an annual statement on how they are meeting the requirements of the revised concordat. <p>The Statement (signed by the Vice Chancellor) and Annual Report (once approved by Corporation) will be publicly available on our website. This link will then be sent to the Secretariat of the Concordat (Universities UK [UUK]).</p> <p>The Board considered the update. A governor noted that the Statement referenced Hartpury's sustainability commitments and queried how this fitted with plans to update our sustainability ambitions. The Deputy-Vice-Chancellor advised that once the 2030</p>	

		ACTION & ACTION DATE
	<p>Strategy was approved that it was recognised that other strategies and documents would need to be revisited and aligned.</p> <p>A governor queried the wording relating to a potential misconduct, which had been confirmed as not within this category. The Deputy-Vice-Chancellor advised the wording reflected the requirements of the statement. She commented that it gave confidence that Hartpury investigated any potential issues thoroughly.</p>	
	<p>The University Board APPROVED the updated Research Integrity Statement and that the Research Integrity Report to be made public through our website and APPROVED the Research Integrity Report to be submitted to the secretariat for the Concordat to Support Research Integrity.</p>	
09/11/23	<p>HE Report</p>	
	<p>The report highlighted:</p> <p>Student recruitment of both new and returning students had proved very challenging this year. While data was still settling, significant analysis was being undertaken, alongside in year budget work considering lower income than expected. Whilst sector data was not available yet, it was believed that some of these challenges were not specific to Hartpury.</p> <p>The Deputy-Vice-Chancellor highlighted that analysis indicated that on site accommodation was advantageous in recruitment, but commented that having Gloucester accommodation had also been helpful during clearing when potential students had been able to be guaranteed accommodation. The need to stress future employability benefits of a degree at Hartpury and ensure students quickly felt a sense of belonging had been highlighted as areas for focus. It was considered that the opening of the University Learning Hub would help with this, but that other changes were also required. It was also planned to conduct an external review of retention to ensure Hartpury was focusing on key areas for improvement. It was noted that Hartpury HE had 400 students on site and 2,000 commuting. It was confirmed that additional monitoring had been put in place to identify non-attendance or non-engagement at an early stage. Changes had been made to student timetabling to concentrate teaching on a set number of days to support the options for other work. These changes had been made in response to student feedback. Other options were still being considered in response to further feedback.</p> <p>It was noted that sector data would be monitored for future guidance. It was noted that at this stage applicants were marginally up, and that much work would be done to convert and retain.</p> <p>Curriculum developments included work on validating a number of new programmes, complementing our existing provision.</p> <p>Governors were also updated on the latest developments relating to the Lifelong Learning Entitlement. It was noted that monitoring this would be a challenge. A governor commented that the proposed operation meant that some envisaged flexibilities were at risk. The Deputy Vice-Chancellor agreed, noting that the proposed modular structure was at risk as the system would be operated through the Student Loan Company, and its restrictions. It was confirmed the detail of how the system would work would be reviewed in detail.</p>	

		ACTION & ACTION DATE
	Research and knowledge exchange continued to make progress and attract additional funding.	
	The HE Report was NOTED.	
10/11/23	FE Report	
	<p>The report provided a high-level overview of progress made with key areas of development for Hartpury College, recruitment for the current year and progress with 2024-2025 and provided an overview of recent updates to policy and the external environment.</p> <p>POLICY / EXTERNAL ENVIRONMENT: <i>the external environment continued to evolve and the key areas of focus for us included:</i></p> <ol style="list-style-type: none"> 1. <i>Post-16 Qualifications Reform – this continued to be ongoing with the development of T’levels and the government recent announcement of the Advanced British Standard</i> 2. <i>Local Skills Improvement Fund (LSIF)</i> 3. <i>Local Skills Improvement Plan (LSIP), Stage 2 – work continued here, particularly in relation to agri-tec</i> 4. <i>Department for Education Expert Apprenticeship Pilot</i> <p>RECRUITMENT: <i>overall, it was anticipated that full time recruitment should be around the same as last year (albeit a very small dip), with an increase in apprentices when finalised.</i></p> <p><i>Specialist Sport, A Levels, Agriculture and Access to HE had recruited well. Animal Management overall did not recruit as well.</i></p> <p>The Deputy Principal commented that without further onsite accommodation that she considered 2,000 FE students the limit. A survey of students who had declined places had predominantly cited lack of accommodation as a key factor. Governors were pleased to note the growth in apprenticeships. Allied areas such as Agricultural Engineering were also being looked at. The need to protect existing recruitment in agriculture when the qualification transferred to the T’level in September was recognised. It was confirmed that there was a strong marketing plan in place to support the movement to the T’level. Governors queried expected numbers for the Agriculture T’level. The Deputy Principal advised she was expecting it to be similar numbers as currently: c140. It was noted there were no other options for students wanting to study these subjects.</p> <p>Governors queried if there were any concerns about number of applicants versus acceptances at this stage. The Deputy Principal advised that this reflected the fact that interviews had not yet been held for those applicants, and that there was not a concern at this stage. It was confirmed that the data provided was current at the point of issue.</p> <p>CONTINUOUS IMPROVEMENT: <i>we continued to drive forward further improvements as reflected throughout the report. Our 2022-2023 Self-Assessment Report and 2024--2025 Quality Improvement Plan accompany this report for approval, reflecting our position last year and focusing on key areas for improvement and development this year, most of which were already in progress.</i></p>	
	The FE Report was NOTED.	

		ACTION & ACTION DATE
11/11/23	<p>Student & Staff Voice</p> <p>Student Governor <i>University Student Governor</i> – students had settled back in and were preparing for exams. THE SU was collecting student feedback through a network of student course reps – the feedback from this would be worked through and opportunities for improvement identified. <i>College Student Governor</i> – <i>students happy with course content, transport and car park issues had been resolved.</i></p> <p>Staff Governors <i>University Staff Governor</i> – staff appreciated the Deputy Vice-Chancellor’s updates and planned actions relating to recruitment & retention and understood the current position. Staff were interested in the ongoing development of the 2030 Strategy. <i>College Staff Governor</i> – staff were busy with Mock exam preparation and staff observations.</p> <p>Governor Link Feedback The following link governor visits were noted: Safeguarding – Oct 2023 – Barbara Buck – visited Learning Support areas, sat in on weekly meeting of Learning support FE and HE, Safeguarding, Wellbeing and Prevent are present including senior management to consider safeguarding concerns (will attend on monthly basis going forward). Veterinary Nursing – Oct 2023 – Lucie Hammond – met management team & round table staff & then with students – positive views expressed on Hartpury Equine – Nov 2023 - Helen Wilkinson - High quality and qualified teaching staff some with industrial experience who add value to the dept. Meeting with students planned 22nd Nov 23. Professional Services – Nov 23 – Robert Brooks - met John Perry Equality & Diversity – Nov 23 – Alison Blackburn - Meeting with Linda Greening, Head of Inclusivity and Nikki Perry, Head of Learning Support Health & Safety – Nov 23 – Ian Robinson – met Neil Chatten, H&S Officer FE & HE Sport – Nov 23 – Henry Hodgkins Maths & English – Sue Blake – introduction visit</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. He also thanked staff members and Sascha Bruce for their recent interviews about Hartpury which had given those listening a good understanding of life at Hartpury.</p>	
13/11/23	<p>QuEst Committees</p> <p>Minutes of the meetings 9th November 2023</p> <p>HE - The Committee Chair advised that the following key aspects had been identified to update to the Board: There had been a comprehensive update on recruitment and retention, highlights of which had been discussed at Board. The HE QuEst KPIs had been agreed. Student Achievement – noted that a review ongoing relating to upper award levels. Confirmation had been provided that there was not grade inflation, but it had been recognised that Hartpury needed to confirm that results were at the correct level. If re-alignment was required the narrative would make this clear. There was concern that male</p>	

		ACTION & ACTION DATE
	<p>achievement was still lower than female and this continued to be kept under review. Student Satisfaction in the NSS survey and the Postgraduate Taught Survey had been very positive.</p> <p>The Annual Quality Report had been realigned to integrate more clearly with the OfS Conditions of Registration which had been a helpful development. Within the report three areas had been graded as amber and work was ongoing to turn these green.</p> <p>The Student Union Report demonstrated the ongoing vibrancy in this area of University and College Life.</p> <p>A governor commented on the reference within the minutes to reduced taught hours. The Deputy-Vice-Chancellor advised that this was a minimum for first year students and had been introduced in response to student feedback. The number of hours was in line with the national average. Students supported the change.</p>	
	<p>FE - The Committee Chair advised that the following key aspects had been identified to update to the Board:</p> <p>Update on DiSE – Diploma in Sporting Excellence – providing assurance on operation and quality.</p> <p>KPIS – approved for 2023/24. Confirmation of results for 2022/23. Noted National Rates now available.</p> <p>Detailed discussion of the Self-Assessment Report – this had reflected on the proposed gradings and improved reporting on diversity. It was confirmed that the LANDEX review provided helpful external assurance. It was confirmed improvements suggested by the LANDEX review had been actioned.</p> <p>There had been a detailed discussion on the Quality Improvement Plan.</p> <p>Student Induction Survey – there had been a good response level and strong positive feedback.</p> <p>SU – there was now an FE Officer</p> <p>It was confirmed that the college was OFSTED ready.</p>	
	<p>The College Board APPROVED the Self-Assessment Report and Quality Improvement Plan</p>	
	<p>The University Board NOTED and ENDORSED the Annual Quality Report.</p>	
<p>14/11/23</p>	<p>Strategy Finance and Resources Committee Meetings – 7th November 2023 – The Committee Chair highlighted key issues discussed at the meeting:</p> <p>He advised that the Sustainability Director had provided an update on her approach since taking on the role in August and proposed sustainability plans for the future. It was confirmed she aimed to tap into other resources, and had experience of bidding. There would be a wider discussion at the Board Strategy Sessions in March.</p> <p>Recruitment had been discussed in detail – in line with discussions at Board.</p> <p>The OfS Return, the Financial Statements and the Management Accounts had been considered.</p> <p>There had been an update on the Capital Projects.</p> <p>The Prevent Return had been approved for submission to OfS.</p> <p>The Annual Insurance Report had been discussed and it had been agreed that an update on how this related to governor responsibilities would be provided.</p> <p>The People, performance and Development Report had been discussed.</p>	<p>Bd Spring 24</p>
	<p>OfS Finance Return – this was APPROVED by the University Board.</p>	

		ACTION & ACTION DATE
	<p>People, Performance and Development Annual Report – this was NOTED by the University and College Boards.</p>	
	<p>Health & Safety Policy – this was APPROVED by the University and College Boards.</p>	
<p>15/11/23</p>	<p>Search and Governance Committee Minutes of Meetings 7th November 2023 - The Committee Chair highlighted key issues discussed at the meeting.: It was noted that the external Board Self-Assessment would need to be tendered for in 2024.</p> <p>AoC Code of Governance – it was noted the Code had been simplified and updated. It was agreed by the College Board to adopt the revised code from 1 Jan 2024, noting some differences relating to Hartpury’s operation as a local national and international provider.</p> <p>Governance KPIs – these were NOTED. It was noted further work was required to improve diversity, but that the Board was continuing to progress its action plan in this area.</p>	
<p>16/11/23</p>	<p>Application of Hartpury Seal* Noted the Seal had been used in relation to: Hartpury University and Ian Renouf Wealth Management Ltd re Box Park Lease</p> <p>Sub-Contractor Collateral Warranties – ULH Pre-Novation Collateral Warranty between Hydrock Consultants Limited (C&S), Vitruvius Management Services Limited and Hartpury University</p> <p>The Seal had been used in line with agreed parameters.</p>	
<p>17/11/23</p>	<p>Any Other Business TRAC Return - noted this would be progressed virtually.</p> <p>The Chair formally thanked Lynn Forrester-Walker, Chief Operating Officer, for her commitment and enthusiasm over the last 6 years, noting the significant impact she had made on Hartpury.</p> <p>The Chair thanked all governors and staff for their work over the year.</p> <p>The meeting closed at 12.10 pm</p>	