



HARTPURY

MEETINGS OF HARTPURY UNIVERSITY & HARTPURY COLLEGE

SEARCH and GOVERNANCE COMMITTEES

11am Thursday 29th June 2023

Gwynne Holford

Members	University S&G Committee	College S&G Committee
Mr Edward Keene	Present (Chair)	Present (Chair)
Mr Robert Brooks	Present	-
Mr Henry Hodgkins	Present	-
Ms Alison Blackburn	Present	-
Professor Andy Collop	Present (Vice-Chancellor)	Present (Principal)
Ms Barbara Buck -	-	Present
Mr Chris Moody	Present	Present
Ms Mary Heslop	-	Presents
In Attendance		
Ms G Steels Clerk to the Board	Present	Present

		ACTION & AGREED DATE
S&G01/06/23	Apologies None.	
S&G02/06/23	Confirmation of Quoracy It was confirmed the meetings of the University Search and Governance Committee and the College Search and Governance Committee were quorate.	
S&G03/06/23	Declaration of Interest. The Clerk advised that members' interests would be taken as those disclosed in the Register of Members' Interests. Declarations of members' interests noted as follows: Chair, Vice Chancellor and Principal and Chris Moody were members of the University and College Boards. It was noted that members might have interests in relation to committee membership.	
S&G04/02/23	Minutes of the Last Meetings – 16th February 2023 Subject to a minor typo the Minutes of the University and College Search and Governance Committee meetings held on the 16 th February 2023 were reviewed and approved as true records.	

S&G05/06/23	Matters Arising	
	<p>The Committees had been provided with an action log which confirmed how actions were being progressed.</p> <p>AoC Code of Governance – this would be issued once agreed by the AoC Board.</p> <p>Special Committee & Disciplinary Process – ongoing work – to come to the November meeting.</p> <p>Management Account Training – options were being considered</p>	
S&G06/06/23	AdvanceHE – Effectiveness of Governance External Review Action Plan Update	
	<p>An update had been provided on the 10 recommendations and 8 suggestions identified within the Review.</p> <p>The actions taken were reviewed. It was agreed the report should be signed off with the actions remaining moved into business as usual – review of KPIs once new strategy was in place, review against AoC new governance code, continuing to progress Board Diversity etc.</p> <p>The benefit of rotating governors to broaden skills and experience was considered. It was agreed there were some benefits, but that it potentially lessened the impact of the use of the skills a governor had been recruited to use. It was agreed it would be helpful for the Clerk to schedule governors to attend a committee meeting of which they were not a member to build a greater understanding of the roles of the different committees. The use of key on a page reference information for issues such as quality governance and funding were also suggested as a helpful addition.</p>	Clerk/SMT Nov 23
	The Committees NOTED the Update on the Agreed Action Plan and AGREED it should be signed off as completed.	
S&G07/06/23	Board and Committee Membership	
	<p>The following documents had been provided to aid discussion:</p> <ul style="list-style-type: none"> - Terms of Office - Skills Audit - Committee Membership and Workload 	
	<p>The Committees considered the Report on Board and Committee membership.</p> <p>It was noted that:</p> <ul style="list-style-type: none"> • there is one vacancy on the College Board following the resignation of Kam Nandra. • there will be a vacancy on the University Board from 1st September when John Selby is at the end of his term of office. • Sascha Bruce had been re-elected as the HE Student Governor • College Student Governors - Amy Tranter - L3EDEM Science • Deputy Max David – L3FDEM Equine (pronouns they them) (both to attend Board meetings to provide support & resilience) 	

	<p>A recruitment process had been ongoing with a Potential Governor open evening held on 13 June. Three individuals attended and have submitted CVs, two other individuals had also submitted applications, and there was an existing FE Quest Co-opted member to consider.</p> <p>It was confirmed that the Boards had a broad range of skills. Farming/agriculture knowledge/experience was highlighted previously as an area for focus for potential governors over the next few years, given potential transition of governors with this expertise and an update on this was provided. It was agreed that the option highlighted should be further explored.</p>	
	<p>Governors reflected on the potential candidates, recognising their differing skills and experience and the overall diversity of the Boards.</p> <p>Confidential Discussion - redacted</p>	
R1	<p>The following recommendations were agreed.</p> <p>The College Search and Governance Committee AGREED to RECOMMEND to the College Board the appointment of Nick Oldham to the College Board, given his experience as a head of a residential school, experience of quality, safeguarding, land based and sport, for a 4-year term of office from 1 September 2023- 31st August 2027 and to remain as a member of the FE QuEST Committee. (noting appointment checks carried out to be a co-opted member)</p>	
R2	<p>The College Search and Governance Committee, subject to appointment checks, AGREED to RECOMMEND to the College Board the appointment of Sue Blake to the FE QuEST Committee given her experience in relation to T'levels, skills and FE sector and experience as a governor for a 4-year term of office from 1 September 2023- 31st August 2027.</p>	
R3	<p>The University Search and Governance Committee, subject to appointment checks, AGREED to RECOMMEND to the University Board the appointment of Rose Stephenson, to the University Board, given her experience in HE, HE Policy and education, for a 4-year term of office from 1 September 2023- 31st August 2027 and to have the option to attend HE QuEST Committee, and to become a formal member of HE Quest from 1st September 2024.</p>	
R4	<p>The University Search and Governance Committee AGREED to RECOMMEND to the University Board the extension of the appointment of Jon Renyard to the HE Quest Committee from 1st December 2023 – 31st December 2024, given his breadth of experience and ongoing contribution. (noting appointment checks carried out to be a co-opted member)</p>	
	<p>The Committees considered the membership of the Board Committees in relation to skills and expertise. It was agreed that no changes were required to the membership of the University and College SFR</p>	

	<p>Committees, Search and Governance Committees and Remuneration Committees. It was noted that the changes in Board membership meant that the membership of the University Audit and Risk Management Committee and the University HE QuEST Committee needed to be considered. Additionally, membership of FE QuEST needed to be considered, recognising that Mary Heslop had been added to the membership on a temporary basis to provide resilience and to contribute her breadth of education knowledge. Other than the proposals within this item it was agreed that committee membership and chair roles would continue unchanged for 2023/24.</p>	
R5	<p>The University Search and Governance AGREED to RECOMMEND to the University Board that Chris Moody be appointed as a member of the HE QuEST Committee with a term of office in line with his University Board term of office, given his breadth of education knowledge.</p>	
R6*	<p>The University Search and Governance AGREED to RECOMMEND to the University Board that Philip Robinson be appointed as a member of the University Audit and Risk Management Committee with a term of office in line with his University Board term of office, given his breadth of knowledge and understanding of compliance.</p>	
	<p>The College Search and Governance AGREED to RECOMMEND to the College Board that Mary Heslop continue as a member of the FE QuEST Committee until 31st August 2024, given her breadth of education knowledge</p>	
	<p>It was noted that the proposals would support the Boards' work to improving diversity, although this would continue to be an area of focus, recognising that following the resignation of Kam Nandra that the Boards had no BME members. The option of exploring co-opting an individual to the Search and Governance Committee who was able to access a broader range of networks was discussed and it was agreed this should be further investigated. It was agreed that the option of considering further committee co-options to help develop potential governors should also be considered.</p> <p>The Update was NOTED.</p>	<p>Clerk/Chair Nov 2023</p>
S&G08/06/23	<p>Diversity Update – Action Plan</p> <p>It was noted that the agreed Action Plan was being progressed, and that there were no areas of concern to highlight, recognising that this item had been discussed within earlier items.</p> <p>The Update was NOTED.</p>	
S&G09/06/23	<p>Committee Structure</p> <p>The Committees had been provided with an overview of the committee structures of the Boards so that it could be confirmed they cover the required areas of the organisation to ensure effective governance and consider any areas of potential overlap and underlap.</p>	

	Members noted that currently the Capital Projects Assurance Working Group was currently dormant with projects being considered within the SFR meetings. It was agreed that the Working group should be kept available and annotated as “as required”.	
	The Clerk advised that she was currently reviewing the mechanism for providing assurance to the University Board on the OfS Regulatory Conditions compliance following attendance at a good practice seminar. She was meeting with the Deputy-Vice-Chancellor and Academic Registrar in July as part of this process and the University Committees and Board would be updated on any proposed changes in due course	Clerk Nov 2023
	A governor queried where the Honorary Degree Committee reported to and the Clerk agreed to confirm this.	Clerk July 2023
	The University Search and Governance Committee queried whether the Vice-Chancellor had a perspective on the place of the HE QuEst Committee, recognising that not all universities had an equivalent committee. The Vice-Chancellor commented that given OfS's increased focus in this area it was helpful to have this additional mechanism to support Board oversight of quality. He also reflected that if Hartpury decided to pursue Research Degree Awarding Powers (RDAP) that the HE QuEst Committee would be very valuable.	
	The Committees NOTED the Report.	
S&G10/06/23	Appointment Process for Chancellor – additional information for Standing Orders	
	The proposed procedure for appointment, review and removal of the Chancellor, in line with key points identified by the Boards, such as term of office, using the Ordinances from Salford University as a guide had been provided. It was noted that the Academic Registrar has confirmed no additions are needed within the Academic Regulations.	
	The Committees AGREED the addition to the Standing Orders Relating to the Chancellor.	
S&G11/06/23	Board Development & Training	
	The Committee considered the update on Governor Development. It was confirmed the Management Account training was still being planned. It was noted that the Chair would receive an appraisal from the two vice-chairs following the opportunity for governors to feed in. The feedback from the 1:1s was discussed. The T&D update was NOTED.	
S&G11/02/23	Any Other Business It was confirmed the Strategic Event Details would be issued shortly.	

S&G12/02/23	Dates of Next Meetings: Noted	
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The meeting closed at 11.20am

* Post Meeting Philip Robinson advised the Board Chair that he was standing down due to work commitments so this recommendation was not progressed.

APPROVED CHAIR JULY 2023