



## HARTPURY

### MINUTES

#### Meeting Hartpury College Board of Governors 11.00am – 1pm Wednesday 9<sup>th</sup> November 2022 Via MS Teams and in Gwynne Holford

<b>Present:</b>	Mr Edward Keene (Chair)	University and College Board
	Professor Andy Collop	Vice-Chancellor/Principal
	Mrs Barbara Buck	College Board (Vice Chair)
	Mr Patrick Brooke	College Board
	Ms Mary Heslop	College Board
	Mr Sean Lynn	College Board – Staff Governor
	Mr Alastair Grizzell	College Board
	Ms Helen Wilkinson	College Board
	Mr Chris Moody	University and College Board
	Ms Jennifer Garvey	College Board – Student Governor
<b>In Attendance:</b>	Ms Lynn Forrester-Walker	Chief Operating Officer
	Ms Claire Whitworth	Vice-Principal Further Education
	Ms Gillian Steels	Clerk to the Governors
<b>Apologies</b>		
	Mr Kam Nandra	College Board
	Mr Nick Oldham	Co-opted Committee Member QuEST
	Ms Lesley Worsfold	Vice-Principal Resources

		Action & Action Date
<b>FE01/11/22</b>	<b>Welcome and Scene Setting</b> The Chair welcomed attendees to the meeting and reminded them that the purpose of the meeting was to enable the College Board to get together to know each other better and allow more focus on college Board issues.	
<b>FE02/11/22</b>	<b>Apologies</b> – as detailed above.	
<b>FE03/11/22</b>	<b>Quoracy</b> It was confirmed the meeting was quorate.	
<b>FE04/11/22</b>	<b>Declarations of Interest</b> It was noted that the Chair, Vice Chancellor & Principal & Mr C Moody – were also Members of the University Board.	
<b>FE05/11/22</b>	<b>Granting Reserves</b> The Board had been provided with a paper to enable the Board of Hartpury College to determine within the current corporate structures if it should grant any of its reserves to the University as parent company to	

		Action & Action Date								
	support the charitable objects of the University if it can show it will use the grant to further its charitable purposes									
	<p>The paper reminded the Board that at the February 2020 FE Board when it considered the Integrated Financial Model the FE Board concluded that there was the potential for the college's accounts to be misinterpreted and that it might provide greater clarity for any cash balance to be granted back to the University at the end of the year. This would then put the College in the same position as the other subsidiaries. It was agreed that in future this exercise should be undertaken when the Annual Financial Statements were approved. It was agreed the Chief Operating Officer would undertake the necessary review to support this. It was agreed a 1.2 current ratio (for 2021/22 the ratio is 1.86) was the target level and should be reflected in the future years of the financial model.</p> <p>This feedback has been used to inform this paper.</p> <p>The ESFA currently measure financial health using three indicators:</p> <ul style="list-style-type: none"> <li>• Solvency – using an adjusted current ratio</li> <li>• Performance – using the sector specific EBITDA as a percentage of adjusted income</li> <li>• Borrowing – using the level of borrowings as a percentage of adjusted income</li> </ul> <p>The aim should be to maintain an assessment of at least Good.</p> <p>The performance in our 2021/22 financial statements indicate the likely scores would be as follows</p> <table border="0"> <tr> <td>Solvency</td> <td>100 points</td> </tr> <tr> <td>Performance</td> <td>100 points</td> </tr> <tr> <td>Borrowing</td> <td>100 points</td> </tr> <tr> <td><b>Total</b></td> <td><b>300 points - Outstanding</b></td> </tr> </table> <p>It was noted that the model had been reviewed by an external consultant the previous year and the model of cost allocation between the college and the university, which had been approved by HEFCE and ESFA when the University was established, had confirmed the model.</p> <p>The interrelationship between the University and the College, the risks of Hartpury as a whole and the wider strategic issues were reflected on.</p> <p>The potential impact if colleges were reclassified by ONS was considered, it was noted that Hartpury's structure was likely to mean that the impact was less than for other colleges in the sector. It was noted an announcement was expected in November and that the Boards would be kept updated. Once an announcement was made the DfE would then consider how to address the matter. One issue would be the change of accounting year to end date 31<sup>st</sup> March.</p> <p><b>Having considered the current financial position of the College, the ESFA assessment criteria and future commitments the FE Board APPROVED a grant to the University of full income and expenditure reserve of £1,050,756, noting this would impact on the solvency of the college and produce the following financial health scores.</b></p>	Solvency	100 points	Performance	100 points	Borrowing	100 points	<b>Total</b>	<b>300 points - Outstanding</b>	
Solvency	100 points									
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		Action & Action Date
	<b>Solvency 50 points</b> <b>Performance 100 points</b> <b>Borrowing 100 points</b> <b>Total 250 points – Outstanding.</b> <b>It was NOTED that the detailed accounting for the grant would be agreed with the external auditors and would be structured to ensure that no tax liability accrues for either entity.</b>	
<b>FE06/11/22</b>	<b>New Statutory Requirements for Governors Relating to Skills White Paper, LSIP and OfSted</b>	
	The Vice-Principal Further Education took governors through the detailed report and presentation which updated on the new statutory requirements for governors relating to the Skills White Paper, LSIP and OfSted. She also updated governors on the ongoing work at Hartpury to ensure the college was responding to these requirements effectively.	
	<p>The Report provided an updated version of the Curriculum Plan so that the College Board had an oversight of Hartpury's Curriculum Intent and how we currently engage with industry and validate economic need for provision. This provided the basis for discussion which was complemented by the presentation which outlined the relationship of this document with the LSIP (Local Skills Improvement Plan) and the new statutory guidance for Governors around skills. It was noted this put in place the following requirements:</p> <ul style="list-style-type: none"> <li>• Governing bodies must undertake regular reviews of how well the education or training provided by the college meets local needs, in particular needs relating to local employment.</li> <li>• Governing bodies should undertake a review at least every three years, or when a new LSIP is published, if earlier.</li> <li>• In reviewing provision within a local area, governing bodies are expected to collaborate with other governing bodies also serving that area.</li> <li>• Governing bodies are required to publish the outcome of their reviews on their websites.</li> <li>• Governing bodies must consider what actions they and other providers (including providers not subject to the duty, and those located outside of the local area) can take to better meet local needs, in particular to better ensure learners have the skills needed to secure suitable employment. These actions could include changes to the structure through which provision is delivered within a local area.</li> <li>• Accountability Agreements, due to be introduced in academic year 2023/24, should reflect any actions governing bodies have agreed to take as a result of a review.</li> <li>• The responsibility for the curriculum offer continues to rest with individual governing bodies.</li> </ul>	
	This Board considered the Hartpury College Curriculum Plan, noting how it demonstrated how we currently link our curriculum design and implementation to industry requirements (current and emerging) and how we capture industry need and Labour Market Information (LMI ) through our engagement with stakeholders in support of this.	

		Action & Action Date
	Governors considered how the plan would link to and support the Local Skills Improvement Plan (LSIP). The Ofsted changes effective from September 2022 and also the new statutory requirements for Governors for publication of their Review, were noted. During the meeting, the Vice Principal FE outlined a suggested proposal on how we could utilise the work underpinning this document, further data sources of LMI and the Gloucestershire LSIP, (when it is published), to ensure statutory compliance and also to add value to the Hartpury offer.	
	<p>The Vice-Principal FE advised that Business West had been engaged to produce the Learning and Skills Improvement Plan for Gloucestershire and that their work would also reflect the Skills Strategy for Gloucestershire undertaken by Gfirst LEP. Hartpury was working actively to engage with the LSIP development. The Vice-Principal Further Education advised that the plan would not cover all areas but would be used to inform post-16 education in the region. It was noted that Agri-skills would be incorporated but that landbased and sport provision would not be. Climate change and softer skills requirements would also be built in. Governors were surprised tourism was not incorporated and disappointed that not all of Hartpury's curriculum areas would be reflected. Governors also commented that resilience was a key strength employers were looking for in employees. It was noted Hartpury supported this through its Prep for Success programme.</p> <p>Hartpury had attended the Gloucestershire Stakeholders meeting in September. Hartpury was supporting the employer engagement through its links and hosting the event for Agri-skills employers. The aim was to ensure a breadth of voices – NFU, machinery manufacturers, farmers were represented. The LSIP process would also include the use of questionnaires. Two Hartpury Governors (Alastair Grizzell and Edward Keene) would be employers within a workshop on 21<sup>st</sup> November. After the engagement events Business West would produce a report on what employers wanted (Dec-Feb) and then refine it (Feb-March) The final report which could be no longer than 30 pages would be produced in May. It would cover a 3-year span and not look longer term. The aim was to identify missed skills gap to move forward the economy based on feedback from employers. Governors queried if provision that was not related to identified skills needs within the LSIP would cease to be funded. The Vice-Principal Further Education said that this was not currently planned</p>	
	It was noted an LSIP would be produced every three years.	
	Governors commented on the need to ensure that fact that we were a regional and national as well as local skills provider was understood.	
	The Board considered the interrelated changes relating to Skills in the updated OFSTED requirements. It was noted there would now be a judgement on how well providers met local and regional and national needs. When a college was expected it would now be given notice to identify employers the inspectors could meet. The Ofsted deep dives would look at the skills strategy and at employer links and how they impacted on the curriculum. There would now be a nominee for skills in an inspection. At Hartpury the main inspection nominee would be the	

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	Vice-Principal FE with the Head of ICE the Skills Nominee (these would be separate but interlinking roles during the inspection).	
	Governors considered that the Curriculum Plan and Self-Assessment Report demonstrated that Hartpury was engaging well with employers and welcomed the work to that was being done to further develop that through the Employer and Industry Partner Scheme. It was noted employers and industry links had been invited to an event in June to help design the curriculum. This had involved consideration of schemes of work, the skills pyramid, curriculum intent and sequencing – the aim was for genuine co-operation work. This had led to changes in sequencing and operational work experience e.g. yard duty. She advised that engagement had been very positive. The aim would be to engage with them on a regular basis. Governors noted the need to also hear new voices and it was confirmed this need was recognised. The Vice-Principal FE advised that it was planned to do more bespoke careers activities with employers going forward, this had been tried successfully with Animal Management. A top 100+ employers had been identified	
	Governors thanked the Vice-Principal Further Education for the comprehensive update. It was confirmed the presentation would be uploaded to the Governors site.	
	<b>The Board NOTED the New Statutory Requirements for Governors Relating to Skills White Paper, LSIP and OfSted.</b>	
<b>FE07/11/22</b>	<b>Agree Process for Governing Body Hartpury Skills Review for Publishing by Summer 2023</b>	
	The Governors agreed the Report, Presentation and discussion had been helpful to enable a decision to be made on how the Board would proceed in order to comply with the statutory guidance for producing their Review of Meeting 'Local' Skills Needs, at the same time as recognising the need to promote the regional and national impact Hartpury has and the importance of retaining this.	
	It was noted that it would be challenging to complete a review which reflected on the LSIP given that this would not be published until May. It was agreed the fact that Hartpury was engaging with the LSIP ongoing development meant that Hartpury's review could take place concurrently. It was noted that there had been some pilots and that getting feedback from them would be helpful.	
	It was noted that the Review would need to be published on the website in the Summer.	
	The proposed approach would be to review the revised curriculum plan, continue to work with Business West to engage with the LSIP development, and to undertake a new Economic Impact Survey (the last one had been done in 2018). Options on how governing bodies could engage with other governing bodies were considered. Options might be to engage through the Gloucestershire Federation of Gloucestershire Universities and Colleges and/or through Landex. It was suggested engagement could be through Chairs and Vice-Chancellors and	

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	Principals. The challenge of collaboration whilst recognising there continued to be competition between providers was recognised.	
	<p>The proposed approach would be for a first draft of the Review to be developed for governor consideration by March/April. There would be a need to ensure it was fit for the evolving 2025+ strategy. Governors were supportive of the proposal, whilst recognising the timing challenges and constraints of the LSIP publication timeline. It was considered that the work Hartpury had already undertaken would position it strongly in this area. It was noted that the ongoing pilots would lead to the development of an LSIP template which would be helpful.</p> <p>Governors queried how Hartpury would approach the local, regional and national criteria. It was noted this would be informed by the surveys of students 6month post completing studies to consider where they were being employed.</p>	
	It was noted that the CEO of Gfirst had now moved within the local authority as Director of Economy and Environment.	
	<p>It was agreed that an update would be brought to the next FE Board meeting with an additional meeting or a revised date arranged as necessary.</p> <p><b>The Board AGREED that the Process for Governing Body Hartpury Skills Review for Publishing by Summer 2023 should be taken forward as proposed.</b></p>	
<b>FE08/11/22</b>	<b>FE Admissions Policy</b>	
	The Policy had been updated following a review by Admissions and minor amendments made as detailed.	
	<b>The Board APPROVED the FE Admissions Policy.</b>	
<b>FE09/11/22</b>	<b>ESFA Financial Health Feedback Letter</b>	
	<p>It was noted that following the ESFA Review of the Financial Forecasting return submitted in July that the ESFA had made the following Assessment of Hartpury's Financial Health</p> <p style="padding-left: 40px;">Outstanding for 2021/22 (the latest outturn forecast year), and Outstanding for 2022/23 (the current budget year).</p> <p><b>The Board NOTED the assurance provided.</b></p> <p>The Chief Operating Officer also agreed to update any governor who would like to be taken through the benchmarking data. Although it was recognised that this was less comparable for Hartpury because of the agreed mechanism for allocating costs between Hartpury College and Hartpury University.</p>	
	<b>The Update was NOTED.</b>	
<b>FE10/11/22</b>	<b>Any Other Business - None</b>	

**Dates of Future Meetings** - all scheduled to commence at 11.30am except where noted.

9<sup>th</sup> February 2023  
7<sup>th</sup> November 2023

APPROVED November 2022