



HARTPURY

MEETINGS OF HARTPURY UNIVERSITY & HARTPURY COLLEGE

SEARCH and GOVERNANCE COMMITTEES

11am Thursday 16th February 2023

Gordon Canning Room and Teams

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	-	Present
In Attendance		
Ms G Steels Clerk to the Board	Present	Present

		ACTION & AGREED DATE
S&G01/02/23	Apologies None.	
S&G02/02/23	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&G03/02/23	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 Mary Heslop and Alison Blackburn had specific interests in relation to their membership within item 7.	
S&G04/02/23	Minutes of the Last Meetings – 15th November 2022 The Minutes of the University and College Search and Governance Committee meetings held on the 15 th November 2022 were reviewed and	

	approved as true records.	
S&G05/02/23	Matters Arising	
	<p>The Committees had been provided with an action log which confirmed how actions were being progressed. It confirmed that HR had provided the Safeguarding check process for members of staff, and that this had been reviewed to see if there were any aspects which could be included for governors. It was confirmed that references and DBS checks and social media checks were undertaken.</p> <p>The tragic recent case of the deaths of the Epsom College head and family were noted. It was confirmed that DBS checks were also undertaken on the partners of any residential staff. (post meeting the Deputy Principal Resources confirmed this applied to any family members aged over 18, and advised that the DBS checks incorporated identity checks.)</p>	
S&G06/02/23	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>It was confirmed that the Executive summaries within the new agreed report format were supportive of effective governance. It was agreed that the balance between governance and management was working well, with the new Vice-Chancellor and Principal supporting the “no surprises” culture effectively. It was noted that the new KPIs were now in place and that the first dashboard would be presented in March and the Boards would be able to further review.</p> <p>It was confirmed that the Committees were comfortable with the information presented to the HE Quest Committee to support academic oversight It was agreed that what would be helpful would be for the HE Board to have a session on how Quality Assurance worked at Hartpur. It was agreed this should be taken forward.</p> <p>It was confirmed that a session was also planned for governors on understanding the Key Points within the Management Accounts to support scrutiny.</p> <p>It was confirmed that the Training & Development Journey had been put in place for governors and agreed this would be shared with them to support their development.</p> <p>It was noted that Diversity and Inclusivity would be a strand within the Strategy Away Day.</p> <p>It was noted that it had been agreed that options for joint working within the Committees would be further explored. It was noted that the reclassification of Colleges within the Private sector would be an additional issue to consider, advice from Eversheds had commented on this issue. It was noted that ESFA had been supportive of the current way of working when they had done their review. It was agreed these complexities would be further</p>	<p>Clerk/Chair HE Quest/ Deputy VC</p> <p>Clerk Mar 23</p>

	<p>considered.</p> <p>A governor commented on the overview from Advance-HE on the Effectiveness Reviews they had completed nationally. It was suggested it would be useful to consider incorporating this within the self-assessment processes for governors, such as the governor KPIs, induction and appraisal to provide an opportunity for reflection on these aspects. It was agreed the Clerk would take this forward.</p>	<p>March 23 Clerk</p>
	<p>The Committees NOTED the Update on the Agreed Action Plan and planned next steps.</p>	
S&G07/02/23	<p>Board and Committee Membership</p>	
	<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 (It was noted M Heslop's FE Quest membership should be added) 	<p>Clerk Complete</p>
	<p>The Committees considered the Report on Board and Committee membership.</p>	
	<p>Terms of Office</p> <p>It was noted that there was one vacancy on the College Board following the resignation of Kam Nandra.</p> <p>The Committee was updated that the individual proposed to join the Search and Governance Committee had not responded to the further request and was not being further progressed.</p> <p>The Committees noted that there were a number of independent/co-opted governors whose terms of office end in September 2023. Two had indicated they would wish to be considered for re-appointment and one, John Selby, had advised he would stand down when his term of office ended. The Committee expressed appreciation for John Selby's contribution to the Board and the University.</p> <p>The University S&G Committee considered the member who was eligible for reappointment- Alison Blackburn left the meeting 11.20am</p> <p>It was noted that Alison's attendance was 100% in 2020/21 and 82% in 2021/22. She was a member of S&G and QuEST. She was an active link governor and was involved in the Vice-Chancellor and Principal's appointment and was involved on the Chancellor Appointment Panel. She was an active "buddy" supporting a new governor. It was agreed she had considerable knowledge and made a significant contribution to the University Board and should be proposed to the Board for re-appointment for a further four years.</p> <p>Alison Blackburn re-joined the meeting 11.25am</p>	

The College S&G Committee considered the member who was eligible for reappointment- **Mary Heslop left the meeting 11.25am**

It was noted that. It was noted that Mary's attendance was 100% in 2020/21 and 2021/22. She was a member of S&G, A&RMC and QuEST. She was an active link governor and was involved in the Vice-Chancellor and Principal's appointment. She was an active "buddy" supporting a new governor. **It was agreed she had a wide range of knowledge and made a significant contribution to the College Board and should be proposed to the Board for re-appointment for a further four years.**

11.30 Mary Heslop re-joined the meeting.

It was noted there would therefore be one vacancy on the University Board from September and one currently on the College Board. It was agreed a comprehensive recruitment campaign should be undertaken, with the aim of achieving a diverse range of potential candidates. It was agreed the option of a further open evening would be explored, plus making the most of governor, alumni and business networks.

A governor commented on the costs of using an external agency for governor recruitment – ranging from £25-30K. The benefits of such an option were considered. It was noted that experience in the HE and FE sector was variable. The importance of ensuring that in any appointment that there was an alignment of values and a clear understanding of what was involved was stressed. At this stage using an external agency would not be considered further.

It was noted that the Boards had a broad range of skills. Farming/agriculture knowledge/experience had been highlighted previously as an area for focus for potential governors over the next few years, given potential transition of governors with this expertise. It was agreed that this was an area which should be considered when the opportunity was publicised. The possibility that the new member of the Farming Committee, might be interested was flagged, and it was agreed the opportunity would be highlighted to him.

**VC & P/
Clerk
Mar 23**

Committee Membership

It was agreed no changes were required at this stage.

The Board and Committee update was NOTED and plans to undertake a recruitment process for a university and college governor.

University S&G Committee

- (i) It was agreed Alison Blackburn had considerable knowledge and made a significant contribution to the University Board and should be proposed to the Board for re-appointment for a further four years.**
- (ii) The contribution John Selby had made to the Board and the University was recognised, noting he would step down in September 2023.**

	<p>College S&G Committee</p> <p>(i) . It was agreed Mary Heslop had a wide range of knowledge and made a significant contribution to the College Board and should be proposed to the Board for re-appointment for a further four years.</p>	
<p>S&G08/02/23</p>	<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. Governors commented on the need to ensure there were no unconscious barriers which might cause individuals to hesitate to put themselves forward. The Chair of the Boards commented on a recent session at the Landex conference on diversity which had highlighted consideration of venues used for recruitment etc. It was also recognised that where individuals could not see individuals similar to them reflected in marketing and promotion material that this could be a barrier. It was recognised that using different groups networks to reach a breadth of individuals was important.</p> <p>Governors considered the age range of governors, it was noted that there was a wider range than many college and university boards but it was still an area for improvement. The use of apprentice governors was considered. It was noted it could be helpful to prepare some potential governors to serve on future boards, but that some individuals found it a barrier. The need to consider its use carefully was recognised, it was agreed it was something that might be further considered depending on potential candidates.</p> <p>The need for there to be both continuity and renewal on a Board was recognised.</p> <p>It was noted that some companies encouraged employees to contribute to Boards as part of their social responsibility. The Committees considered whether there were any potential companies which reflected the industries Hartpury served. It was agreed this would be an area for further exploration, and links to possible trade bodies be considered.</p> <p>The Update was NOTED and areas for exploration taken forward.</p>	
<p>S&G09/02/23</p>	<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. It was agreed that overview of the appointment, review and re-appointment of the Chancellor be added to the terms of reference of the Search and Governance Committees.</p> <p>The Committees considered the proposed brief terms of reference to the Special and Appeals Committee following on the agreement to broaden the Hartpury Discipline and Dismissals Policy to incorporate senior postholders as agreed by the Committees. There was some debate on whether the policy should be distinct for Senior Postholders. It was agreed it followed the processes expected within such a policy, but</p>	<p>Clerk March 2023</p>

	<p>recognised that the processes would be carried out by different individuals. It was agreed that providing further clarity on this would be helpful and the Clerk agreed to discuss further with the Deputy-Principal Resources and bring an update to the June meeting. It was agreed it was very important that all elements of the process were clear. It was agreed this would be further considered in June. It was agreed the Terms of Reference for the Special Committee be recommended to the Board for approval, but with the quorums revised to three. A governor queried whether there were links to the insurance processes by HR and it was confirmed this would be checked.</p> <p>Members noted that currently the Capital Projects Assurance Working Group was currently dormant with projects being considered within the SFR meetings. At this stage this was working effectively. The position would be kept under review.</p>	<p>Clerk/ Deputy Principal Resources June 23</p>
	<p>The Committees NOTED the report and the planned actions. It was agreed that the updated terms of reference for S&G and Special Committee would be taken to the Boards in March for Approval.</p>	<p>Clerk Mar 23</p>
S&G10/02/23	<p>Board Development & Training</p> <p>The Committee considered the update on Governor Development. It was confirmed the Management Account training was still being planned. It was noted that Mary Heslop was not now able to attend the AoC training in March. A governor advised he had had a helpful session with the Chief Operating Officer on the Finances of Hartpury. It was confirmed points he had raised in relation to the Management Accounts would be taken forward.</p> <p>The T&D update was NOTED.</p>	
S&G11/02/23	<p>Any Other Business</p> <p>It was confirmed the Strategic Event Details would be issued shortly.</p>	
S&G12/02/23	<p>Dates of Next Meetings:</p> <p>Noted</p>	

The meeting closed at 11.20am