



# HARTPURY

## Minutes of the Meetings of Hartpury University and Hartpury College Boards 10am Tuesday 1st March 2022 Teams and Gwynne Holford

### Members

Mr Edward Keene  
 Ms Jenny Arroud  
 Ms Alison Blackburn  
 Mr Patrick Brooke  
 Ms Barbara Buck -  
 Ms Alice Bridges  
 Mr Alastair Grizzell  
 Ms Mary Heslop  
 Mr Henry Hodgkins  
 Mr Sean Lynn  
 Mr Russell Marchant  
 Mr William Marshall  
 Mr Chris Moody  
 Mr Kam Nandra  
 Ms Lisa Oliver  
 Prof. Ian Robinson  
 Dr John Selby  
 Mr David Seymour  
 Mr Gareth Smith  
 Mr Charlie Whitehouse  
 Ms Helen Wilkinson

### In Attendance

Ms Lynn Forrester-Walker  
 Mrs Rosie Scott-Ward  
 Ms Gillian Steels  
 Ms Claire Whitworth  
 Ms Lesley Worsfold

### University Board

Present (Chair)  
 Present (Staff Governor)  
 Present (Co-opted Governor) (from 10.15am)  
 -  
 -  
 -  
 -  
 Present  
 -  
 Present (Vice-Chancellor)  
 Present  
 Present  
 -  
 Apologies  
 Present  
 Present  
 Present  
 Apologies (HE Student Governor)  
 Apologies (Vice-Chair)  
 -  
 Present (Chief Operating Officer)  
 Present (Pro-Vice-Chancellor)  
 Present (Clerk to the Board)  
 -  
 Present (Vice-Principal Resources)

### College Board

Present (Chair)  
 -  
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 Present  
 Present (Vice-Chair)  
 Apologies (FE Student Governor)  
 Present  
 Present  
 -  
 Apologies (FE Staff Governor)  
 Present (Principal)  
 -  
 Present  
 Apologies  
 -  
 -  
 -  
 -  
 -  
 -  
 -  
 Present  
 Present (Chief Operating Officer)  
 -  
 Present (Clerk to the Board)  
 Present (Vice-Principal Further Education)  
 Present (Vice-Principal Resources)

APPROVED MAY 2022

		<b>ACTION &amp; ACTION DATE</b>
<b>01/03/22</b>	<p><b>Apologies and Confirmation of Quoracy</b></p> <p>The Chair welcomed attendees to the meeting, noting it was likely that hybrid meetings would continue.</p> <p>Apologies as detailed above.</p> <p>It was confirmed the meetings of the University Board and the College Board were quorate.</p>	

		<b>ACTION &amp; ACTION DATE</b>
<b>02/03/22</b>	<p><b>Declaration of Interest</b></p> <p>The Clerk advised that members' interests would be taken as those disclosed in the Register of Members Interests.</p> <p>The following standing declarations were noted: The Chair, Vice-Chancellor/Principal and Chris Moody were members of both University and College Boards.</p>	
<b>03/03/22</b>	<p><b>Minutes of the meetings</b></p> <p>The Minutes of the University Board and the College Board meetings held on the 15th December 2021 were agreed by the respective Boards to be true and accurate records.</p> <p>The Minutes of the College Board meeting held on the 10<sup>th</sup> February 2022 were agreed by the College Board to be a true and accurate record.</p>	
<b>04/03/22</b>	<p><b>Matters Arising</b></p> <p>An action log had been provided updating on issues raised at previous meetings.</p> <p>A governor requested an update on Continuous Improvement at a future Board. The Vice-Chancellor and Principal advised that this would either be scheduled for the Strategic Days or a future Board.</p> <p><b>The update was NOTED.</b></p>	<b>Clerk April/May/July</b>
	<b>Part 1 Priority Agenda Items</b>	
<b>05/03/22</b>	<p><b>Vice-Chancellor &amp; Principal's Update</b></p> <p>The key points of the Report were highlighted.</p> <ul style="list-style-type: none"> <li>• <b>Covid-19</b></li> </ul> <p>It was noted that whilst Hartpury had seen a rise in Covid cases post the festive season this had not been high enough to cause significant issues. There had been cases where residential students had been confined to their rooms and staff had supplied food and other essentials, but these cases had been rare.</p> <p>Staff cases had also risen during this term, this had been particularly challenging to the transport team but operation had continued. As previously Advised the Testing Station had been closed.</p> <p>It was noted that following on from Government announcements Hartpury was requiring residential students to test until Easter and to require them to follow Government advice to self-isolate in the case of a positive test, mask wearing would become optional as will social distancing and hand sanitising requirements. The support of the Student Union had been sought for these actions.</p> <p>It was confirmed that currently it was planned to ask all applicants for residential accommodation in September to be vaccinated to the full extent allowed by Government with the exception of those that have medical reasons not to.</p>	

		ACTION & ACTION DATE
	<ul style="list-style-type: none"> <li>• <b>Specialist Funding &amp; the OfS</b></li> </ul> <p>The Boards had been advised that the OfS had released its response to the consultation responses from the sector. Hartpury was to discuss its data challenges with them and make a case for our recognition as a small specialist provider. Hartpury planned to make a case as specialist in two areas: land and sport. If the application was successful it would lead to additional funding for 5 years. If the application was not successful there would not be another opportunity to apply for at least a further 5 years. It was highlighted that if the submission was successful it would limit some curriculum development opportunities.</p> <p><b>3. Capital projects update</b></p> <p><b>Graze Project</b> – this continued to be on time and on budget</p> <p><b>Car Park</b> – this had been retendered as agreed and there was a recommendation for this within the papers.</p> <p><b>University Learning Hub</b> project - almost ready to go out to tender. It is hoped to commence this project in July 2022 to enable some demolition works to take place before students return.</p> <p><b>Proposal for the Agricultural Technical Skills Centre</b> – this had been developed and was to be finalised to RIBA stage 2 to enable an application to be made to the ESFA for capital funding support on March 7<sup>th</sup>. This proposal had been developed on a very short timescale and it had not been possible to follow the usual Milestone approval process. Board support was requested to allow the SF&amp;R committee to sign off the application with the caveat that the full application and the Milestone 2 proposal are either discussed at the Corporation Strategic event in April or at the Corporation Board meeting in May. This would be considered later in the meeting.</p> <p>The new <b>EAA arena</b> and handling circle at equine had been completed and handover made. Both new facilities were now in use.</p> <p><b>Blackfriars 2</b> – Cityheart had now taken the role of Midas and subcontractors were back on site. They were still targeting to get bedrooms in place in September but Hartpury was also putting in place alternative options to provide certainty.</p> <p><b>4. Hartpury University Charitable Trust (HUCT)</b></p> <p>After the last Board meeting when a letter signed by non HUCT trustees was signed there had been a delay due to a query from one of the Trustees. The Vice-Chancellor and Principal confirmed that the need to operate in line with charity law requirements and ensure that conflicts of interest were avoided was understood by Hartpury and the Trustees. It was noted this issue would be further discussed by the Trust. A governor queried why Hartpury was also making Bursaries if the purpose of this charity was to provide such support. The Vice-Chancellor and Principal advised this would be considered.</p> <p><b>5. Augar Outcome</b></p> <p>The Vice-Chancellor highlighted that: From 23/24 new borrowers, repayment threshold £25K (£27,295), interest RPI + 0%, period 40 years</p> <ul style="list-style-type: none"> <li>• More graduates paying into their 60s</li> <li>• Highest earners who clear loan quickest will not be impacted</li> <li>• Forecast state contribution to loans will drop from 44p/£ to 19p/£</li> <li>• Gap years were likely to be postponed to avoid being affected</li> <li>• Existing borrowers, threshold frozen until 24/25 then RPI linked</li> </ul>	<p>Vice-Chancellor &amp; Principal May 22</p>

- Could add around £5k to average post 2012 student repayment
- RPI for repayments, CPI when paying out

It was recognised that this would freeze the University's major income stream whilst inflation was rising rapidly. Governors queried whether Hartpury was able to deliver Higher Technical Qualifications and whether this was an area which was being explored. The Vice-Chancellor and Principal advised that opportunities were being explored. It was noted that because Hartpury had university title that it could develop qualifications within this area.

10.15am Alison Blackburn joined the meeting

### **6. Ongoing Consultations**

It was noted that there were ongoing consultations on re-introducing **Student Number Controls**. It was reflected that this proposed reintroduction had been highlighted as a potential issue at the 2019 Strategic Event and had helped shape the 2025 Strategy.

**Minimum Entry Requirements** – governors were advised that if these were introduced for university students that it would affect 8 students out of 870. These students had been subject to individual interviews and assessment and reference made to their individual circumstances.

**Foundation Year** – it was noted that there was a proposal to reduce funding from £9,250 to £5,197 – on current year figures this would impact 95 students and reduce income by £385k.

It was noted that previous practice had shown that OfS consultations tended to be enacted in line with their proposals.

A governor queried whether the changes relating to the Foundation Year would impact on achieving Access Participation Plan (APP) targets. The Vice-Chancellor and Principal advised that there had not yet been an opportunity to look at the detail of this yet. The Pro-Vice-Chancellor commented that the position on disabled students would need to be reviewed and an update taken to Academic Board.

A governor expressed concern that the proposal for applying for specialist funding in two areas might move Hartpury away from its focus on landbased courses. The Vice-Chancellor and Principal advised that Hartpury continued to look to increase its landbased provision, and that over 60% of the University's provision was landbased. A governor asked for further information about the data issue flagged. The Pro-Vice-Chancellor responded that this related to historical data prior to University status when data had been collected in a less granular way. She highlighted that this could impact on the Specialist status application and also the TEF and NSS submissions if they were implemented as proposed within the current consultations, although over time this data would cease to be relevant. The Pro-Vice-Chancellor highlighted the complexity of the data being required by OfS within the proposed revised practices, highlighting that these were particularly challenging for smaller institutions to replicate, monitor and manage prior to submissions. Governors queried if more staff were required. The Vice-Chancellor and Principal commented on the need to ensure additional staff posts were affordable and were looked at in the round as part of budgetary discussions.

Governors questioned whether it was a dilution to have more than one

specialism. The Senior Team advised it should not be an issue. It was noted that “specialist” was not a protected term and that Hartpury could continue to use it even if it did not meet the OfS specialist criteria.

Governors reflected on the impact of ongoing inflation costs. A governor queried if the increased costs for transport might impact on student’s ability to take a course at Hartpury. The Chief Operating Officer advised there were no signs of this so far, it was noted that Hartpury continued to subsidise transport costs. He noted that due to the Pandemic fewer students had been able to take their driving tests which meant there was more pressure on the transport services. The Vice-Chancellor and Principal confirmed that Hartpury continued to lobby for improved public transport and was working with local groups to support a cycle route to Hartpury. It was likely that to progress this Hartpury would need to consider support of c £150k plus also provide changing and storage facilities. The number of bus routes Hartpury was running would also be reviewed.

A governor expressed a view on the importance of supporting agriculture, particularly at this current time when it was a significant political and economic issue. The need to ensure disadvantaged students had the opportunity to access agriculture courses was highlighted. The Vice-Chancellor and Principal provided assurance that the college remained strong in agriculture, and that numbers had grown. There were also close links to business to support applied courses and work experience. A Farm Business Management diploma had just been developed and there were other new courses which were having an impact. The need for potential students to understand how the landbased sector was changing and the new opportunities it provided was stressed. The Vice-Principal Further Education advised that wider skills which could be used in agriculture were embedded in the Hartpury Certificate. She advised that Hartpury was seeing more agricultural students from non-traditional backgrounds and more females. The Vice-Chancellor and Principal confirmed that the Hartpury Certificate helped to ensure students had a broad set of employability skills. Depending on the content of the T’quals this might need tweaking for agriculture students. A governor commented on the recent changes in the agriculture team, as highlighted in the appendix, and queried how this fitted with the appointment of an Agriculture Director. The Vice-Chancellor and Principal advised that there was a director for sport and animal so it seemed appropriate for there to be an Agriculture Director. It was hoped this would further develop agricultural teaching developments and support the leadership of the farm. He advised that the changes in the farm personnel were not related to the development of an Agriculture Director and that he was pleased with how the new team was shaping and working together.

**The following appendices had also been provided:**

- Campus Services – a governor queried if steps were in place if Blackfriars was not ready in time. The Vice-Principal Resources advised that discussions were ongoing with the University of Gloucestershire to secure the required number of beds. If it was decided to use Ermine Court feedback from this years’ students would be used to improve the student experience (such as parking, management – the possibility that Cityheart would manage the site was being explored - and minor maintenance issues).
- Sports Academy – Zoe Aldcroft’s ongoing success was recognised. Governors commented on the breadth of Hartpury’s sporting

		ACTION & ACTION DATE
	<ul style="list-style-type: none"> <li>• achievements</li> <li>• Equine</li> <li>• Farm – it was noted Andrew Easterbrook was moving on and that a new manager would be in place from February. The work Andrew had done was recognised.</li> <li>• Marketing and Communications</li> <li>• External Meetings – Vice-Chancellor and Principal</li> </ul>	
	<b>The University Board and the College Board NOTED the Report.</b>	
06/03/22	<p><b>Finance Report – January Management Accounts</b></p> <p>Key points of the report were considered. It was noted that the operating result for the four months ending January 2022 was a Surplus of £1,074k compared to a budgeted surplus of £152k. The favourable variance was largely a result of lower pay costs due to vacancies and higher income in some areas. Cash balances at the month end were £1,058k. The University had an overdraft facility of £1m. It was noted that the University complied with its bank covenants and was forecast to continue to do so.</p> <p>It was noted the accounts reflected the agreed drawn down for Capital Projects and a summary of the Rugby Quarterly Accounts. A governor noted that the National Insurance would increase on 1<sup>st</sup> April and queried if this was in the budget. The Chief Operating Officer advised it was in the reforecast and would be included in the budget for next year. A governor queried what the accrued expenditure on the balance sheet covered. The Chief Operating Officer advised that all invoices relating to accommodation were raised at the start of the year and then released over the year.</p> <p>A governor queried what the 2021 Insurance Claim issue related to. It was noted the detail had been shared with the Chair, and that it related to a student matter, where Hartpury had acted as directed by its insurers. It was noted that the insurers had paid all but the excess.</p> <p>The successful renegotiations relating to VAT were noted.</p> <p><b>The University Board and the College Board NOTED the January Management Accounts.</b></p>	
07/03/22	<p><b>HE Report</b></p> <p><b>The Boards noted the Key performance indicators:</b></p> <ul style="list-style-type: none"> <li>• <b>Applications</b> had improved significantly since the last meeting and were now +4% (sector at 1%), however there was still some distance to travel to meet budget targets. Additional recruitment campaigns had been launched and work was ongoing to achieve conversion.</li> <li>• <b>Retention</b> continued to be a challenge for this year, with students predominantly leaving / suspending studies due to wellbeing (homesickness), employment and financial reasons. It was confirmed the relevant support was in place, and that a small task group had been launched to investigate in more detail.</li> </ul>	

		ACTION & ACTION DATE
	<p>An update was also provided on OFS issues. The challenge of responding to so many areas of consultation – touching over 9 significant areas was flagged. It was noted that it was a significant burden on Senior Manager time and was leading also to pressure on middle manager time.</p> <p><b>Office for Students:</b></p> <ul style="list-style-type: none"> <li>Hartpury would be making an <b>application for World-leading specialist provider funding</b> this month. In order for the application to be eligible, we need to engage with the OfS for data amendment, which will not be straightforward.</li> <li>Hartpury is also submitting <b>responses to the consultations on: regulating student outcomes, Teaching Excellence Framework (TEF) and associated indicators</b>. These consultations are significant, and will impact on the sector and Hartpury almost immediately. Our data capabilities and capacity continue to be significant limiting factors; however, we are working on plans to address these issues.</li> </ul> <p>It was noted that at this stage indications were that the data for TEF would have the potential to be a strong silver, given the number of years to be used.</p> <p>As discussed within the Vice-Chancellor's report it was confirmed that work was ongoing to review the data, but recognised that Hartpury's team was smaller than some data teams. OfS's direction of travel to be more data reliant in its measures was noted and governors queried whether this meant that there should be further investment in this area. The Vice-Chancellor and Principal advised that he was aware of the need to balance these issues and confirmed that Continuous Improvement work was ongoing in this area to reduce the burden of the work through reducing use of manual systems.</p> <p>Governors queried whether it was still planned to put in an application for World Leader Specialist provider funding, despite the challenges. The Pro-Vice-Chancellor advised that Hartpury had been advised to submit a data amendment and then the application based on this. This was the approach being progressed. A governor questioned how it had been decided to apply for sport and equine, noting the challenge of a dual application. The Pro-Vice-Chancellor advised that this had been decided after discussions with GuildHE and OfS. A first draft was in development. It was noted there were only 6 weeks for submission which was a challenging timeline.</p> <p><b>The HE Report was NOTED.</b></p>	
08/03/22	<p><b>FE Report</b></p> <p>It was noted this was the third report of the academic year 2021-2022 for Hartpury College.</p> <p>Headlines included:</p> <ul style="list-style-type: none"> <li><b>COVID-19:</b> in person delivery had continued into term 2 with some COVID-19 mitigations remaining in place. This had allowed us to hold formal BTEC January exams for the first time at Hartpury. Despite the spread of Omicron, attendance had been excellent.</li> <li><b>CONTINUOUS IMPROVEMENT:</b> the development of the Promonitor student progress monitoring report suite was now complete and Managers were</li> </ul>	

		ACTION & ACTION DATE
	<p>starting to make use of the reports as a management tool. This underpinned our continuous drive to further improve quality of the student experience and complements other improvements also in progress as outlined in our Quality Improvement Plan, all of which were progressing as planned to date.</p> <p>• <b>POLICY / EXTERNAL ENVIRONMENT:</b> whilst the external environment posed a number of challenges and opportunities for us, we now had further information relating to T-Level funding and considerations in relation to outline content. The debate relating to the defunding of applied general qualifications such as Sport BTECs would now be heard in parliament. It was confirmed Hartpury had undertaken as much pre-planning as was possible based on information available. Funding information was awaited.</p>	
	<p>The Vice-Principal Further Education advised that Marketing was ongoing and recruitment was up to 2025 target numbers. Expectations were being carefully managed. Acceptance levels were lower than this time last year, but at the moment this was thought to be a phasing issue.</p>	
	<p>The Vice-Principal Further Education updated on the latest information on OFSTED. She advised that more inspections were planned. Hartpury was undertaking preparation processes and using deep dives to mirror OFSTED.</p>	
	<p>The caseload of staff was also being reviewed and Promonitor being used to support monitoring. Progress data which had previously been manual had been automated through quality improvement to make accessing the information easier.</p> <p>Information on sexual abuse had been built into the student experience and there had been positive feedback that this was helpful.</p>	
	<p>A governor commented on the importance of the lobbying to prevent the defunding of general qualifications being successful. Governors noted the feedback on numbers of students feeling safe. A query was raised on feedback in the QuEST minutes on some students not feeling safe, it was noted this was due to changes in the COVID measures, for example mask wearing no longer being mandated. It was noted that those reporting not feeling safe was less than 2% within a high return, but confirmed that the position was followed up with departments. A governor commented that as Link Governor for Equine she had followed it up on her governor link visit. It was agreed other governors should also do this. The Chair of FE QuEST advised the Committee had had a long discussion on the matter.</p>	
	<p>A governor noted it was positive so many people had attended the exams in January, but queried what sanctions could be used to further increase it. The Vice-Principal Further Education advised that those who had not attended had been ill, and therefore would not be sanctioned. There would be an opportunity for them to take the exams in the summer. Results were due on 24<sup>th</sup> March and then those who might want to retake would be identified.</p>	
	<p>A governor queried the retention in Apprenticeships, noting it was a target growth area. The Vice-Principal Further Education advised that these students had started 18months ago and generally where retention issues had occurred there had been challenges in retaining employment. She</p>	

		<b>ACTION &amp; ACTION DATE</b>
	advised that this was an area of focus and that an action plan was in place, for example about finding alternative placements.	
	<p>A governor queried current staff morale. The Vice-Principal Further Education advised that staff were focused on supporting students through exams and assignments. It was recognised that the increase in external exams was a challenge for some staff, but that support was in place and that they were performing well.</p> <p>A governor commented on the ongoing revolution in agriculture practice which had changed to be more high tech and increasingly sustainable. He questioned how Hartpury was engaging with industry, recognising the need to be able to demonstrate new technology and to teach it to students. The Vice-Principal Further Education advised of the investment in Agri-tech equipment and that clear expectations had been shared with manufacturers that they would update as the technology changed. She advised the Student Experience Employability aspects were being refreshed to respond to the changes in all sectors. It was agreed an update on it would be presented to the FE Board in November. The Vice-Chancellor and Principal stressed that Hartpury was keen to expose students to new technology and the need to be able to use data. It was recognised that there was a divergence of practice in agriculture, and it was helpful for students to have a range of experiences.</p>	<b>Head of ICE FE Board – Nov 22</b>
	<b>The FE Report was NOTED.</b>	
09/03/22	<p><b>Student &amp; Staff Voice</b></p> <p><b>Student Governors</b> Both student governors were engaged with their studies and unable to attend.</p> <p><b>Staff Governors</b> <b>The College Staff Governor</b> was not present.</p> <p><b>The University Staff Governor</b> – commented that staff were pleased that Graze was on track.</p> <p><b>Governor Link Feedback</b> It was noted that the process had changed to written reports. Since December the following Link Governor Visits had been reported to the Clerk: Research and Knowledge Exchange - Bill Marshall Equine – Barbara Buck EDI - Ian Robinson</p> <p>The visits provided helpful triangulation of reports to the Boards on cross organisation strategic issues and staff perceptions and approaches. Confirmation was provided on staff morale.</p> <p><b>Strategic Issues</b> - noted EDI is an area undergoing constant change and greater external monitoring and regulation and needs ongoing focus. - RAKE - Imminent REF results. Plan for next RAE Target 30 PG students then</p>	

		ACTION & ACTION DATE
	<p>GDAP Enterprise opportunities.</p> <p>Other governors have confirmed dates for Link visits or are in the process of obtaining dates.</p> <p><b>The Updates were NOTED.</b></p> <p>The Chair thanked governors for their feedback which helped to triangulate the information provided at the meetings.</p>	
10/03/22	<p><b>Part 2 Approve Recommendations and Accept Minutes from Corporation Committees.</b></p> <p><b>Strategy, Finance and Resources Committee</b></p>	
	<p><b>Minutes 8<sup>th</sup> February 2022</b></p> <p>The minutes of the meeting were NOTED.</p> <p><b>The College and University Boards APPROVED the</b></p> <ul style="list-style-type: none"> <li><b>(i) Financial Regulations</b></li> <li><b>(ii) Slavery and Human Trafficking Statement</b></li> </ul> <p><b>Which had been recommended by the College &amp; University SFR Committees.</b></p> <p><b>The University Board APPROVED</b></p> <ul style="list-style-type: none"> <li><b>(i) Retention of current Cost Apportionment of shared costs to Hartpury College Report;</b></li> <li><b>(ii) once the outstanding queries identified in the ATFS Report were clarified with Triodos to fix for 5 years the current debt of £6.8m fully but to review the £8m loan once it is fully drawn down;</b></li> </ul> <p><b>Which had been recommended by the University SFR Committee.</b></p> <p><b>The College Board APPROVED the Sub-contracting Policy which had been recommended by the College SFR Committee.</b></p>	
	<p><b>Capital Projects</b></p> <p><b>Agricultural Project Update</b></p> <p>As previously discussed it was noted this project had been fast tracked to meet the ESFA submission requirements. It was confirmed that the Project would be further considered by the Board in due course, and that the decision being made did not commit the Board to the project. The Board would have more information on costs and likely funding in July.</p> <p><b>The SFR Committees NOTED the report, including the costs to be incurred, RECONFIRMED the continuation of the project to RIBA Stage 2 and NOTED that the RIBA Stage 2 Report would be discussed by a special meeting of the Committees in March prior to the submission to the ESFA on 7th March 2022.</b></p> <p><b>Subject to the Agreement of the SFR Committees on 4th March the College Board:</b></p> <ul style="list-style-type: none"> <li><b>(i) APPROVED the submission of the ESFA bid for the funds for the</b></li> </ul>	

		ACTION & ACTION DATE
	<p>Technical Skills Centre, subject to the final approval of the SFR Committee on 4th March;</p> <p>(ii) And the University Board AGREE that subject to funding this building will progress and that if required it will lease the building to the college for 125 years for a peppercorn rent once completed.</p> <p>Car Park: University Board, following the recommendation of the University SFR Committee, APPROVED that M F Freeman be appointed as the preferred supplier for the car park at a cost of £2,772,653 including VAT.</p>	
11/03/22	<p><b>QuEST Committees</b></p> <p><b>HE QuEst – Minutes 10<sup>th</sup> February 2022</b> <b>FE QuEst - Minutes 10th February 2022</b></p> <p>It was noted that the meetings had included a joint discussion on future meeting pattern and it had been agreed to hold the meetings separately, but to maintain synergies and the sharing of good practice. The different responsibility of the Committees had been recognised. It was confirmed the Executive would continue to sit on both Committees.</p> <p><b>HE QuEst</b> The Vice-Chancellor and Principal advised that work to attract and retain HE staff was ongoing. It was noted that the APP remained in place at this time.</p> <p><b><u>Actions taken under Delegated Authority:</u></b> <b>The University QuEst had APPROVED the Degree Outcome Statement</b></p>	
	<p><b>FE QuEst</b> The Committee had continued its practice of having presentations from the wider management team. Information on strengths and weaknesses, lesson observations and CPD had been discussed in detail. As discussed above there had been a detailed discussion on Students feeling safe. Target grades and the work to support exams had also been highlighted. It was also drawn to the Boards' attention that RAG rating had been reintroduced for the Improvement Plan.</p> <p><b>The Minutes were NOTED.</b></p>	
12/03/22	<p><b>Search and Governance Committee</b> <b>Minutes 10<sup>th</sup> February 2022</b></p> <p>The minutes were NOTED. It was confirmed a recruitment drive would be ongoing after Easter and that an Open Evening would be held for potential governors on 12<sup>th</sup> May 2022.</p> <p><b><u>Recommendations for Approval to the relevant Board</u></b> <b>S&amp;G College Committee - Revised Terms of Reference APPROVED by the College Board.</b></p> <p><b>Re-appointment –</b> Based on his finance and accounting skills, knowledge and experience, <b>Patrick Brooke was APPROVED by the</b></p>	

		ACTION & ACTION DATE
	<p><b>College Board for Re-appointment for a three-year term of office, i.e. from 1<sup>st</sup> September 2022- 31<sup>st</sup> August 2025.</b></p> <p><b>Re-appointment</b> – Based on her skills, experience and knowledge in the education sector <b>Helen Wilkinson was APPROVED by the College Board for Re-appointment for a four-year term of office, i.e. from 1<sup>st</sup> September 2022- 31<sup>st</sup> August 2026.</b></p> <p><b>Re-appointment</b> – Based on the breadth of her contribution, skills and knowledge <b>Barbara Buck was APPROVED by the College Board for Re-appointment for a four-year term of office, i.e. from 1<sup>st</sup> September 2022- 31<sup>st</sup> August 2026.</b></p>	
	<p><b>S&amp;G University Committee - Revised Terms of Reference - APPROVED by the University Board.</b></p> <p><b>Re-appointment</b> – Based on his skills, contribution and experience and as a local businessman <b>Henry Hodgkins was APPROVED by the University Board for Re-appointment for a three-year term of office, i.e. from 1<sup>st</sup> September 2022- 31<sup>st</sup> August 2025.</b></p>	
	<p><b>Re-appointment</b> – Based on his finance and capital skills and knowledge and wider contribution <b>William Marshall was APPROVED by the University Board for Re-appointment for a three-year term of office, i.e. from 1<sup>st</sup> September 2022- 31<sup>st</sup> August 2025.</b></p>	
	<p><b><u>Committee Remits and Operation</u></b>  <b>SFR Remit/Meeting Frequency/ Development of Estates Working Group</b>  It was <b>AGREED</b> the Chair, Clerk and Vice-Chancellor and Principal would meet to progress this and update the Board and the Committee – at the Board meeting a Draft Capital Projects Assurance Working Group Terms of Reference was <b>APPROVED</b>, noting it would be further reviewed by the Group at its first meeting and an updated iteration provided to the Boards in May.</p>	<p>May 2022</p>
	<p>The Boards <b>APPROVED</b> the following revisions to Terms of Reference and Operation:</p> <p><b><u>Health and Safety Reporting</u></b> - To revise the TOR of A&amp;RMC and SFRC to move this responsibility to A&amp;RMC.</p> <p><b><u>Safeguarding Reporting</u></b> - To revise the TOR of QuEst and SFRC to move this responsibility to QuEst</p> <p><b><u>ED&amp;I Reporting</u></b>- To revise the TOR of QuEst and SFRC to move this responsibility to QuEst – in relation to students, staff to remain with SFRC</p>	

		<b>ACTION &amp; ACTION DATE</b>
	<p><b><u>HE and FE QuEst Meetings</u></b> – to further pilot separate meetings whilst other actions are taken to streamline meetings</p> <p><b>Re-Appointment</b> – Based on his contribution and the importance of continuity during this period of transition to a new Vice-Chancellor and Principal Edward Keene was <b>APPROVED</b> by the College and University Boards for Re-appointment for a four-year term of office, i.e. from 1<sup>st</sup> September 2022- 31<sup>st</sup> August 2026.</p>	
13/03/22	<p><b>Application of Hartpury Seal*</b></p> <p>None.</p>	
14/03/22	<p><b>Any Other Business</b></p> <p><b>Ukraine</b> – governors queried if the war had implications for any of our students. They were advised that Hartpury had no Ukraine students but 4 Russian students who had been reached out to through wellbeing.</p> <p><b>Tour EAA</b> – it was noted that the following were attending this tour after the meeting: Mary Heslop, David Seymour, Ian Robinson, John Selby.</p> <p><b>The Chair thanked all governors for their work.</b></p> <p><b>The meeting closed at 12.14pm</b></p>	

APPROVED MAY 2022