HARPER ADAMS UNIVERSITY

Board of Governors

Minutes of the Meeting of the Board of Governors held on 8 July 2021 via MS Teams

Present:	Mr Peter Nixon	Chair
	Dr David Llewellyn	Vice-Chancellor
	Mr Colin Bailey	
	Dr John Donaldson	Staff Governor
	Mr Richard Hambleton	

20/67 **Minutes**

Approved: the minutes of the meeting of the Board of Governors held on 25 March 2021 (20/48-20/65) and the minutes of the Special meeting of the Board held on 12 May 2021 (20/66-20/67)

20/68 **Matters Arising**

Received: a report from the University Secretary;

Noted:

i) that since the last meeting of the Board, members had taken action to agree minor updates to the memorandum of agreement between ;

ii) that members had also taken action by circulation, following receipt of satisfactory due diligence checks to confirm the appointment of new independent members of the Board, co-opted members of Audit

Noted:

i) that student recruitment for autumn 2021 was looking positive overall although there was an imbalance between subject areas and an exercise was therefore underway to ensure that every opportunity was taken to secure further applicants for areas that had further capacity, while those areas with high levels of applicants were also under active review;

ii) that it was noteworthy that there had been a strong uplift in interest in veterinary nursing, physiotherapy and other animal science - related programmes which demonstrated that the anticipated halo effect of the Vet School was continuing to be seen;

iii) that levels of interest in postgraduate taught and degree level apprenticeships programs continue to be positive and applications to the Vet School had achieved a better balance with respect to applicants expressing an interest to be based at Keele and Harper Adams;

iv) that notwithstanding the current position the Universit0.02 s008871 0 595.32 841.92 re

ix) that a focus on the need to develop modular based education was

had engaged with such provision over many years and would welcome the opportunity to do so again. In this regard, it was important to note that this style of lifelong learning fits well with the ambitions of the DEFRA funded TIAH (The Institute for Agriculture and Horticulture). A formal announcement would follow later in the year;

x) that the University had maintained a good performance in the Complete University Guide following the publisher r

addressed through the agreed complaints procedure. The outcomes had included further work to develop and raise the importance of

improved and consistent reporting arrangements of concerns were put in place so that matters raised could be addressed as quickly as possible to try and avoid escalation or further instances of unacceptable behaviour. It followed that the approval of the Respect Policy was supported by an action plan which would ensure that the policy was embedded and owned by the entire University community. In this regard it was particularly pleasing that the -authored the policy and was fully committed to it and that a workshop for staff in relation to the new policy had been extremely well attended with very positive feedback and many offers of assistance in embedding the policy over the coming months and years;

vi) that later on the agenda the Board would be asked to approve a revised Student Disciplinary Policy which it was felt would further support the aims of the Respect Policy. The investment in further resources within the student services team to focus on our lightship and behavioural change would also help to support effective delivery of the revised disciplinary measures that were being proposed:

vii) that as part of the Curriculum Review a focus on embedding EDI as a core element of all programmes was also under active discussion. The need to address any changes arising from the proposals to revise the freedom of speech requirements for universities would also need to be addressed in due course;

viii) that a range of success measures had been set out with a view to ensuring proactive reporting based on data to both Academic Board and the Board of Governors in due course. There would also be a need to publish information as part of the new OfS requirements;

ix) that proactive leadership of cultural change would be an important element of ensuring the proposals were successful and the commitment of the senior management team and the staff and trustees of the student union would be very important in this regard together with the support of all staff;

x) that some clubs and societies had introduced a welfare role as part of their organisations. It was suggested that this be explored further with the incoming Director of the Student Union; **SC/RH**

xi) that training and development for staff would be enhanced with respect to EDI and the work of the Equality and Diversity Group would be fully embraced;

Agreed: i) that members of the Board were fully supportive of the Respect Policy and action planned;

ii) that members were content with the proposed meeting arrangements set out in the agenda and would look forward to the

to environmental sustainability and the work of the Vet School in relat The Board agreed that the date of the dinner proposed for the November Board meeting should be the evening of Thursday 25th November 2021, i.e. the night before the Board meeting on the 26th November 2021 (which would be the first on-site meeting of the Board since the outbreak of the coronavirus

pandemic and also the new V-
dinner would be used as an opportunity to invite and thank recently

outstanding service, with senior members of staff being invited, the numbers involved would be considerable. It was therefore agreed that to invite spouses and partners on this occasion would cause logistical problems. However, the Board strongly agreed that a Board dinner with partners might be arranged for July 2022;

iii) that members were content with the proposed changes to the Instrument and Articles to reflect agreed changes to staff and senior staff disciplinary arrangements and authorised the chair to sign the special resolution confirming that the Instruments and Articles of the University should be amended in accordance with the draft Instrument and Articles attached to the resolution in substitution for,

Agreed: i) the budget for 2021/22 including the capital budget and priorities;

ii) the five-year forecast, subject to any minor changes that may be required for consideration and approval at the November 2021 Board meeting;

iii) the six new overarching KPIs;

iv) to endorse the C
to the Environmental Policy.

20/72 **Corporate Planning Statement**

Received: a summary of progress made to achieve objectives set for the Corporate Planning Statement (CPS) 2020/21 and the draft CPS for 2021/22;

Noted: i) that overall positive progress had been made with the CPS actions from 2020/21, although some actions had been unavoidably delayed as indicated in the report due to the COVID-19 restrictions;

ii) that the CPS for 2021/22 had been prepared on an interim basis to allow for discussion with Professor Sloan when he took up his role as Vice Chancellor with effect from 1 November 2021;

iii) that since the agenda papers had been circulated a number of minor changes had been suggested to ensure that marketing and communications activities were fully represented together with a

Agreed: to approve the CPS for 2021/22, including the amendments to reflect marketing and communications activity set out above, and noting that if Professor Sloan wish to propose any changes these would be presented to the Board in due course for its approval; **CEB**

20/73

Received: and the incoming President for 2021/22

Noted: i) that the SU Team had performed very well during the previous year and it was particularly pleasing to see that costs and expenditure had been constrained such that there had not been a need

with the detailed programme of training and development since taking up their new roles and were looking forward to the new SU Director taking up his position from 12 July 2021;

iv) that the Board express its condolences to the family and friends of the student who had recently passed away, noting his very positive engagement with the work of the SU;

Agreed: i) to approve the current SU Constitution until July 2023

ii) to receive a progress report on the review of the Constitution at the next meeting of the Board **EB**

20/74 **Academic Board**

Received: i) a report on the meeting held on 30 June 2021

ii) proposed changes to the Student Disciplinary Policy for 2021/22

: iii) the Annual OIA Statement on Student Complaints 2020

iv) a note setting out amendments to the Academic Quality Manual following completion of the annual review cycle and the 2021 Degree Outcomes Statement

Noted: i) that Academic Board had continued its important work in relation to quality assurance;

ii) Adams remained positive with no complaints received in 2020;

iii) that as noted earlier in the meeting a full review of the Student Disciplinary Policy had taken place and a new policy was proposed mic Board;

iv) that members were content with the proposed changes to the Academic Quality Manual following the annual review cycle and also with the 2021 Degree Outcomes Statement;

vi) that the annual report on Compliance with the Competition and Markets Authority guidance for universities had highlighted that the

remained sound with no areas for further action identified. Members were content with the report;

Agreed: i) the revised Student Disciplinary Policy for 2021/22 **SC**

ii) that the Degree Outcomes Statement should be approved for publication **SB**

20/75 Equality Diversity and Inclusion

Received: the annual report on EDI actions taken by the University during 2020/21

Noted: that as previously agreed by the Board, a new annual report had been prepared to summarise the members all of the activities that had been reported to the Board and its Committees during the year.

Agreed: that members welcomed the refreshed focus on this important area of work

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Agreed: that members were very appreciative indeed of Mr
Chair, in particular his hard work and dedication during the past year and agreed that he was very effective in the role and had no issues to raise.

Mr Nixon re-joined the meeting at this point

20/78 **Board Members Annual One to One Discussions with the Chair**

Agreed: that Mr Nixon would arrange for Mrs Vinall to email members to set up one to one discussions in person or by telephone with the aim of completing the discussions in time to feedback to the October meeting of the Board. The seven agreed areas for discussion would also be shared again with members to assist their preparation for their session. **PN**

20/79 **Elections for Chair and Vice-Chair**

Noted: that expressions of interest were invited by 31 July 2021. Should an election process be required, this would be arranged and the outcome would be reported to the Board in October 2021 to enable the appointments to be made for 2020/21; **CEB**

20/80 **Biographies and Register of Interests for members during 2021/22**

Noted: the request set out in the covering letter for the meeting reminding members to review their biography and declaration of interests and provide any updates to Sam Vinall by 31 July 2021**.** **ALL**

20/81 **Retiring Members**

Agreed: to thank Mr Bailey, Mr Burnhope, Dr Donaldson, Mr Hambleton, Mr Oatey, Dr Pointon, Mrs Snell, Mr Thomas and Mr Tweed for their contributions as members of the Board and its Committees

Dr Llewellyn for his contribution to the work of the Board and the University as a member of senior staff for 23 years and in particular, his leadership of the University as Vice-Chancellor over the past 12 years

to thank Miss Olufayo and Mrs Virseda for their engagement as Board Apprentices.

20/82 **Date of Next Meeting:** Friday 1 October 2021.

20/82. **Date of next Board dinner:** Thursday 25th November 2021, prior to Board meeting the next day on Friday 26th November 2021