HARPER ADAMS UNIVERSITY

Board of Governors

Minutes of the Meeting of the Board of Governors held on 29 November 2016 in the Boardroom

Present:	Mr Mike Lewis	Chairman
	Mr Stephen Vickers	Vice-Chairman
	Dr David Llewellyn	Vice-Chancellor
	Mr Peter Cowdy	
	Mrs Emma Folkes	
	Mr Richard Hambleton	
	Mr Fred Hammond	President of the Students' Union
	Mrs Lavinia Moroz-Hale	Staff Governor
	Dr Julia Pointon	
	Mr Mark Roach	
	Mrs Christine Snell	
	Mr Martin Thomas	
	Mr Dominic Wong	
Apologies:	Mr Colin Bailey	
	Mr Tim Burnhope	
	Dr John Donaldson	Staff Governor
	Dr Moira Harris	Staff Governor
	Mrs Heather Jenkins	
	Mr Peter Nixon	
	Professor Mark Ormerod	
	Mr Campbell Tweed	
In attendance:	Dr Catherine Baxter	University Secretary & Clerk to the Board
	Mrs Liz Furey	Director of Finance
	Professor Peter Mills	Deputy Vice-Chancellor

Register of Interests

Members were reminded to complete or update their entry in the Register of Interests as necessary.

16/19 **Oral Feedback on Governor Development Activities**

Received: oral feedback from Mr Richard Hambleton on his experience as a 'Student for a Day' and feedback from Mr Mike Lewis on his attendance at recent HEFCE and LFHE meetings.

Noted:

i) that Dr John Donaldson would provide feedback on his engagement with the online governor development tool at the next meeting in April 2017; **JD**

ii) that Mr Hambleton had found the 'Student for a Day' to be very valuable. Students had commented favourably on their experience at the University including their appreciation of the excellent facilities and the commitment of staff. These comments confirmed the reports that were received by the Board about student satisfaction and clearly underpinned the awards made to the University in recognition of the high quality student experience that it provides. Only a small number of minor issues had been suggested during the day and these had been discussed with the University Secretary who would discuss these points further with relevant staff; **CEB**

iii) that, in summary, Mr Hambleton confirmed that the experience had been very useful and he would thoroughly recommend (y)16.1n r-beeny di useuse [(s)

iv) that the Chairman had attended the HEFCE Annual Meeting. A major focus of the day had been considering the ongoing transition of the role of HEFCE as a funding body to a regulatory body. There had also been discussion about risks with a particular emphasis on what had appeared, at first, to be an opportunity for visa regulations for international students to be improved with regard to the relaxation of rules. However, the following day, announcements had made cleaationioni

Vice-Chancellor had been discussing these issues with the NFU and had asked whether or not they would be able to help the promotion of the need for higher level skills in the agri-food industry;

vi) that the Government had made an announcement on funding for research although it was understood that this was likely to be drawn from existing funding rather than new funding. Nevertheless, the cuts to HE funding in the Autumn Statement were not quite as great as had been anticipated;

vii)

iv) that the external auditors had confirmed that they were supportive of the internal audit opinion and that the arrangements for key financial controls at Harper Adams reflected those of other universities in their considerable experience of the sector;

v) that the Committee had conducted a careful review of the performance of the internal and external auditors and had agreed to recommend re-appointment of both audit firms for a further year;

vi) that the Committee had noted, in particular, that it had been very useful to have the considerable experience of Mike Rowley as the KPMG audit partner and they had also noted the role of the new internal audit partner, Lisa Randall, during the past year and the fact that an independent member of the RSM team had been allocated to undertake consideration of the matter in relation to the purchase ledger matter;

vii) that the Audit and Risk Management Committee report set out the work that had been completed during the year and concluded with a positive assurance opinion. The Audit and Risk Management Committee had also considered the HEFCE Accounts Direction and was content that the University was operating in accordance with this;

viii) that the Committee had also reviewed the Risk Analysis and Action Plan 2016/17, together with the Value for Money (VFM) report;

ix) that the University's Annual Value for Money report for 2016 was presented in the same format as in 2015. In August 2016, HEFCE had published a consultation on the future format of value for money report, although this would not come into place until the December 2017 reporting. In the meantime, VFM reporting was now compulsory for the December 2016 return. During 2016/17, the Finance Team would be working on the 2017 VFM report and would keep the Audit and Risk Management Committee informed on progress with this matter;

x) that the Committee had reviewed the annual report and financial statements and was content to recommend these to the Board for its approval. This was an item later on the agenda.

Approved: i) the annual report of the Audit and Risk Management Committee for the 2015/16 financial year and up to the signing of the accounts that would be submitted to HEFCE by 1 December 2016;

ii) the Value for Money report 2015/16 for submission to HEFCE as part of the annual assurance return;

iii) the re-appointment of RSM as internal auditors and KPMG as external auditors.

16/25 **Finance and Annual Report and Financial Statements**

Received: i) a report on matters considered at the meetings of the Finance and General Purposes Committee held on 8 November 2016 (including a report on Board Level KPIs);

ii) that the Charity Commission regulations on the Reporting of Public Benefits had been represented to the Finance and General Purposes Committee and the Audit and Risk Management Committee at their recent meetings as an aide memoire when considering the University's Annual Report and Financial Statements;

iii) a briefing note from the Director of Finance on the draft audited accounts;

iv) the 2015/16 audited accounts for Harper Adams University incorporating the External Auditors' opinion, Vice-Chancellor's Report and Corporate Governance Statement for recommendation to the Board of Governors

v) the 2015/16 Annual Report and Accounts for Cedar Energy Limited

vi) the 2015/16 Annual Report and Accounts for Harper Adams University Development Trust and the Letter of Representation

vii) the Letter of Support for Cedar Energy Limited from Harper Adams University

viii) the Letter of Representation for the Harper Adams University Group.

Noted: i) that, at its recent meeting, the Finance and General Purposes Committee, had considered the University's progress measured a

vi) that the report of Key Student Indicators 2015/16, together with the commentary provided by the Head of Educational Development and Quality Enhancement, provided the Board with assurance that these matters were taken seriously and that action points were followed up as necessary;

vii) that the assurance statements on academic quality and standards were presented in the papers as an aide memoire to members. In discussion, members confirmed that they were content that the Vice-Chancellor could act on their behalf to confirm that the Board was fully assured on the University's management of academic quality and standards.

Agreed: that the Vice-Chancellor should take action to confirm that the Board wished to give full assurance on the University's management of academic quality and standards as follows: the governing body has received and discussed a report and accompanying action plan relating to the continuous improvement of the student academic experience and student outcomes. This included evidence from the our periodic review processes, which fully involve students and include embedded external peer or professional review. The methodologies used as a basis to improve the student academic experience and student outcomes are, to the best of our knowledge, robust and appropriate and the standards of awards for which we are responsible have been appropriately set and maintained.

16/27 **Risk Management/PREVENT Duty**

Received:

i) an update on risks monitored by the Board of Governors;

ii) updates to the Risk Analysis and Action Plan 2016/17 as set out in the attached summary;

iii) a mapping of the University's approach to meeting the PREVENT Duty against the recently published Committee of University's Chair's Illustrative Practice Note on Counter Terrorism and Prevent had been shared with the Chairman;

iv) a mapping of the University's approach to meeting the PREVENT Duty against the Updated Framework for the Monitoring of PREVENT Duty in HE in England, published September 2016 had been shared with the Chairman;

v) the draft annual report on the University's compliance with the PREVENT Duty due to be submitted to HEFCE by 1 December 2016.

Noted:

i) that the risks monitored at Board level continued to be managed appropriately;

ii) that the Audit and Risk Management Committee had reviewed the Risk Analysis and Action Plan and recommended changes for 2016/17 in detail at its recent meeting as reported earlier on the agenda;

iii) that the suggested change to the rating of the risk in relation to Tier 4 would be monitored carefully during the year in light of any further changes that may emerge;

iv) that the Board had received a number of reports on the University's compliance with the PREVENT Duty during the year. In particular, in July 2016 it had received confirmed from HEFCE that the latter was content that Harper Adams had provided appropriate documentation in relation to the actions that it had taken to address the PREVENT Duty;

v) that the annual report had been drafted based upon the most recent guidance and on the University Secretary's attendance (as PREVENT Lead at the University) at a briefing session provided by HEFCE. The Chairman of Governors was also required to provide a declaration with respect to PREVENT monitoring as set out on page 184 of the agenda.

Agreed: i) to approve the draft annual report on the University's compliance with the PREVENT Duty due to be submitted to HEFCE on 1 December 2016 and to authorise the Chairman to sign the declaration confirming the following: that Harper Adams University has had due regard to the need to prevent people from being drawn into terrorism (the Prevent Duty) and had provided to HEFCE all required information about its implementation of the PREVENT Duty and had reported to HEFCE, in

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16/30 **Corporate Planning Statement**

Received: a progress report on the Corporate Planning Statement 2016/17.

Noted

16/35 **Modern Slavery (CEB)**

Received: i) a briefing note on the University's plans to address the Modern Slavery legislation;

ii) The University's Statement on the Modern Slavery Act.

Noted: that the University was required to provide an annual statement explaining its actions on what had been done to address its obligations with respect to modern slavery.

Agreed: that the Chairman should sign the University's statement on the Modern Slavery Act.