

- Noted:
- i) that as agreed by the Board, Mr Lewis and Mr Thomas had taken action to agree minor changes to the Student Disciplinary Policy to reflect new OIA guidance;
 - ii) that the OfS Prevent Team and CUC had now agreed that the reference to Degree Level Apprentices in the refreshed IPN on Prevent was indeed incorrect and this would be updated. The final updated IPN would be circulated to members to illustrate how Harper Adams meets the IPN guidance; **CEB**
 - iii) that members were content that actions arising from the fully addressed and these could be removed from the tracking document. They were also content that other actions were in progress and welcomed the progress made to date. Members confirmed that they were supportive of the proposal to offer the four briefings requested on the afternoon of 1 July 2020 and that the requested Board dinner would also take place that evening, with the Board meeting following the next day;
 - iv) that with regard to opportunities for Lead Governors to contribute at meetings on their area of focus, it was suggested that it might be more appropriate to ask members to review the relevant section of the Vice-Chair to ask Lead members to advise if they had any queries as a standing item; **CEB**
 - v) In discussion, it was agreed that asking Lead Governors to comment on the Vice-Chair would be preferable to creating a standing agenda item for each lead governor to prepare annually where their lead area does not already feature formally as an agenda item during the usual cycle of Board business. It was also agreed that members were aware that they were welcome to make arrangements to meet staff responsible for the relevant areas of the made directly to the staff member(s) or via the University Secretary; **ALL**
 - vi) that feedback from Mrs Winstanley on her experience with the Food Student for a Day had been very positive and she wished to recommend the experience to other members. Mr Nixon advised that he had also thoroughly enjoyed his day with students and staff. He had found the quality of teaching and engagement to be excellent, and he noted that using the campus environment / buildings for teaching had been particularly interesting to witness in action and that this worked well. Mr Nixon had also been able to have lunch with postgraduates (including international students) and the Vice-Chair helpful. Mr Nixon also recommended the experience to all members as very worthwhile;
- Agreed:
- i) to endorse the action taken by Mr Lewis and Mr Thomas to approve minor changes to the Student Disciplinary Policy;
 - ii) that the

meantime, the Chair encouraged members to contact him at any time if they had matters they wished to discuss;

-

agenda would be established.

CEB

Accountable Officers. The Vice-Chancellor would provide this document

very worthwhile. 3 undergraduate students from India had started in September 2019;

- xv) that the University had been successful alongside Warwick, Aston, Birmingham and Leicester Universities in securing a Doctoral Training Partnership funded by BBSRC. A BBSRC visit was to take place in 2020;
 - xvi) that the University was shortlisted in three categories of the Times Higher Awards and was attending the THE Live Event;
 - xvii) that the fifth draft of the Strategic Plan included comments made by Governors and the University Executive at the September 2019 Planning Day and thereafter by staff and students who were invited to comment on the draft. In discussion it was agreed that an aim to achieve 3,500 students was appropriate as this was in line with the financial forecast to 2024. The OfS required growth to be reported so it could plan appropriately. Unexpected or sudden growth changes were likely to constitute a reportable event; **DGL**
 - xviii) that facilities such as sports and residences grew sufficiently to support further students. Overall, feedback had been very positive and helpful;
 - xix) that the Vice-Chancellor had shared the general themes of the Strategic Plan with the Parish Council who were supportive;
 - xx) that sustainability- financial and environmental remained a key theme of the Strategic Plan. Further work to help support initiatives such as the NFU Zero Carbon Pledge was in hand;
 - xxi) that in his role as Lead Governor, Mr Burnhope had spoken to Mr Jones on Internationalisation The discussion had been positive. Members agreed that sound progress was being made and the revised strategy was clear on both opportunity and challenge. The aim to take a global perspective and to support diversity was particularly welcome;
 - xxii) that while the University had engaged in trans-national education (TNE) with certain selected partners, challenges such as changes to the Chinese taxation system were challenging. Dr Pointon agreed to contact Andy Jones to share a few ideas for further opportunities; **JP**
 - xxiii) that the SU had been supporting diversity and social/cultural
G
supporting Planet Harper and offering drop-in chat sessions. The University also seeks to encourage interaction between different student groups by allocating rooms in flats/residences carefully to encourage integration. The local community had also been responding well, e.g by holding Chinese New Year celebrations in Newport each year. There had also in the past been a host family programme. This would be checked with Student Services; **CEB**
- [Post-meeting note: the University continues its membership of HostUK which facilitates international students to be hosted by UK families].*
- xxiv) that the SU would welcome reintroduction of the Beijing Cultural exchange programme and this had also benefited wardens; **AJ**

external audit reports in detail at its meeting on 14 November 2019.

recommend the items set out in agenda item 7, Annual Reports & Financial Statements, to the Board for its approval;

- ii) that the Committee continued to assist the Board with its stewardship information relating to its assurance duty with regard to value for money, efficiency and effectiveness, data accuracy, quality, governance, risk management and control arrangements;
- iii)

- xi) that the Committee had reviewed its annual report in draft, external auditors were content with it and wished too recommend it to the Board for its approval prior to submission to OfS. The Committee confirmed its opinion that the University has an adequate and effective framework of control with regard to its key financial systems and other systems reviewed by internal and external auditors and is satisfied that current systems provide sufficient measures to secure economy, efficiency and effectiveness and to promote value for money. It had also concluded that governance, risk management and data quality together with demonstration of public benefit were appropriate;
- xii) that ARMC had reviewed progress with the 2018/19 Value for Money (VFM) Plan together with the VFM Strategy and Plan for 2019/20 and were content to recommend these documents to the Board. The Committee had received and noted the OfS VFM Strategy which included reference on how OfS will regulate VFM at registered HE providers.
- xiii) the ARMC had also reviewed proposed changes to the Risk Analysis & Action Plan for 2019/20 and were content to recommend the updated RAAP to the Board as set out in agenda item 11 later on the agenda.

Approved: i) the annual report of the Audit & Risk Management Committee including external and internal audit reports;

ii) the VFM report for 2018/19, VFM Strategy & Plan for 2019/20;

- iv) that the Committee had also reviewed the draft Strategic Plan and had been content for the draft to be recommended to the Board as occurred earlier in the meeting (including some further minor arrangements);
- v) that the Committee had been content with the ASSUR report and recommended it to the Board. It had also reviewed and agreed the annual KPI/PI report and agreed to recommend the report at Board level KPIs to the Board, noting inclusion of detailed Access & Participation Plan related KPIs;
- vi) that the Committee had been updated on progress with securing a loan for the JVS from Barclays Bank and were content to recommend that the loan be progressed and signatories authorised as set out in
- vii) that since the meeting of F&GP, a small number of final amendments had been made to the Annual Report and Financial Statements for the University group to reflect a £160k improvement of the Smart Dairy and tax changes for Cedar Energy. A small number of typographical matters had also been adjusted and financial ratios updated to reflect the improvement and tax changes. As the Barclays Bank loan had not yet been finalised this had also been reflected in the final version;

Approved:

- i) the report of F&GP Committee including Board Level KPIs and ASSUR;
- ii) the 2018/19 audited accounts for Harper Adams University incorp

- ii) that key changes made reflected student recruitment and retention, and information received since July 2019 together with known changes to grants due to changes in coding (HECOS) QR & HEIF funding changes. Additional contribution targets had been set and proposed utility savings calculated to help offset increased costs. A Strategic Options Budget was also included for 2019/20 to help prepare for challenging years ahead together with additional efficiency savings;
- iii) that the outcome for 2019/20 was planned to be slightly better due to improved recruitment. However, 2020/21 would be challenging due to strategic investment requirements and retention reductions for foundation year students. While further top-up students may balance foundation year reductions, this was not certain, so a prudent approach had been taken;
- iv) that changes to HECOS codes would result in lower income levels for business programmes;
- iv) that re-securing ISF funding remained vital. Details of the application arrangements had not yet been announced. It was expected that a consultation may emerge in early 2020 after the election. The University had assumed retention of ISF in full;
- v) that the process for submission of the forecast and commentary was supported by the detailed financial tables circulated with the agenda. An initial submission would be subject to a finalisation process. Alignment with other key returns was in hand, although due to timing this was also challenging;
- vi) that the triennial valuation of LGPS which determines the pension contribution rate for the University for 1.4.2020 had been received for consultation. It
financial statements for the year 2018-19 & the forecasts had included an assumption of a 2% cumulative uplift which is consistent with this actuated valuation.

Approved:

- i) the financial forecast to 2024/25;
- ii) financial commentary for submission to the OfS by 2 December 2019;
- iii) financial tables for submission to the OfS by 2 December 2019;

Prof Ormerod left the meeting at this point

19/28 Strategic Projects- Joint Vet School

Please see Commercial in Confidence Minutes

Prof. Ormerod re-joined the meeting at this point

19/29 Academic Board, Academic Developments and Annual Assurance Reports on the Management of Quality and Standards

Received:

- i) a report on the meeting of Academic Board held on 14 November 2019;
- ii) a commentary on areas for improvement or enhancement arising from the Key Student Indicators (KS)I Report/Student Outcomes by Characteristics and Research Degrees Annual Report provided by the Director of Teaching and Learning and International.

- iii) a summary of External Examiners Reports for 2018/19.

Noted:

- i) that the OfS no longer required Boards to make an explicit decision on the management of

- Approved:
- i) updates to the Risk Analysis and Action Plan 2019/20 as set out in the attached summary.
 - ii) the updated Risk Appetite Statement 2019/20
 - iii) the updated Risk Management Policy 2019/20

19/31 Annual Accountability Return to OfS 2018/19

Received: the Annual Accountability Return 2019 templates for submission to OfS by 2 December 2019;

Noted: st subjects would be

Approved: the Annual Accountability Returns for submission to OfS.

19/32 Corporate Planning Statement

Received: a progress report on the Corporate Planning Statement 2019/20

- Noted:
- i) that progress remained on track;
 - ii) that the Saputo Senior

- vii) that the Annual Report and Financial Statement Union were overall positive with 3 recommendations being agreed and in hand.
- viii) had not been fully addressed in 2018/19 but would be completed by January 2020;
- ix) that the overall out-turn for 2018/19 was a lower deficit than planned and it was hoped to break even or better in 2019/20;
- x) S
one where the Vice-Chancellor met students. Issues raised had included catering options and environmental sustainability related queries. Written feedback had been provided to the SU.
- xi) that a respect campaign was in hand and being widely promoted across campus;
- xii) unacceptable initiation or similar activities was well

vi) that a revised Dignity at Work Policy had clarified and streamlined any areas to better reflect other grievance related procedures;

vii) that Gender Pay Gap actions had remained in hand. The data for 2019 was slightly less positive than that in 2018 due to staff changes.

Agreed:

i) to endorse the invitation to Mr Wong to join Staffing Committee;

ii) spine point 2 and associated changes as set out in the report of the Staffing Committee;

iii) to endorse the approval of the new Dignity

