

HARPER ADAMS UNIVERSITY

Board of Governors

Minutes of the Meeting of the Board of Governors held on 27 September 2018 in the Boardroom

Present:	Mr Mike Lewis	Chair
	Dr David Llewellyn	Vice-Chancellor
	Mr Colin Bailey	
	Dr John Donaldson	Staff Governor
	Mr Richard Hambleton	
	Miss Georgie Marland	President of the Students' Union
	Dr Julia Pointon	
	Mr Peter Nixon	Vice-Chair
	Professor Mark Ormerod	
	Rebecca Payne	Staff Governor
	Mr Martin Thomas	
	Mr Campbell Tweed	
	Mr Stephen Vickers	Vice-Chair
	Mr Dominic Wong	

Apologies:	Mr Tim Burnhope
	Mr Peter Cowdy
	Mrs Emma Folkes
	Mrs Lavinia Moroz-Hale
	Mr Mark Roach
	Mrs Christine Snell

In attendance:	Dr Catherine Baxter	University Secretary & Clerk to the Board
	Mrs Liz Furey	Director of Finance
	Professor P Mills	Deputy Vice-Chancellor

Pre-Meeting Visit to the Newly Acquired Farm Land

Members expressed their thanks to the Farm Manager and the Porters Team for these arrangements.

Register of Interests

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

18/01 Membership

Welcomed: Rebecca (Becky) Payne who had been elected as a Staff Governor. Members expressed their thanks to Moira Harris for her commitment to the work of the Board;

Mr Lewis, Mr Vickers and Mr Nixon left the room for the next item

Noted: that following the recent call for expressions of interest, Mr Lewis had expressed an interest in the role of Chair for 2018/19 and Mr Vickers and Mr Nixon had expressed an interest in the roles of Vice-Chair(s) Members **AGREED** that Mr Lewis should be re-appointed as Chair, Mr Vickers re-appointed as a Vice-Chair and Mr Nixon appointed to the role of Vice-Chair for 2018/19

Mr Lewis, Mr Vickers and Mr Nixon re-joined the meeting at this point and were advised by the Secretary of their appointments to the roles noted above

Considered: a report on the meeting of Nominations Committee held on 5 July 2018

- Noted:
- i) that the Committee had discussed succession planning for the roles of Chair and Vice-Chair as a new Chair was due to be elected no later than September 2019. The Committee felt that it was helpful for a member interested in expressing an interest in the role of Chair to have the opportunity to Chair one of the main Committees, ideally Finance and General Purposes Committee. Mr Vickers having experience as a Vice-Chair and Chairing Finance and General Purposes Committee had hoped to express an interest to become Chair in 2019. However, new commitments would prevent him from doing so. However, subject to re-election by the Board, he was willing to remain as a Vice-Chair for 2019/2020 to help a new Chair take on the role. Thereafter Mr Vickers was aware that he would need to take a break from membership of the Board if he wished, in due course, to be considered for the role of Chair, as his overall term of office as a member of the Board would need to be in accordance with the CUC HE Governance Code. Mr Nixon had expressed an interest in becoming a Vice-Chair and following that, was willing to express an interest in the role of Chair from 2019. Mr Thomas had indicated that he would be willing to take on the Chair of Staffing Committee from September 2018 so that Mr Nixon might Chair F&GP Committee;
 - ii) that notwithstanding the above succession plans, all members were able and actively encouraged to express an interest in the role of Chair or Vice-Chair as part of the annual election process and/or to talk to the Chair if they wished to know more about the role of Chair or Vice-Chair;
 - iii) that following the recent advertisement and 22 expressions of interest, members had agreed the nominations of two new independent members, Tim Watson and Debbie Winstanley by circulation. A further person had agreed to join the "pool" of future governors and two further persons were being followed up as possible future members. Two other persons who had been approached by the Committee were not able to consider the opportunity further at this time. Two persons had agreed to explore becoming Trustees of the Development Trust and three persons had indicated a willingness to consider becoming a Trustee of the Student's Union – these expressions of interest were being followed up by the relevant parties;
 - iv) that members noted the importance of continuing work to enhance Board diversity and the opportunity to engage with the Board Apprentice Scheme that may assist. Members also noted and endorsed the actions taken to fill vacancies on the Honorary Awards Committee to invite an experienced Professor to take over as Chair of the Animal Welfare and Ethical Review Body and changes to Lead Governor roles;
 - vi) that members also noted the work undertaken by the Committee to review its arrangements in light of the CUC Illustrative Practice Note (IPN) on Nominations Committees, which included minor changes to the Terms of Reference of Nominations Committee and an Annual Review of the Chair by one of the Vice-Chairs, who would also seek comments from members and report back to the Board. Nominations Committee would annually review the register of interest for members at least once a year; that the Chair and Vice-Chair's role descriptions had been updated to reflect the IPN and had been circulated to members as part of the call for expressions of interest conducted during the summer. The role descriptions for members would also be reviewed to ensure compliance with the IPN. It was proposed that a more formal skills matrix should be created and an unconscious bias session would

be arranged prior to a Board meeting in 2018/19; the report of Nominations Committee would be published and arrangements for election of Chair/Vice-Chairs would continue to be arranged by the Secretary to avoid any possible conflicts of interest. The University would also continue to monitor the AdvanceHE project focusing on enhancing Board diversity and draw on any good practice that emerges in due course;

- vii) that Mr Vickers was able to report that he had completed the annual review of the Chair for 2017/18. In preparation for ensuring compliance with the CUC IPN, the Vice-Chair(s) would, in due course, invite members to feed any comments into the annual review of the Chair for 2018/19 SV/PN

Agreed:

- i) that members were content with the succession planning undertaken to date by the Committee;
- ii) that members **ENDORSED** the decision taken by circulation to appoint Tim Watson and Debbie Winstanley to the Board; **CEB**
- iii) that members wished to **APPROVE** all of the recommendations set out to address the IPN on Nominations Committees, including the minor changes to the Committee's terms of reference and the Committees recommendation that the University should engage with the Board Apprentice Scheme; **CEB**
- iv) Members also agreed that Becky Payne would join the Health and Safety Committee as a Staff Governor member to replace Dr Moira Harris; **CEB**

18/02 Minutes

Approved: the minutes of the Board held on 5 July 2018 (17/71/17/88)

18/03 Matters Arising

Received: a matters arising report prepared by the University Secretary.

- Noted:
- i) that action had been taken since the last meeting to ensure that the University had addressed all of the requirements set out in the OfS Accounts Direction with regard to reporting on Senior Staff pay in particular. As some of the OfS requirements were different to those set out in the CUC Senior Staff Remuneration Code, an updated copy of the Remuneration Report including minor points to ensure clarification of how the report relates to the CUC Remuneration Code and how the OfS Accounts Direction requirements are addressed in the Annual Report and Financial Statements had been prepared. Actions to complete the review of documentation relating to the 2019 process for senior staff pay had also been completed. Members had been asked to consider the updated documents;
- ii) that Internal Auditors had recently reviewed the University's compliance with the CUC HE Senior Staff Remuneration Code and the Remuneration Committee would be meeting in January 2019 to address any actions that might arise for the 2019 senior staff pay round and/or any further guidance that might emerge for the HE sector for the 2019 pay round;

iii) that the Secretary and Chair of the Board had drafted a guidance note on how the University would consider any severance arrangements for senior staff in light of the final CUC HE Senior Staff Remuneration Code and the guidance included in the Code on severance. The OfS was also due to publish further guidance on severance for Senior Staff which would be considered by the Remuneration Committee in due course. It was also noted that a note on published and external advice on auto-enrolment pension issues had been prepared for the Staffing Committee in November 2018 as requested by the Board and that, as required by the OfS, a note to justify the remuneration of the Vice-Chancellor had been drafted and agreed by the Chair and that this note would be included in the draft Annual Report and Financial Statements for the consideration of F&GP, Audit and Risk Management Committee and the Board during November 2018;

CEB

iv) that a note on the process to be followed for recruitment of a Vice-Chancellor had been drafted and discussed with the Chair to meet both the CUC IPN on this subject and the requirements set out in the CUC Senior Staff Remuneration Code;

v) that it was proposed that an operating cash target of £5.5M be introduced to replace the former surplus target for the Staff Bonus Scheme, in light of the changes to accounting standards for all HEIs. In 2017/18 the University has met the NSS target (being 8th overall) but had not met the recruitment target. In discussion, members noted that having a Bonus Scheme where targets are not met, despite staff making considerable efforts, was difficult and could be de-motivating. It was suggested that it would be useful to seek comments from Staff about whether they would prefer the scheme to be dropped, as perhaps there may be a view that it had run its course. It was further suggested that such a scheme may be more important to support staff and that academic staff might be content for it not to apply to academic staff, in the same way that it does not apply to members of the senior staff team currently. A survey was suggested to seek feedback;

CEB

vi) that staff should be asked to suggest other ways that they would prefer to be recognised other than by a financial payment;

CEB

vii) that staff had worked very hard to retain recruitment in a very difficult and challenging market, which was also being affected by demographic factors. Members heard that at some Universities a “thank you day” is used as a way to recognise staff commitment and is well received. While the Board had agreed an extra day’s leave in the past by way of a thank you, it had not been labelled as a “thank you day”.

viii) that Mr Thomas had completed his review of the updated Health & Safety Policy Statement and was content for it to be approved by the Board;

Agreed:

i) that a staff survey seeking feedback on the Staff Bonus Scheme would be arranged, together with consultation at Staff Consultative Group and JCNC meetings.

CEB

ii) the Organisational Development Manager would be asked to review the schemes that other HEIs have in place for institutional wide bonus or similar recognition schemes;

CEB

- iii) that 24 December 2018 would be designated as a “thank you day” by way of a day’s leave for all staff. **DGL**
- viii) that Mr Thomas had taken action as agreed by the Board at its July meeting to review minor changes to the Health and Safety Policy to reflect feedback from members of the Health and Safety Committee. It was noted that the changes were points of clarification of the roles of staff responsible for health and safety matters and that Mr Thomas had agreed these minor changes;

- Agreed:
- i) the updated report of the Remuneration Committee for publication at the same time as the Annual Report & Financial Statement; **CEB**
 - ii) the amended process for 2019 Senior Staff Reviews/Remuneration; **CEB**
 - iii) the severance arrangements for Senior postholders, noting that should the OfS guidance, once published, require changes, these would be progressed by Remuneration Committee and reported to the Board in due course; **CEB**
 - iv) to ENDORSE Mr Thomas’s action with respect to agreeing the Health and Safety Policy Statement;
 - v) the note on the process to be followed to recruit a Vice-Chancellor;
 - vi) to agree a ‘Thank You Day’ for all staff on 24 December 2018. **CEB**

18/04 Terms of Reference

Received: the terms of reference for the Board of Governors for 2018/19

Agreed: that the Terms of Reference remained appropriate and no changes (other than the agreed updates to membership) were required **CEB**

18/05 Vice-Chancellor’s Report

- Received:
- i) a report from the Vice-Chancellor on recent developments of note;
 - ii) a copy of the letter of confirmation of registration received from the Office for Students;
 - iii) a report from Director of Marketing and Communications;

- Noted:
- i) that the Office for Students had confirmed in a letter dated 17 September 2018 (which had been shared with all members of the Board), that the University had been registered with the Office for Students. No conditions had been attached to the registration. However, the University had been informed that enhanced monitoring would be put in place with respect to the University’s Access and Participation Plan. The OfS Director of Access and Participation would be writing to the University in due course to further engage with it on issues that OfS wished to see addressed in the 2020 to 2021 Access and Participation Plan. The notice indicated that the issues would include,(but might not be limited to) reducing gaps in access for students from underrepresented groups. This enhanced monitoring would be in addition to the OfS routine monitoring of the delivery of previous Access Agreements and the approved Access and Participation Plan. The University was taking steps to ensure that its current plan was effectively implemented and would respond in due course to any further issues raised by the Director who was expected to visit the University during the forthcoming academic year. His visit would provide an opportunity to discuss enhanced monitoring and any other points that the OfS wished to raise;
 - ii) that the University had been anticipating 622 undergraduate students to register. However, in the last week leading up to registration, some

students had postponed or decided not to take up a place and therefore final numbers were anticipated to be in the order of 615 to 620. Following this, registration had almost been completed and to date final figures for registered undergraduates appeared to be 605 to 608. While this was an improvement on previous anticipated numbers it was disappointing that a number of students had decided not to take up their places at the last minute. Every effort would be made to retain and support students who had registered and plans were already in hand for open days in October and November as the 2019 recruitment cycle had started. At the current time, the number of applicants registering for Open Days appeared to be ahead of numbers registering at the same time in 2018;

- iii) that the University had secured an additional 30 TPG students along with 25 new degree apprenticeship students. These figures were very positive and indicated a good performance during the last recruitment round. Members of the Board expressed their thanks to all staff for their hard work with student recruitment and with the forthcoming work that will be undertaken to engage with student applicants for 2019 entry;
- iv) that the Vice-Chancellor had been invited to take part in the Agri-Skills Leadership Group and would brief members further during the planning day that would follow the Board meeting. The Vice-Chancellor had been asked to chair one of the leadership groups and it was hoped that this would be a useful opportunity for the University to engage with this important work;
- v) that the Augar review was underway. It was understood that the Office for National Statistics was now involved with the review and so the outcome may be delayed while further data was provided. The University had proposed to the Augar review that employers' levy could be used more flexibly perhaps to support placement students. This was important as the Committee had appeared to be forming a view that academic education was quite separate and different from technical education, whereas, on their recent visit to Harper Adams, they were able to see that there could be a very positive link between academic and technical education. Members of the review had met Student Wardens who were very positive about their experience and spoke about the importance of placement as well as the educational programme focusing on both practical and technical/academic skills;
- vi) that the University continued to look at opportunities to secure students from a diverse range of backgrounds and would continue to explore opportunities for further collaborations including whether or not the strategic link to university located in an urban area might be helpful. An initial meeting have been set up for a few weeks' time. The Vice-Chancellor would keep members informed in due course;
- vii) that the University continued to progress its international and European links. One European partner had experienced some issues related to its own funding recently and the University would continue to monitor the situation appropriately;
- viii) that over the summer a small number of staff had indicated a wish to leave the University and appropriate arrangements had been agreed. A Mutual Agreed Resignation Scheme had been launched to provide an opportunity for the University to trim its staff costs where this made sense for all concerned. It was recognised that while final year students were a significant group, the other years coming through were smaller groups and therefore there was a need to continue to

prepare for 2019 when there would be smaller cohorts across each year of the undergraduate programmes;

that

- ix) that the University had featured positively on the recent Sunday Times Good University Guide where it had been jointly ranked as top Modern University and ahead of some members of the Russell group. Some of the University's indicators had fallen back slightly including some aspects of the National Student Survey and it was recognised that further work was needed to improve the position. The University had also featured less well in the social inclusion table published by The Times due to a lack of students from BAME backgrounds. It was understood that not all Universities data had been included in the tables and three universities in particular that offered subjects similar to Harper Adams, had not had their data included. It was fully recognised there was a need for the University continue to try and attract students from all backgrounds and that this work would continue;
- x) that a number of university leaders had decided to issue an open letter to express concern about contract cheating. The University had expressed its support for this letter along with 45 HEI's;
- xi) that Universities West Midlands would be meeting with the Minister Sam Gyimah shortly and this would provide an opportunity for further engagement;
- xii) that the John Oldacre Foundation had recently confirmed a donation of £1 million. This was the largest donation that the University had secured and was to be invested to provide undergraduate, TPG and PhD studentships funded through capital growth and match funding. The number of awards would vary depending on the growth secured and on the level of match funding available in any one year. A press release would be published in due course;
- xiii) that a recent meeting of universities and specialist institutions focusing on agriculture have been held and this had led to the decision to create an Agricultural University's Council. The Vice-Chancellor would brief members further on this at the forthcoming Planning Day. Twelve Universities had taken part and it was possible that an invitation to a University specialising in food may also emerge in due course. The group wished to feed into the agri-skills review. Generic feedback indicated that all institutions were finding environmental subjects challenging to recruit to and that student numbers in agriculture and related subjects were also proving difficult to attract and maintain for those attending the meeting. Therefore, the University's performance appeared to be reasonably positive in this regard although it was recognised that this continued to be a key area of focus. It was felt that the University's attendance at agricultural shows during the year was an important feature of ensuring that the opportunity to study at the University was well known in key markets;
- xiv) that the Elizabeth Creak Foundation had asked the universities it funded to meet together to explore ways of collaboration. A further meeting was due to take place shortly;
- xv) that the University currently had around 60 PhD students registered. This compared to the largest cohort at one HEI focusing on pure research which had around 120 PhD students. The ability to secure funding for applied research continued to be a challenge;
- xvi) that the report from the Director of Marketing and Communications confirmed the importance of using appropriate social media and

targeted communication with students and that this would continue during the forthcoming year;

18/06 Members Discussion

- Received:
- i) a report from the Chair on issues arising from his one-to-one discussions with members including proposals for the creation of a skills matrix of Board members;
 - ii) the three new CUC IPN's (published in November 2017) on appointing a Chair, appointing Vice-Chancellor, and the role of Nominations Committee;
 - iii) proposed arrangements for the effect of this review of the Board and its subcommittees due to be completed by July 2019;

- Noted:
- did
- i) that the Chair wished to thank all members for engaging positively with the one-to-one process. There were some individual points highlighted by some members which the Chair would be following up with them during the year;
 - ii) that overall messages from the discussions were that members appreciated having more time and space at meetings to discuss strategic issues and that they hoped that this would continue and secondly, a concern that occasionally members of the Executive Team could appear to be a little defensive when responding to questions. In discussion members recognised that the Executive Team had a duty to explain why decisions had been made and that this was not necessarily always defensive. However, perhaps the style in which an explanation was expressed could perhaps appear defensive. It was also clear that the members held the Executive in very high regard and not necessarily expect all questions to be answered immediately. Members also appreciated that the Board had a culture of being open with each other and wished to work together in the right spirit to reach appropriate conclusions. The role of the Executive in engaging with Board members was very much appreciated and it was stressed that the comment was not meant to be overly critical;
 - iii) that the Nominations Committee had considered the new CUC Illustrative Practice Note on Nominations Committees carefully as discussed earlier in the meeting. Members were content with the actions proposed and undertaken by the committee. Members were also content with the mapping provided in the papers in relation to the IPN on appointing a Chair and appointing a Vice-Chancellor;
 - iv) that the proposed arrangements of the Effectiveness Review of the Board and its subcommittees were supported by members and the Governance Review Group (GRG) was authorised by the Board to continue with the process as recommended in the agenda;
 - v) that a recommendation arising from the Nominations Committee have been the importance of ensuring that a more formal skills matrix was in place for members of the Board .

- Agreed:
- i) that all members would complete a short skills matrix table for consideration by the Nominations Committee in due course; **ALL**

- ii) that the mapping documents and supporting papers relating to the three IPNs set out above should be approved.

18/07 Finance and Planning

Received: an oral briefing from the Director of Finance and progress of preparation of the Annual Accounts and Financial Statements and engagement with KPMG External Auditors to progress report on the Corporate Planning Statement 2018/19.

- Noted:
- i) that the year-end External Audit was progressing broadly to plan. So far there were indications that there may be some areas of judgement relating to the Agri-Epi, Dairy and Chinese tax provision. The only outstanding piece of information was the actual variation for the Local Government Pension Scheme as this was currently two weeks late. Members also noted that the Management Accounts contained later in the agenda showed that the University had finished slightly ahead of budget. However, the final outturn was yet to be fully determined through the year end process;
 - ii) that KPMG were using new data analytical tools to interrogate transactional testing. This may highlight some further areas for work for enhancing processes however, generally testing have been positive so far;
 - iii) that the Teachers Pension Scheme had announced suddenly that employer contributions might go up by as much as 7% in 2019. Guild HE were representing HEI's affected by this and it was recognised that the proposed changes would have a significant effect on schools and Further Education Colleges if they were to go ahead. The Director of Finance was currently seeking clarification of the regulations to try and understand whether or not such changes could simply be imposed;
 - iv) that an opportunity had arisen to acquire a small parcel of land adjacent to the University's landholdings in the village of Edgmond. Professional advice had been sought which had indicated that the land may attract a significant number of bidders and may go for well beyond the normal expected market price. The University wished to seek approval to put in a realistic bid of just over £20,000 as it was felt that to secure this piece of land would be helpful. However, it was recognised that it may sell for a much higher sum;
 - v) that the Corporate Planning Statement progress report indicated that work was on hand to address the key targets agreed by the Board at its July meeting. **LF**

Agreed: that the University may put in a realistic bid for the land as described above. **LF**

18/08 Strategic Topics

*Prof Mark Ormerod left the meeting for discussion of this commercial in confidence item
The minutes of this item are set out in a separate commercial in confidence minutes.*

Prof Ormerod rejoined the meeting at this point

18/09 Freedom of Speech, Academic Freedom and External Speakers Policy

Received: an updated policy reflecting recent guidance published by the Higher Education Policy Institute (HEPI)

Noted: that following a number of issues at a range of universities, HEPI had published a guidance document having reviewed best practice across a number of institutions. The University Secretary had worked through the guidance and had outlined a number of suggested areas for enhancing the University's current documents which were mainly presentational and points of clarification.

Agreed: the updated Freedom of Speech, Academic Freedom and External Speakers Policy for immediate implementation; **CEB**

18/10 Academic Board, Academic Developments- consideration by the Board of Governors of Annual Reports and Academic Quality Matters

Considered:

- i) a report on the meeting of Academic Board held on 13th of June 2018;
- ii) a briefing note on the and annual reports and the arrangements for assuring the Board about the management, maintainance and enhancement of academic quality at Harper Adams University.

Noted:

- i) that the Academic Board at its last meeting had focused on the Student Success and Retention Plan and the establishment of a new committee to focus on this which would help support the University's work in access and participation in particular;
- ii) that the number of student representation on the Academic Board had also been reviewed and agreed at the meeting;
- iii) that Academic Board had noted the importance for ensuring attendance monitoring was positive to support success and retention of all students;
- iv) that the Board had already received a number of reports during 2017/18 which would assist members in considering whether or not they were content that academic quality was being appropriately managed. As in previous years, the final report will be presented to the Board in November 2018 prior to members considering the required declarations to be made to the Office for Students;

18/11 Report of the Student Union President

Received:

- i) a report by the President of the Student Union on recent activities including the President's attendance at the Leadership Foundation for Higher Education training event for new student governors;
- ii) the revised Student Union Complaints Procedure;
- iii) a revised memorandum of agreement between Harper Adams University and Harper Adams University Student Union to reflect the updated Student Union Complaints Procedure;

Noted:

- i) that the welcome for new students had started positively and the new of Vice-Chair President was ensuring that social programmes have been developed to support all students;
- ii) that as part of the President's manifesto safe transport had been a key focus. A tender for a bus service was currently underway;
- iii) that the President and Vice-President were keen to work more closely with the Marketing Department to ensure that video and other

representations of the student body including on the SU's own website were all sufficiently inclusive. The Student Union was also happy to help with recruitment to the University and wish to engage with marketing activities such as school visits; **GM/SP**

- iv) that the President had found the Advance HE Student Governance session very useful and in particular this had permitted engagement with Student Union Presidents from other universities such as Bath and Birmingham. During her term of office, the President also hoped to focus on student mental health and well-being and the development of a placement map which would help support students on placement who could occasionally perhaps feel isolated in some circumstances. Members expressed their support for this positive idea; **GM**
- v) that the Student Union were happy to help with understanding factors which support student retention and would be happy to help explore this in student forum;
- vi) that the Vice-Chancellor had discussed with the President an open meeting for students once a term. Dates had been set up;
- vii) that a package of training have been delivered for the new Student Union Executive members and Student Wardens including PREVENT safeguarding and signposting. The new Student Support teams had also received the same training;
- viii) that the Student Union had revised its Complaints Procedure over the summer period to ensure that it was compliant with the Office of the Independent Adjudicator's requirements. In light of this, a number of small changes had been made to the memorandum of agreement between the University and the Student Union to reflect the updated Complaints Procedure proposals and also to ensure that the content remained up-to-date. In discussion, members noted that it would be helpful to ensure in the complaints process that it is clearer that conduct issues related to the Student Union bar were normally managed by the University rather than the Student Union. **CEB**
- ix) that the second Sabbatical role of Vice-President had been established. The role holder was focusing on ensuring that the SU offers a wider range of inclusive social events and opportunities that do not focus on the SU Bar or alcohol consumption. He was also ensuring that SU representation on committees and other University groups was enhanced.

Approved:

- i) to approve the Student Union's revised Complaints Procedure subject to the point of clarification with regard to student conduct issues; **GM/CEB**
- ii) the revised memorandum of agreement between Harper Adams University and Harper Adams University Student Union;

18/12 Any Other Business

Prevent Duty

Noted:

- i) that the Office for Students had recently revised the reporting and monitoring arrangements that PREVENT duty and further details were currently awaited. In light of this the Annual Report and PREVENT would be included at the November 2018 Board meeting; **CEB**

- ii) that the Office of the Independent Adjudicator was still consulting on new guidance for student disciplinary policies and that members would be asked to approve any necessary changes to the University's arrangements in due course;

Staff Survey Group

Received: Feedback from Mr Hambleton on his recent attendance at the Staff Survey Group;

- Noted:
- i) that a second meeting had been held on 14th September. Considerable progress had been made with addressing feedback from staff and a positive approach continued to be evidenced. A further meeting had been arranged for early March 2019 to continue the progress and in the meantime staff were to be updated on progress via the weekly diary. Thanks were expressed to Mr Hambleton for his ongoing engagement with this important work;
 - ii) that an area that had emerged in discussion was that the IT team was considered to be stretched and that this continued to be an area of focus;
 - iii) that the feedback on the Vice-Chancellor's report continued to be positive as staff drew on this document as well as members of the Board. Members of the Board were invited to comment if they felt any further changes might be needed;
 - iv) that members noted that graduation had been a very positive day and thanks were expressed to all staff for their hard work in arrangements for the event;
 - v) that members noted the very welcome enhancement to Caynton Road that had been completed over the summer. Members particularly expressed their thanks to the Grounds and Estates team who had worked very hard to support members of the Highways Department at Telford and Wrekin to ensure that high quality outcome from this major project was achieved;
- CEB**

18/13 Risk Management *

Received: an updated report from University Secretary on the key risk areas monitored by the Board of Governors;

18/14 Management Accounts*

Received: the Management Accounts for the period 31 July 2018;

18/15 Harper Adams University Development Trust *

Noted: a report of the meeting of the Trust held on 10th of July 2018.

18/16 Office for Students and Other Circulars *

Received: a summary list of OfS and other sectors received by the University since last meeting of the Board.

Date of next meeting: 28 November 2018 10.00am