

HARPER ADAMS UNIVERSITY

Board of Governors

Minutes of the Meeting of the Board of Governors held on 4 July 2020 in the Boardroom

Present:	Mr Peter Nixon	Chair
	Dr David Llewellyn	Vice-Chancellor
	Mr Colin Bailey	
	Mr Peter Cowdy	
	Dr John Donaldson	Staff Governor
	Mr Richard Hambleton	
	Mrs Yvonne Hawkins	
	Mr Vernon Blakeman	Staff Governor
	Mr Dominic Wong	Vice-Chair
	Mrs Sarah Mukherjee	
	Mr Thomas Oatey	SU President
	Prof Mark Ormerod	
	Rebecca Payne	Staff Governor
	Dr Julia Pointon	
	Mr Mark Roach	
	Mrs Christine Snell	
	Mr Martin Thomas	
	Mr Campbell Tweed	
	Mr Stephen Vickers	Vice-Chair
	Mrs Debbie Winstanley	
	Dr Tim Watson	

Apologies:

Mr Tim Burnhope
Mrs Emma Foulkes

In attendance:	Dr Catherine Baxter	University Secretary & Clerk to the Board
	Mrs Liz Furey	Chief Financial Officer
	Prof Peter Mills	Deputy Vice-Chancellor

Register of Interests

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

19/63 Welcome to new Members and Observers

- Welcomed:
- i) Mr Thomas Oatey, Student's Union President with effect from 1 July 2020;
 - ii) Mrs Yvonne Hawkins, to her first meeting as an independent member of the Board;
 - iii) Mrs Emma Kelsall (Staff observer) & Ms Adeola Olufayo and Mrs Marisa Virseda, Board Apprentices (Observers).

19/64 Minutes

Approved: the minutes of the meeting of the Board of Governors held on 2 April 2020 (19/43-19/62) and Notes of the Briefing for Board members held on 30 April 2020.

19/65 Matters Arising

Received: a report from the University Secretary;

- Noted:
- i) that as agreed by the Board, the University has engaged with the Coronavirus Job Retention Scheme (CJRS) where appropriate and has also not charged students for accommodation where they have not been able to return to the campus for the summer term. Support and advice had also been issued to landlords and students renting private accommodation;
 - ii) that the University's new Department of Agriculture and the Environment will be launched during summer 2020;
 - iii) that since the agenda papers had been drafted, the CUC had published a revised Code for HE Audit Committees. This had been considered by the ARMC and was included in the Committee's report later on the agenda. The new CUC HE Governance Code had not yet been issued;
 - iv) that the Chair had taken action since the last meeting of the Board to agree that the University may apply the flexibility permitted in the Student Disciplinary Policy where this is agreed with students who are subject to the policy;

Agreed: to endorse the Chair's action taken on behalf of the Board as set out above;

19/66 **Vice-Chancellor's Report and Governors Discussion**

Received: a report from the Vice-Chancellor on recent developments of note including an update on the University's planning in relation to its response to COVID-19 restrictions during summer 2020 and autumn 2020/21;

- Noted:
- i) that the University's immediate and medium-term response to COVID-19 was continuing to be co-ordinated and led by the COVID-19 Group. A second Planning Group has been established to consider financial matters and to focus on wider future plans for 2020/21 and beyond;
 - ii) that communication to staff, students and applicants as well as wider stakeholders including Board members remained key. The OfS had published its requirements for student communications which needed to be issued by the end of July 2020 for new and continuing students so they could determine if they wish to start/continue their studies based on new delivery models. This also linked to Competition and Markets Authority requirements for transparency of what students could expect their experience to be like in 2020/21. The University was, like many other HEIs, working on larger sessions such as lectures being delivered on line asynchronously, while smaller practical sessions would be held face to face. The average contact time for face to face teaching would be 8 hours per week, with a further 8 hours delivered on line which would ensure the same level of teaching delivery as that provided in previous years. Similar plans for postgraduate (taught) provision were in hand, while PhD students would either be continuing to write up their thesis from home or be able to access practical facilities on an individual basis once risk assessments and standard operating procedures were in place and agreed for their work;
 - iii) that a development programme for staff to further enhance their on-line delivery skills and to support and embed further innovative and

creative on-line delivery models was being put together to support academic staff with their preparations for delivering to students in a blended model from October 2020 until such time as face to face delivery might be resumed;

- iv) that developing a timetable for practical classes at 2m social distancing had proved to be very difficult. This was also the experience of most other HEIs, if not all. The 1m plus model was anticipated to be more manageable and was being developed. The University had also developed the concept of “herds” instead of “social bubbles” which would enable students to socialise together as households and to eat together in these groups in self-catered campus- based accommodation, private rented accommodation in the community or as social groups in the case of students living in halls where rooms included full catering packages. In discussion, members recognised that as HE students were adults, the University could do its best to induct students into the new arrangements on campus, ensure that it guided and advised, but staff could not manage student conduct 24/7. It would however take action where it became aware of issues and would consider disciplinary action if required. Some HEIs were looking at a Community Responsibility Agreement or similar as an additional measure and this was being explored. The Students’ Union was also very mindful of the need to offer social activities that supported social distancing appropriately; and discussions with the Parish Council, Newport Town Council and The Telford and Wrekin resilience team had either already taken place or had been arranged to ensure there is a clear understanding of the University’s plans. The University was also planning to make best use of its outdoor space as part of welcoming new students, including use of additional areas that would allow outdoor eating in “herds” where weather permitted;
- v) that careful consideration of a wide range of guidance continued, some of which was bespoke to HE (issued by UUK, GuildHE, DfE OfS for example) and some of which was more generic government advice for employers or work areas such as research laboratories or libraries, or working outdoors. Some guidance was contradictory in the context of student accommodation which remained a challenge until bespoke guidance is issued. GuildHE continued to help its HE members press for clearer information and guidance. Buildings were being marked up for social distancing, with additional alcohol rub stations, enhanced cleaning of essential common areas. Guidance for managers and staff together with risk assessments and induction for return to work on campus were in place and being used to support a steady return to campus- based operations from 6 July 2020 onwards ahead of the autumn term;
- vi) that as previously agreed by the Board, the University was not in a position to apply for loans as it was already committed to investing in the Joint Vet School capital project and had secured a major loan for that purpose. A recent announcement had enabled research intensive HEIs to seek funding from a new loan system to replace funds for research that the scheme suggests might have been expected from international student fees which were now at risk due to COVID-19. The DfE had stated that the loss of fees from international students was being used as a proxy to estimate how much support to continue research in selective HEIs was needed. This programme was unlikely to support all HEIs due to being solely aimed at supporting research intensive HEIs only with their research programmes;

- vii) that no replacement government funding for teaching and learning had been identified to date, despite requests from the sector for consideration of such support. Recent Ministerial speeches had suggested that there was a view that restructuring HE might be a suitable alternative and that some HE students should really be studying in FE Colleges instead of an HEI. There has also been comments about “low value” HE courses, and grade inflation, and that HE funds should not be spent on marketing but on summer schools. There had also been a suggestion that contextualised offers made to students from backgrounds where progression to HE is more challenging might become less acceptable to the government. However, the OfS had not yet supported this approach, which would be a significant change to its access and participation approach should OfS change its policy direction in this way;
- viii) that there was currently a consultation on research with the aim of developing a research and development “roadmap”;
- ix) that GuildHE and other sector groups were actively engaging with policy makers to remind them of the value of HE and how it has contributed and will continued to contribute to recovery for COVID-19;
- x) that the University had reviewed undergraduate applications and was currently expecting c 609 new students in 2020/21 compared to a target of 670. This analysis was an estimate as the usual pattern of conversion and decision making had been severely affected and changed by COVID-19. Late cycle applications were looking pleasing, but it was difficult to predict whether these would materialise into actual enrolments in October 2020. Every effort to secure further students was in hand and further Virtual Open Days (VOD) for UG and PGT students had been arranged, following the very successful event in June 2020 (attendance at the “VOD” being 10% up on previous open days). Those attending had included 2020/21 applicants as well as potential applicants for 2021/22 and beyond;
- xi) that there had been mixed reactions to changes being made by UCAS, and these remained a subject of concern. PGT applications were up on 2019 for home students, but it was still relatively early to be clear about likely firm enrolments. In addition to the UG programmes offered solely by HAU, the Vet School had secured 102 firm acceptances and 86 insurance acceptances. As a result of this strong performance, a larger intake of 110 new students was planned. As there was a preference for being based at HAU, to ensure the 50:50 split of students with Keele the expectations of candidates would need to be carefully managed in due course;
- xii) that the University had written to the DfE to query the student number control (SNC) placed on its recruitment for 2020 undergraduates. This had failed to include the already funded number of Vet students. This was particularly concerning as Veterinary Medicine had been confirmed as a shortage subject for which extra places might be sought if certain criteria were also met. The University was not able to apply for the latter, so it was seeking DfE acceptance that JVS numbers had in fact, already been agreed by the OfS over and above its other programmes and that these should not affect the SNC. While there was headroom in the SNC, the University wished to ensure that it would not be penalised should recruitment improve by the autumn such that it might be fined for exceeding its SNC;

- xiii) that undergraduate recruitment is looking positive, but the University remained alive to the need to compete and maintain acceptance levels. The 2020/21 marketing campaign was already in hand. A number of areas including Countryside/Environment and Food were not so strong and these would continue to be carefully reviewed;
- xix) that regular communication and engagement with international partners was in hand. It was likely that due to the on-going situation in Beijing and the uncertainty around the availability of visas and travel options that BUA students may not all arrive in October 2020. It was hoped that they might arrive in groups over the autumn term and that in the meantime they would be supported to work on the Honours Research Project remotely. Late arrival would, however impact on accommodation income if international students did not remain on campus for their full residential period. The possibility of a summer extension was being considered. The University had joined in with a discussion about whether flights might be chartered by the International Unit or by a group of HEIs. Flight prices were starting to reduce a little, so further news was awaited;
- xx) that the outcome of the revised examinations system at school level was uncertain, together with the risk that students may want to delay their start in HE and re-sit examinations at a later date. Special arrangements for applicants from the Republic of Ireland were also in place due to their late result arrangements;
- xxi) that the first two stages of the Graduate Outcomes Survey had been release, with further information to follow, including KPIs in the autumn. HE uptake of the survey has been variable. The data seeks to capture what graduates are doing at a snapshot date 15 months after graduation. The overall outcome for Harper Adams is positive so far with 98.8% of graduates in employment or further study. This had been confirmed as amongst the lowest number of unemployed graduates along with Cambridge and LSE. However, assessment of “graduateness” remains a risk factor as Veterinary Nursing will not be recognised until a later survey year and earnings needed to be over the student loan’s repayment threshold for earnings which does not take account of accommodation, food or transport allowances that may be provided to some people working in agri-food businesses (such as family businesses) in lieu of salary. IN terms of Longitudinal Employment data (LEO) the University was in the top 10 of the HE sector for sustained employment of graduates, but was less strong on higher level earnings, although still towards the top 20-30 from the 120 HEIs included;
- xxii) that to date, 58 students going on placement in 20120/21 had had their plans interrupted by COVID-19 40 and had been postponed rather than cancelled and the remaining 18 students were being supported to secure a placement. Flexible start and finish dates were in place for 2020/21 with an option for a shorter overall placement period. There had been few issues reported by students currently on placement on 2019/20 caused by COVID-19. Some students had been furloughed by their placement employer, but many had been working hard in the agri-food chain as part of the national key worker effort;

Agreed:

that the Board wished to express its thanks to all staff and students for their positive engagement with the University during the

lockdown period and for their on-going commitment as future changes continue to unfold.

19/67 Members Discussion

- Received:
- i) proposed plans for Board meetings in 2020/21 including the annual Strategic Planning Day;
 - ii) a report by WONKHE/KPMG on governing universities during the COVID-19 crisis;
 - iii) a progress report on members' consideration of a written resolution proposing amendments to the Articles, including the Instrument and Articles of Government;

- Noted:
- i) that it was proposed to hold the 2nd October 2020 meeting virtually, and to keep the 26th November 2020 meeting arrangements under review, but to hold it virtually if government restrictions were such that a face to face meeting remained difficult to facilitate safely. The usual autumn Board meeting/Planning session would be re-arranged for 2021 at a suitable date when face to face discussions and interaction between members became possible again; **CEB/PN**
 - ii) that in light of the successful adoption by members of virtual meeting arrangements; the agenda papers for the Board and its Committees would remain virtual for all future meetings whether they were face to face or on-line. The reduction of copying would also save paper and postage and contribute to carbon savings as well as cost saving measures. A paper copy of the relevant agenda would be sent to the Chairs of each meeting to assist their leadership of the meeting. Thanks were expressed to all members for their positive engagement with the new ways of meeting and receiving agenda papers;
 - iii) that the Board were content to trial having April and July meetings on line and September/October and November meetings face to face when this was permitted. Committees would normally meet on line for the future, unless there were specific reasons to meet on site to look at particular issues. Board members agreed that for Board meetings it was important to strike the right balance between the benefits of online meetings, including a reduction in travel time for members, and the need to see each other and staff and students in person and to see at first hand operations on the ground at Harper Adams;
 - iv) that members had found the WONKHE paper useful and thought provoking. It had also been discussed by members of Audit and Risk Management Committee and a note of the feedback from two members of ARMC who had also attended the KPMG webinar was included in the Committee's June 2020 report to the Board;
 - v) that members recognised the challenges that it faced with regard to internal and external risks arising from COVID-19 and the rapid changes to Government Policy towards HE that were emerging. The transition to the new agri-environment policy framework also remained a key aim as set out in the Strategic Plan;
 - vi) that it would be important to continue the work to review the Risk Analysis and Action Plan in light of COVID-19 as a key part of the annual review of the RAAP that would take place over summer and early autumn 2020. The most recent reports on risk management to ARMC in May and June had

included a significant focus on risks arising from COVID-19; **CEB/DGL**

- vii) that it would be useful to include a checklist based on the 5 Rs in the KPMG/WONKE paper, and slide 12 of the pack presented in the webinar had outlined the approach to demonstrating going concern. The slide pack would be circulated. Slide 12 would be included as an item for discussion, along with the checklist at the 2nd October meeting of the Board; **CEB**
- viii) that the briefing sessions offered to members the previous day on internal and external audit and on research had been appreciated by members. Copies of the slides would be added to the Governors' Document Library for reference; **SV**
- ix) that thanks were due to all members for confirming by written resolution that they wished to update the Articles of Government including the Instrument and Articles of Government. The necessary agreement had been secured by written resolution by 30 June 2020 and in light of approval which had also been secured from the Privy Council, the proposed changes had all been agreed at that date. The necessary documentation would be forwarded to Companies House;

19/68 Finance

- Received:
- i) a report on the meeting of the Finance & General Purposes Committee held on 11 June 2020;
 - ii) a commercial in confidence paper from the Chief Financial Officer (CFO) setting out a proposed approach to setting out a budget for 2020/21;
- Noted:
- i) that the CFO's paper was commercial in confidence so the minutes of the discussion would be separately recorded and marked as commercial in confidence;
 - ii) that having agreed the principles of the new Plan at its February 2020 meeting, Finance and General Purposes Committee had received and approved the final Carbon Management Plan (CMP) 2020-2025 and had also been content with the annual review of progress made with the actions arising from the Environmental Sustainability Strategy (ESS). The latter would be updated during 2020/21. Positive comments had also been received from lead governors for these important areas;
 - iii) that the Committee had agreed that ensuring the University continues to be solvent and independent/autonomous were the essential drivers for 2020/21. The DfE was known to be setting up a special unit to manage HEIs which were at risk of failing. The approach being taken to date was understood to be the same as that taken to areas reviews for FE Colleges, with few, if any changes to the approach being made despite the issues that had arisen from the FE process;
 - iv) that many HEIs were already making plans to save costs in both pay and non-pay. The University would also need to take this approach;
- Agreed: to endorse the decision of the F & G P Committee with regard to the CMP 2020-2025 and the ESS progress report for 2019/20;

19/69 **Joint Vet School with Keele University**

Received: a report from the Deputy Vice-Chancellor on progress with the Harper-Keele Vet School Project

- Noted:
- i) that the delay to the JVS Building at Harper Adams due to COVID-19 was being managed. The Vet School staff were planning a blended learning approach in common with all courses at both HAU and Keele. The space needs for practical sessions would be manageable without the new building during the first term of 2020/21;
 - ii) that to date, applicants choosing to be “firm” with the JVS were leaning towards HAU as their preferred host HEI. This would need to be carefully managed in due course to achieve the necessary 50:50 share of the students across HAU and Keele when examination results were known and confirmation of places begins.

19/70 **Corporate Planning Statement**

Received: a summary of progress made to achieve objectives set for the Corporate Planning Statement (CPS) 2019/20 and the draft CPS for 2020/21;

- Noted:
- i) that overall positive progress had been made with the CPS actions from 2019/20, although some actions had been unavoidably delayed as indicated in the report due to the COVID-19 restrictions;
 - ii) that the CPS for 2020/21 would be updated to include a contextual overview of how the challenges and opportunities arising from COVID_19 would influence the implementation of the plan;

Agreed: to approve the CPS for 2020/21 subject to the addition of a COVID-19 contextual overlay for presentation at the October 2020 meeting; **DGL/CEB**

19/71 **Report of the President of the Students' Union**

Received: a report by the Students' Union President for 2020/21 on the recent activities of the Students' Union;

- Noted:
- i) that the SU Team were busy preparing for welcoming new and returning students in 2020/21 and were working closely with staff on these preparations. Regular meetings with the Vice-Chancellor and members of the senior team would be on-going throughout the summer;
 - ii) that the SU had been impacted significantly by the cancellation of events and was re-profiling its budget for 2020/21 to take account of the likelihood of reduced trading, while delivering good quality social activities for students in a socially distant and responsible manner;
 - iii) that following the successful launch of its first Student Voice Survey focusing on student experience of remote delivery of teaching during “lock down”; the SU had worked closely with Learning, Teaching and Student Experience Committee members, the Director of Learning and Teaching and the E-Learning Team to address the feedback received. Students had been positive about many aspects of their experience, but where areas for improvement had been identified, actions were in hand and delivery of these action points would be a focus of the staff development sessions planned during mid-late July 2020. The survey had been very timely and

would help the University prepare for autumn 2020 blended learning. Thanks were expressed to Mr Oatey, MS France and Mr Burr for their work on the survey;

- iv) that the SU had appointed a new Trustee with significant experience and was currently seeking a further two external trustees. A further student Trustee would be sought in autumn 2020 when students return to the University; **DJ**
- v) that plans to engage pro-actively with student reps, building on the work completed in 2019/20 were in hand and the SU Trustee Board had agreed that delivering a Student Voice Report would be useful once a term, focusing on different themes;
- vi) that the SU had been involved in considering how the graduation event Graduation for 2020 graduates might be managed and had agreed with the final decision to run the 2020 graduation event in September 2021 with the 2021 graduation event following the next week;
- vii) that the Students' Union had issued a statement responding to the Black Lives Matter campaign. This had been shared with the University which had also issued its own statement. It was acknowledged by members that further work to ensure people from all communities were welcome to participate in careers in the UK agri-food and environmental sectors remained a critically important area of work;

Agreed: that the Board wished to express its thanks to Mr Oatey and the SU Team for all their hard work to date and to congratulate the team on a very positive start to 2020/21.

19/72 **Academic Board**

Received: a report on the meeting held on 12 June 2020 and the minutes of the meeting held on 22 April 2020.

- Noted:
- i) that Academic Board had continued its important quality assurance and monitoring roles since COVID-19 restrictions began, and it had also taken appropriate steps to adjust its arrangements for assessment in light of COVID-19;
 - ii) that an annual review of compliance with the OS requirements for registration had been completed with no issues to report;
 - iii) that the OIA's annual assessment of complaints relating to Harper Adams remained overall fairly positive with a relatively low number of complaints received in 2019, and none being upheld to date. Proposals for adjustments to the University's Student Complaint's Procedure to reflect the OIA's request that providers more clearly signpost the OIA scheme within their own internal procedures had been agreed by Academic Board and were proposed to the Board for its approval;
 - iv) that members were content with the proposed changes to the Academic Quality Manual following the annual review cycle and also with the 2020 Degree Outcomes Statement;
 - vi) that the annual report on Compliance with the Competition and Markets Authority guidance for universities had highlighted that the University's arrangements for consumer regulation compliance remained sound with no areas for further action identified. Members were content with the report;

Agreed: that the Degree Outcomes Statement should be approved for publication **SB**

19/73 Committees

Note: Dr Llewellyn, Professor Mills, Mrs Furey and Dr Baxter were not present for consideration of the reports of the Remuneration Committee

- Received:
- i) a report on the meeting of Health & Safety Committee held on 28 May 2020
 - ii) a report on the meeting of the Staffing Committee held on 11 June 2020
 - iii) a report on the meetings of the Audit and Risk Management Committee held on 11 May 2020 and 25 June 2020;
- Considered:
- iv) a report on the meeting of the Remuneration Committee held on 11 June 2020 including information on the Chair's work to set objectives for the Vice- Chancellor;
- Noted:
- i) that a meeting of Nominations Committee had been arranged for 14 July 2020. A report would be made to the October 2020 meeting of the Board, or if necessary members agree they were content to consider any recommendations by circulation over the summer period; **CEB/PN**
 - ii) that members were pleased to note the positive engagement of the Health & Safety Committee in relation to managing COVID-19 risks in particular;
 - iii) that the Staffing Committee had been pleased to note the successful appointment of senior staff and the positive outcome of the recent promotion round for academic staff. It has also noted the actions taken to support staff well-being during COVID-19 restrictions and it had also been impressed by the positive report on progress made with organisational development plans during 2019/20. Members asked that particular thanks be expressed to Mr Allen, the Organisational development Manager for his hard work in this regard; **EK**
 - iv) that following the meeting, members of Staffing Committee had received and noted the most recent Gender Pay Gap Report (March 2019). Members had noted that the snapshot data for March 2020 had indicated a positive improvement and this would be published in March 2021;
 - v) that the reports for the Remuneration Committee confirmed that no performance payments were to be made as requested by Senior Staff. The Committee had also reviewed the pay ratio range for the Vice-Chancellor's salary and had agreed not to recommend any changes to the Board. It had also reviewed the payment in lieu of employer's pension contributions made to the Vice-Chancellor and had agreed to maintain the payment at the same level for 2020/21;
 - vi) that HMRC had conducted a review of the taxation arrangements for provision of accommodation for all UK Vice-Chancellors and had changed the regulations such that from April 2021, a personal taxation charge would be made for the provision of such accommodation based on the rental value. Professional advice had been sought which indicated that it may be possible to seek a different exemption, however the chances of securing a exemption were uncertain at best and costs for professional fees were significant. The Committee had agreed to delegate its authority to the Chair to keep this matter under review with a view to reporting back to the Board in due course on next steps; **PN**
 - vi) that members were content with the objectives set for the Vice-Chancellor and were also content with the annual report of the Committee for

publication in due course. Members noted the outcome of the annual review of the effectiveness of the Committee and had no further suggestions or comments to make about the Committee's effectiveness.

- viii) that Audit & Risk Management Committee had met twice since the last meeting of the Board. Internal Audits for the year had been completed with two remaining reports being presented at the June meeting, both of which were "green".
- ix) that a very helpful briefing by the Director of Marketing and Communications on the management of risks in her area of work had been received by the Committee. In this regard members had also noted, in particular, the work to ensure that the Access and Participation Plan continued to receive positive attention to encourage students from all backgrounds to aspire to study at the University in preparation for a career in agri-food and environmental/rural industry sectors;
- x) that the ARMC had reviewed a mapping of its work in light of the newly released refreshed CUC Code for HR Audit Committees. Some minor areas for further work had been agreed, together with a suggestion that the Board might agree explicit reference to the Committee's adoption of the new Code in the Annual Report and Financial Statements for 2019/20;

Agreed: i) to approve that reference to adoption of the CUC Code for HE Audit Committees be included in the Annual Report and Financial Statements;

CEB

- ii) to approve the Annual Report of the Remuneration Committee for publication in due course.

Mr Nixon left the meeting at this point

19/74 **Annual Review of the Performance of the Chair**

- Noted:
- i) that Mr Wong had completed the annual review in his role as Vice-Chair;
 - ii) that Mr Nixon's aims during his first year as Chair had been to effect a smooth hand-over from Mr Lewis; to ensure that sustainability remained a key focus of the University and to ensure that the senior team continued to be effective;
 - iii) that a helpful weekly telephone call had been taking place between the Chair and Vice-Chancellor, with a focus on year 1 implementation of the new Strategic Plan;
 - iv) Mr Wong felt Mr Nixon had effected a smooth hand-over and that his performance as Chair was strong. Mr Wong reminded members that they were welcome to speak to him any point about any issues that members may wish to raise about the work of the Chair;
 - iv) that members welcomed Mr Nixon's inclusive approach and his support for members to ask challenging questions. They also welcomed his focus as Chair of Nominations Committee over the next few months in ensuring succession planning for members due to leave in summer 2021;

Agreed: that members were very appreciative of Mr Nixon's contribution as Chair, agreed that he was very effective in the role and had no issues to raise.

Mr Nixon re-joined the meeting at this point

19/75 **Retiring Members**

Agreed: to thank Mr Jervis and Mr Cowdy for their commitment and engagement with the work of the Board. Members also wished to express their thanks to Professor Mills for all his work as Deputy Vice-Chancellor. Professor Mills would formally retire before the next Board meeting, but would be keeping in touch until December 2020 due to his part time role in leading the submission for the Research Excellence Framework submission thereafter. Members looked forward to hearing about REF preparations for the in due course; **PRM**

19/76 **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 2nd October meeting of the Board.

PN

19/77 **Elections for Chair and Vice-Chair**

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

CEB

19/78 **Date of Next Meeting**

2 October 2020

Part B

19/79 Management Accounts

Received: the Management Accounts for the period to 30 April 2020

Agreed: that there were no issues that required discussion.

19/80 Risk Management

Received: i) an updated report from the University Secretary on the key risk areas monitored by the Board of Governors
ii) a copy of the OfS's letter on the outcome of Prevent Monitoring for Harper Adams University 2018/19

Agreed: that risks were being managed appropriately and no issues were identified for discussion and that the outcome of the OfS evaluation was positive with no further actions identified to ensure compliance with the Prevent duty.

19/81 Committees

Received: i) a report that the next meeting of the Farm Strategy Committee would be held in October 2020

ii) an annual report on the work of the Animal Welfare and Ethical Review Committee

Agreed: that there were no issues arising from either report which needed further consideration.

19/82 Office for Students (OfS) AND Other Circulars

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