

EXETER COLLEGE FURTHER EDUCATION CORPORATION

BUSINESS SERVICES COMMITTEE

Minutes of a meeting held on Monday 1st December 2014 in the Board Room, Hele Road, Exeter College

Present	Tim Tamblyn Ian McGregor Bindu Arjoon Philip Bostock Michael Caines <i>To Item 8.1</i> John Coombs Chris Hoar Jo Matthews	Chair
Apologies	Richard Atkins	
In Attendance	Barbara Sweeney Steve Campion John Laramy <i>To Item 5</i> Mark Bartlett <i>To Item 5</i> Paul Putnam <i>Items 5 and 6 only</i> Steve Strang <i>Item 4 only</i> Juliet Tremeer <i>Item 7 only</i> Rachel Iles <i>Item 7 only</i> Sylvia Jarman <i>Item 7 only</i> Malcolm Walsh	Clerk to the Corporation Executive Director Finance & Enterprise Vice Principal Grant Thornton Grant Thornton Head of Estates Head of Finance Advice and Recruitment, Global Marketing and Communications Assistant Principal

1. **Welcome, Apologies and Declarations of Interest**

The Chair welcomed colleagues to the meeting. He particularly welcomed Paul Putnam and Mark Bartlett from Grant Thornton.

Apologies were received. There were no requests from observers.

Bindu Arjoon declared an interest in agenda item 5, Opportunities and Developments Register, and item 6, Property Matters, as Assistant Director, Exeter City Council.

Chris Hoar, Partner Foot Anstey, declared an interest in item 5, Opportunities and Developments Register.

2. **Minutes**

- 2.1 The minutes of the meeting held on 29th September 2014, as circulated, were agreed and signed by the Chair.
- 2.2 The confidential minutes of the meeting held on 29th September 2014, as circulated, were agreed and signed by the Chair.

3. **Matters Arising**

- 3.1 Terms of Reference – Local Government Pension Scheme (LGPS) policy for recommendation to the Board.
John Laramy, Vice Principal, reminded the Committee that the Board had approved an amendment to the Committee’s Terms of Reference on 10th October 2014, to include scrutiny of awards of additional pension benefits, and subsequent recommendation to the Board. The underpinning Discretions Policy required Board approval and a draft was received and considered. An amendment was made to clarify the position relating to flexible retirement, and the Committee agree to

Recommend the Discretions Policy to the Board on 12th December 2014.

BHS

Vote: unanimous

All other items were included on the agenda

Juliet Tremeer, Head of Finance joined the meeting for item 4 only.

4. **Statutory Accounts for Financial Year ended 31st July 2014**

- 4.1 Audit Findings Report
This item was dealt with as a confidential item in accordance with the College’s confidentiality policy and recorded in the confidential minutes.
- 4.2 Exeter College
This item was dealt with as a confidential item in accordance with the College’s confidentiality policy and recorded in the confidential minutes.
- 4.3 Aplus Training (SW) Ltd
This item was dealt with as a confidential item in accordance with the College’s confidentiality policy and recorded in the confidential minutes.
- 4.4 Ecole Limited
This item was dealt with as a confidential item in accordance with the College’s confidentiality policy and recorded in the confidential minutes.
- 4.5 Letter of Representation
This item was dealt with as a confidential item in accordance with the College’s confidentiality policy and recorded in the confidential minutes.

Steve Strang, Head of Estates, joined the meeting for items 5 and 6 only.

5. **Opportunities and Developments Risk Register**

This item was dealt with as a confidential item in accordance with the College's confidentiality policy and recorded in the confidential minutes.

6. **Property Matters**

6.1 Property Update

- Wear Barton

6.2 Approvals –

- Maths and Science Centre Budget
- Santander Loan

These items were dealt with as confidential items in accordance with the College's confidentiality policy and recorded in the confidential minutes.

7. **Advice Recruitment and Marketing Campaign**

This item was dealt with as a confidential item in accordance with the College's confidentiality policy and recorded in the confidential minutes.

8. **Finance Matters**

8.1 Management Accounts – September 2014

The report was received and Steve Campion, Executive Director Finance and Enterprise, confirmed that it included September results and that management accounts for October were imminent and would be circulated electronically. He confirmed that the College was reporting an operating surplus slightly above budget and that income was on target. Additional income had been redirected to support marketing and global campaigns. Whilst the cash position was strong, there was significant commitment in year with two big projects in progress. The drawing down on loans would be key to maintaining the cash position.

Turning to the October results, the College would be reporting an increased surplus, as salary costs had fallen. The Committee commended the surplus and agreed

To note the Management Accounts for September 2014

8.2 Student Recruitment Update

The update was received and Steve highlighted the key issues relating to numbers and funding using an extract from the MIS system. A RAG rating indicated performance against targets.

The number of 16-18 students was in line to exceed the predicted profile. Because of the lagged funding model, this provided an indication of funding for 2015/16. The College had over delivered on Apprenticeships in 2013/14 and was awaiting notification on whether there would be additional funding. 19+ was an area of concern, with future cuts in adult funding and the

associated funding gap.

The Committee considered at length the merit of identifying income by individual learner and whether such information could promote smarter recruitment to better funded programmes. However, 19+ funding was complex and there was no clear correlation with learner numbers. Different learners impacted differently on resources. Steve identified some data to provide assurance and the Committee agreed to

a) Note the report

b) Request additional data on the relationship between learner numbers and funding

SC

9. ITEMS FOR INFORMATION

The following items were received and noted

9.1 Health and Safety Minutes

9.2 KPIs

9.3 Risk Register

The Committee recommended that Wear Barton be included when the register was next reviewed. It was noted that the impact of the Ted Wragg Trust on College SLT time was already identified as a risk and mapped to the Quality and Standards Committee as R33. The Committee also asked for confirmation of which risks had been removed.

10. Dates of next meetings

Monday 2 February 2015

Monday 20 April 2015

Monday 29 June 2015