

EXETER COLLEGE FURTHER EDUCATION CORPORATION

BUSINESS SERVICES COMMITTEE

Minutes of a meeting held on Monday 2nd February 2015 in the Board Room, Hele Road, Exeter College

Present	Tim Tamblyn Ian McGregor David Allen Bindu Arjoon Philip Bostock John Coombs (co-opted) Chris Hoar Jo Matthews (co-opted)	Chair
Apologies	Richard Atkins Michael Caines	
In Attendance	Barbara Sweeney John Laramy Steve Campion <i>Item 6 only</i> Mike Blakely <i>Item 6 only</i> Ian Fitzpatrick <i>Items 4.2 (part) & 5 only</i> Steve Strang	Clerk to the Corporation Vice Principal Executive Director, Finance & Enterprise Business Solutions Assistant Principal Head of Estates

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

The Chair welcomed colleagues to the meeting.

Apologies were received. There were no requests from observers.

Bindu Arjoon declared an interest in agenda item 4.1, Opportunities and Developments Register, and item 5.1, Property Update, as Assistant Director, Exeter City Council.

Chris Hoar, Partner Foot Anstey, declared an interest in item 4.1, Opportunities and Developments Register and item 5.1, Property Update.

The agenda was reordered, taking items 7.1 and 7.3 after item 4.2

2. Minutes

2.1 The minutes of the meeting held on 1st December 2014, as circulated, were agreed and signed by the Chair.

2.2 The confidential minutes of the meeting held on 1st December 2014, as circulated, were agreed and signed by the Chair.

3. Matters Arising

There were no matters arising which were covered elsewhere on the agenda.

4. Strategic Matters

4.1 Opportunities and Developments Register

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 Budget Planning for 2015-16

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

7.1 Management Accounts

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

7.3 Cost of Living Pay Award

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 item 5 only.

5. Property Matters

5.1 Update

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

5.2 Annual Reports

- Estates
- Health and Safety
- Sustainability

The report was received and taken as read and Steve highlighted the Committee on the key issues. The appointment of a Deputy Head of Estates had been very positive. An increase in the number of jobs recorded on the job tracker was a result of greater use of the system as well as an increase in requests because of the growth in the estate. Turning to the

Health and Safety report, Steve confirmed the circumstances of the small number of RIDOR incidents. There were a large number of educational visits, particularly in category C and D, and those at Haven Banks were now included as a single record, given the nature of the provision.

The security update provided assurance to the concerns of students, (expressed through the Learner Voice) that fire evacuation was effective, and that evacuation of the Tower Block was completed in seven minutes. The Committee was also assured that the Business Continuity Group considered its procedures in the light of fire incidents reported in the media.

The Committee asked about the Department's involvement in the PREVENT agenda and was assured that Estates worked closely with Safeguarding Tutoring Equality and Wellbeing (STEW) who were leading on the PREVENT strategy for the College and delivering training to the Estates' staff. STEW's remit was monitored by the Quality and Standards Committee on behalf of the Board, which received updates.

The Committee agreed

To recommend the annual Estates, Health and Safety and Sustainability Reports to the Board

BHS

Mike Blakely, Head of Business Solutions and Ian Fitzpatrick, Assistant Principal joined the meeting for item 6 only.

6. Employer Engagement

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

6.2 Apprentice update
The report was received and Mike confirmed the current status of year to date apprenticeship starts. There was a forecasted increase on last year's overall recruitment targets because of increased flexibility in start dates leading to a number of in year starts, new processes for identifying and interviewing potential apprentices and the development of bespoke programmes with a number of employers.

The quality of delivery was key to employer satisfaction and future employer engagement as well as to success rates. The College's achievements for 2013/14 had increased on the previous year and were significantly higher than the national average. There was continued focus to address timely completion rates across faculties. The Committee noted that the Quality and Standards Committee would scrutinise the quality of

subcontractor provision at its meeting on 9th February 2015, and that it was for this Committee to note the growth in apprentice numbers.

The Committee noted the report

7. Finance Matters

7.1 Management Accounts November 2014
This item was taken after item 4.2

7.2 Student Recruitment Update

The report was received and Steve confirmed the positive position for 16-18 learners and 16-18 apprentices. Adult learner numbers were more challenging because of falls in 19+ full time students and 19-24 Access to HE students.

John reminded the Committee that at the last meeting it had asked about the correlation between income and learner numbers, to identify profitable courses in post 19 provision. He tabled an example of the complexity of funding, which demonstrated that students on the same course were funded differently depending on a variety of factors. This illustrated why it was difficult to make comparisons of value by course based purely on learner numbers. For 16-18 it was easier, as funding from the EFA was calculated by student. Steve reminded the Committee that it monitored the financial impact of recruitment in the monthly management accounts.

The Committee noted the report

7.3 Cost of living pay award
This item was taken after item 4.2

7.4 Treasury Management Review

The report and draft Treasury Management Policy were received and considered. The Policy had been revised into the standard College format for policies. Steve confirmed that the Policy had been in place since the banking crisis and that mitigation included spreading risk over five banks. He proposed that Santander be added to the list of banks holding treasury deposits, in the event of an improvement in their rates.

The Committee considered the optimum number of banks in which to place deposits to maximise interest. Although rates were so low that it made little difference, there was the potential benefit of saving management time by reducing the number.

The Committee agreed

a) To note the report

- b) To recommend the Treasury Management Policy to the Board**
- c) To use Santander for treasury deposits, subject to their rates improving**
- d) To reduce the number of banks holding deposits to a minimum of three.**

Vote: Unanimous

8. Key Performance Indicators (KPIs)

The update was received and John tabled a copy of the Key Performance Indicators, which was also circulated electronically via the link to the College portal. He confirmed that all key issues had been considered earlier in the agenda.

The Committee noted the update

For Information

9. Minutes/Reports for information

The following minutes and reports were received and noted:

9.1 Risk Register

10. Dates of Next meetings

Monday	20 th	April	2015
Monday	29 rd	June	2015