

EXETER COLLEGE FURTHER EDUCATION CORPORATION

BUSINESS SERVICES COMMITTEE

Minutes of a meeting held on Monday 29th June 2015 in the Board Room, Hele Road, Exeter College

Present	Tim Tamblyn Ian McGregor Bindu Arjoon Philip Bostock Michael Caines John Coombs (co-opted) Chris Hoar Jo Matthews (co-opted)	Chair
Apologies	Richard Atkins	
Observing	Elaine Hobson Martin Owen Jane Pike Michelle Pugh	
In Attendance	Barbara Sweeney John Laramy Steve Campion <i>Items 7.4 only</i> Ian Fitzpatrick <i>Item 7.3 only</i> Malcolm Walsh <i>Item 4 only</i> Megan Snell <i>Items 6 only</i> Steve Strang	Clerk to the Corporation Vice Principal Executive Director, Finance & Enterprise Assistant Principal Assistant Principal Student Experience Leader Head of Estates

1. Welcome, Apologies and Declarations of Interest

The Chair welcomed colleagues to this his last meeting as Chair of the Committee. He particularly welcomed Chris Hoar and John Coombs to their last meeting and thanked them for their contributions. He also welcomed those attending as observers.

The Vice Chair thanked the Chair for his commitment and contribution over the past three years in the role.

Apologies were received.

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

Chris Hoar, Partner Foot Anstey, declared an interest in item 5 Opportunities and Developments Risk Register and item 6, Property Matters.

2. **Minutes**

- 2.1 The minutes of the meeting held on 20th April 2015, as circulated, were agreed and signed by the Chair.
- 2.2 The confidential minutes of the meeting held on 20th April 2015, as circulated, were agreed and signed by the Chair.

3. **Matters Arising**

There were no matters arising which were not covered elsewhere on the agenda.

Megan Snell, Student Experience Leader joined the meeting for item 4.

4. Student Representative Committee matters

- 4.1 Accounts for year ending July 2014
The Student Representative Committee (SRC) Accounts to July 2014 were received and noted. Megan highlighted the key issues. The accounts showed a surplus of £4,761, with reserves of £36,584. There were proposals to draw on reserves to address issues raised by the Learner Voice. The sale of NUS cards, from which the SRC took a percentage, had made a significant contribution to income.

The Chair commended the outturn, noting the significant improvement on previous years when finances were precarious. The Committee endorsed the proposal to draw on reserves to improve the learner experience.

The Committee recommended the Student Representative Committee's Accounts for the year ending July 2014 to the Board for noting.

4.2 SRC Constitution

The draft SRC constitution was received and considered. Megan confirmed that the amendments provided greater clarification on the structure, and included updated role titles. It was also now

permitted for College staff to purchase NUS cards as associate members.

Responding to questions, Megan confirmed that the revised structure was better understood and working well.

Subject to recommended amendments referencing the several Charities Acts, the Committee agreed to

Recommend the Student Representative Committee Constitution to the Board on 8th July 2015.

BHS

Vote: Unanimous

5. 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.

Steve Strang, Head of Estates, joined for item 6 only.

6. Property Matters

6.1 Wear Barton and Exwick Update

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 Property Matters Update

The report was received and Steve Strang highlighted the key issues.

The Sports Hall was now complete, and which the Committee had toured prior to this meeting. Despite initial challenges and delays the project was only 10 days late. Feedback was positive and it would be a great asset to the College. The first community event was a scheduled recording of the BBC's "Any Questions" on 24th July 2015.

The Maths and Science Centre (MSC) was progressing and laboratory equipment and furniture were currently being installed. The deadline for September 2015 was tight and Kier had increased the workforce and added a second project manager. The Committee was assured that teaching space would be ready, even if social space was not. However contingencies were being made.

Summer works would be minimal, with the key focus on the

completion of the MSC.

Steve Campion updated the Committee on progress against the capital projections. The College was on target to achieve the revised approved forecast.

The Committee commended Steve Strang on successfully delivering the most extensive ever capital project programme within any single year.

The Committee noted the report

7. Finance Matters

7.1 Financial Management Accounts April 2015 including Forecast Outturn for 2014/2015

The Management Accounts for April 2015 were received and Steve highlighted a projected surplus of £4k for the year end. He confirmed that the reference to a deficit on page 2 should read "surplus."

Income year to date was 2.7% higher than budget due, amongst other things, to strong growth in HE numbers, shared service recharges and the lower than budgeted pay award. Transport costs remained a challenge with the College's wide catchment of learners, and there was a need to balance attracting students against transport costs.

The cash position was tight because of capital projects, and there was careful management on drawdown of loans. Other changes included savings from staff restructures. Cashflow graphs showed improvement. However having been too high, cash reserves were probably now too low.

The Committee noted the report.

7.2 Student Recruitment 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.

Malcolm Walsh, Assistant Principal, joined the meeting for item 7.3

7.3 Business Efficiency Group Update

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

Ian Fitzpatrick, Assistant Principal, joined the meeting for item 7.4

- 7.4 Commercial Opportunities Group Update
This item was dealt with as a confidential item in accordance with the College's confidentiality policy and recorded in the confidential minutes.
- 7.5 Provisional Budget for 2015/2016
This item was dealt with as a confidential item in accordance with the College's confidentiality policy and recorded in the confidential minutes.
- 7.6 Three year Financial Plan
This item was dealt with as a confidential item in accordance with the College's confidentiality policy and recorded in the confidential minutes.
8. Key Performance Indicators
The update was received and John reminded the Committee that financial KPIs had been reported throughout the meeting including reports on student recruitment and financial performance. Quality KPIs were received by the Quality and Standards Committee and a member of the Board had attended a session of the recent Quality and Resource Review Days.

The Management Information Systems (MIS) Department was working on updating the KPI suite, which would be available at the September 2015 meeting.

JL/SC/B
HS

The Committee noted the update.

For Information

9. **Minutes/reports for information**

The following minutes and reports were received and noted:

- 9.1 Sustainability Minutes –
9.2 Health and Safety Minutes
9.3 Risk Register

The revised Risk Register was received and John confirmed that accommodation was included under risk R4. It was proposed that the Property Working Party meet in the new academic year.

BHS

10. Date of meeting for 2014/15
Wednesday 8th July 2015 at 8.30 am

Dates of meetings for 2015/16

Approved

Monday	28	September	2015
Monday	30	November	2015
Monday	1	February	2016
Monday	18	April	2016
Monday	27	June	2016