

EXETER COLLEGE FURTHER EDUCATION CORPORATION**BUSINESS SERVICES COMMITTEE****Minutes of a meeting held on Monday 29th September 2014 in the Board Room, Hele Road, Exeter College****Present**

Tim Tamblyn	Chair
Ian McGregor	
Bindu Arjoon	
Philip Bostock	
Michael Caines	
John Coombs	
Chris Hoar	
Jo Matthews	

In Attendance

	John Laramy	Vice Principal
	Steve Campion	Executive Director Finance & Enterprise
<i>Items 6.3 only</i>	Mike Blakeley	Head of Business Solutions
<i>Items 6.3 only</i>	Ian Fitzpatrick	Assistant Principal
<i>Items 4.2, 4.3 & 5 only</i>	Steve Strang	Head of Estates
	Barbara Sweeney	Clerk to the Corporation

Apologies

Richard Atkins

1. Welcome, Apologies and Declarations of Interest

The Chair welcomed colleagues to the first meeting of the new academic year. He confirmed that the style of agendas had been revised to include more in the for information section, allowing additional time for discussion of key items. However it was important that all items were read and the Clerk alerted if Governors wished to raise issues ahead of the meeting so that adequate time was included.

Apologies were received.

Bindu Arjoon declared an interest in agenda item 4.2, Opportunities and Developments Register, as Assistant Director, Exeter City Council.

Chris Hoar declared an interest in item 4.2, Opportunities and

Developments Register, as Partner, Foot Anstey.

2. **Minutes**

- 2.1 Minutes of meeting held on 23rd June 2014
Minutes of meeting held on 23rd June 2014 as circulated, were agreed and signed by the Chair.
- 2.2 Confidential minutes of meeting held on 23rd June 2014
Minutes of meeting held on 23rd June 2013 as circulated, were agreed and signed by the Chair.
- 2.3 Confidential Minutes of Special Business Services Meeting held on 4th July 2014.
Minutes of meeting held on 4th July 2014 as circulated, were agreed and signed by the Chair.
- 2.4 Minutes of Aplus Training (SW) Ltd meeting held on 11th June 2014
Confidential minutes of the Aplus Training (SW) Ltd meeting held on 11th June 2014 were agreed by those present, and signed by the Chair.

3. **Matters arising**

- 3.1 ICT Strategy
Steve Campion, Executive Director Finance and Enterprise, reminded the Committee that the ICT Strategy had been scrutinised by the Committee at its last meeting and recommended to the Board subject to a number of amendments. The item had been deferred at the Board meeting on the 4th July 2014, and was scheduled for approval at the meeting on the 10th October 2014. The updated version was circulated under item 8.1. Steve confirmed that the requested changes had been made, which augmented the detail on costings and security. A number of technical queries would be clarified outside of the meeting.
The Committee agreed to

Recommend the ICT Strategy to the Board

BHS

Vote: Unanimous

4. **Strategic Matters**

- 4.1 Bicton Update
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 items 4.2 and 5.

4.2 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.

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

5. **Property Matters**

Items 5.1 to 5.3 were dealt with as confidential items in accordance with the College's confidentiality policy and recorded in the confidential minutes.

5.1 Property Update

- Planned expenditure by year

5.2 Wear Barton/Exwick playing Fields

5.3 Santander Bank Loan Update

6. **Financial Matters**

6.1 Management Accounts

The report was received and Steve confirmed that as at June 2014, the College was forecasting a surplus of over £1million subject to the Aplus Training (SW) write off. The forecast strong cash balance was supported by the £1.1m in year funding and the delay to the sports hall. Financial health was good against a budgeted position of satisfactory. It was anticipated that once Aplus Training (SW) Ltd was written off, there was a surplus of £80k. The Committee considered charges for materials, the impact of staff costs and the positive variance of HE income. Steve confirmed that the July 2014 Management Accounts would be circulated electronically.

The move of Aplus into the College had gone well and the faculty was line managed by Julie Skinner. There were green shoots. All staff had been TUPED to the College and there were no redundancies. The decision to bring it into the College was borne out by the financial outturn for the year. It would be early 2015 before there was clarity, but it was considered a strong business which needed aligning with the College's quality markers and customer expectations.

The Committee agreed to

Note the report

- 6.2 Student recruitment
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 and Mike Blakeley, Head of Business Solutions, joined for item 6.3

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

7. **Committee Self-Assessment**

The report, detailing the draft self-assessment report (SAR) for the Business Services Committee was received and the Clerk explained that SARs from all Committees would be aggregated to form the Board's SAR, which in turn would be included in the College SAR. Because of the change in timing of appraisals, Governor feedback no longer informed the SAR, which was drafted using previous versions and knowledge of the Committee. However it was for the Committee to amend and recommend. Governors felt some of the strengths were too process based and would benefit from greater emphasis on impact. There needed to be a number of core strengths which safeguarded the effectiveness of the Committee and featured in every SAR, plus a number of new strengths identified each year. An overall impact statement should be included.

Turning to areas for Development and Improvement, the Committee should evaluate impact of Committee decisions on return on investment, and it was suggested that presentations be given by faculty heads in areas where there had been investment.

BHS

The format of the SAR would be reviewed following the Governor appraisals in the Spring, but the current format would be used for the 2013/14 SAR with amendments to strengths focusing on impact rather than process.

The Committee agreed:

To recommend that, subject to agreed amendments, the SARs be incorporated into the Board's SAR and presented to the Quality and Standards Committee for subsequent recommendation to the Board.

Vote: Unanimous

8. **Reports and Minutes for Information**

8.1 ICT Strategy– **Resolved to recommend to the Board in item 3.1**

8.2 Financial Regulations.

The report was received and Steve Campion, Executive Director Finance and Enterprise, explained that the Financial Regulations had been updated to reflect the change in structure of the finance team and the Principal's role as President of the AoC.

The Committee agreed to

Recommend the Financial Regulations to the Board on 10th October BHS 2014.

Vote: Unanimous

8.3 HR Annual Report - received and **Noted**. The low sickness levels and appropriate turnover rate were commended.

8.4 Bursaries - received and **Noted**

8.5 Health and Safety Minutes - received and **Noted**

8.6 Employer Engagement - received and **Noted**

8.7 KPIs - received and **Noted**. It was too early in the year for data to be meaningful.

8.8 Business Services Terms of Reference

Revised Terms of Reference for the Business Services Committee were received. The Terms of Reference for all Committees had been reviewed and approved by the Board on 4th July 2014. Since that meeting the Local Government Pension Scheme (LPGS) Policy has been revised to take in changes to the Local Government Pension Scheme which came into effect in April 2014. During the review it was identified that the Corporation had a role in approving the award of additional pension, given the potential significant cost implications. The Policy, based on the AoC model, stipulated that all additional pension benefits needed to come to the Board. Although such situations should be relatively rare they could have significant cost implications for the College. It was therefore necessary to amend the Terms of Reference of the Business Services Committee to reflect this. In exceptional circumstances, in order to provide a timely decision, a special meeting would be called. However it is anticipated that this was likely to be rare.

The Search and Governance Committee had scrutinised the amendment and recommended it to the Board on 10th October 2014. The report came to this Committee for information

The Committee noted the report

8.9 Risk Register - received and **Noted**. Steve confirmed that it was reviewed termly by SLT and highlighted the key changes. The Committee recommended that Management Capacity should continue to be monitored remained as it remained a risk.

8.10 Sustainability Minutes - received and **Noted**

9. **Dates of Next meetings**

Monday	1 st	December	2014
Monday	2 nd	February	2015
Monday	27 th	April	2015
Monday	29 th	June	2015