

Approved

EXETER COLLEGE FURTHER EDUCATION CORPORATION

BUSINESS SERVICES COMMITTEE

Minutes of a meeting held on Monday 1st February 2016 in the Board Room, Hele Road, Exeter College

Present	David Allen Matt Roach Richard Atkins Philip Bostock Sarah Brampton Mark Goodwin Jo Matthews (co-opted) Michelle Pugh	Chair
Apologies	Bindu Arjoon Michael Caines	
Observing	Emma Webber	
In Attendance	John Laramy Steve Campion <i>Item 7.3 only</i> Derek Fargher <i>Item 6 only</i> Rachel Iles <i>Item 6 only</i> Ben Norman <i>Item 5 only</i> Steve Strang <i>Item 6 & 7.1 only</i> Malcolm Walsh	Vice Principal Executive Director Finance & Resources Interim Finance Controller Students Experience and Events Manager Marketing Manager Head of Estates Assistant Principal
	Barbara Sweeney	Clerk to the Corporation

- Welcome, Apologies and Declarations of Interest**

The Chair welcomed colleagues to the meeting, including those attending as observers. He particularly welcomed the Principal, who was attending his last meeting of the Committee before retiring from the College, and thanked him for his superb contribution. He congratulated him on his CBE, awarded in the New Year's Honours. The Chair also congratulated the Vice Principal on his appointment as Principal from 1st April 2016.

Apologies were received.

There were no declarations of interest from the Governors present.

- Minutes**
 - Minutes of meeting held on 30th November 2015 as circulated, were agreed

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and signed by the Chair.

2.2 Confidential Minutes of meeting held on 30th November 2015 as circulated, were agreed and signed by the Chair.

3. **Matters arising**

3.1 There were no matters arising which were not 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.

Steve Strang joined the meeting for item 5 only.

5. **Property Matters**

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

5.1 Property Update

- Annual Property Plan

5.2 Student Accommodation Options

5.3 ECOE – Solar panel Options

*Malcolm Walsh, Assistant Principal joined the meeting for items 6 and 7.1.
Rachel Iles and Ben Norman joined the meeting for item 6 only*

6. **Advice Recruitment and Marketing 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. **Finance Matters**

7.1 Business Efficiency Group

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

7.2 Management Accounts – November 2015

The November 2015 Management Accounts were received and Steve confirmed that the College was now forecasting earlier in the year due to the current funding climate. Management Accounts were received by the Committee and full Board, the banks as part of the loan covenant agreement and the Skills Funding Agency, which was mandatory, given that the previous year's financial health had been satisfactory. However, since the College was now in good financial health, this would be waived.

For the full year the accounts showed an improved operating surplus of £263k, £249k better than budget, reflecting significant growth of apprenticeship provision. To support growth in apprenticeships there had been investment in new posts.

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The cash position remained unchanged, but was forecast to dip in February/ March 2016 with the drawdown of loans. Steve confirmed that the banks were happy with the College's position, and that Financial Health was good.

The Committee agreed to

Note the report

Derek Fargher, Interim Financial Controller, joined the meeting for item 7.3 only

7.3 FRS102 Working Group Update

The report was received and Derek confirmed that required changes were minimal and, in the main presentational. Name changes included the Income and Expenditure Account becoming the Statement of Comprehensive Income, and Cash Flow changed to the Statement of Cash Flows, with heading and allocation changes. The balance sheet would also be revised, with reallocation of the pension deficits and deferred capital grants.

The main changes for reallocations were outstanding holiday pay, which was calculated at circa £200k. The pension deficit was now part of the Income and Expenditure account, rather than as a below the line adjustment. The College was at liberty to decide on other issues: deferred Capital Grants could be reported on an accruals or performance basis.

Bank Covenants might be affected by the changes in pensions and deferred capital grants. However the College's banks accepted that the changes were to comply with accounting policies rather than changes in trading.

All amendments to the prior period's accounts would be agreed before the end of July by the external Auditors.

Steve confirmed that the report would be received by the Audit Committee at its next meeting and the Committee agreed to

Note the Report.

7.4 Student Recruitment 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 Cost of living pay award

This item was dealt with as a confidential item in accordance with the

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College's confidentiality policy and recorded in the confidential minutes.

8. **Key Performance Indicators**

The update was received. Going forward the College would provide screen shots of KPIs of data relevant to specific Committees. These would be uploaded on to Boardpacks and therefore available to Governors electronically.

9. **Minutes/Reports for information**

The following reports were received and noted

9.1. Estates Annual Report

9.2 Risk Register

10. **Dates of Next meetings**

Monday	18 th	April	2016
Monday	27 th	June	2016