

Approved

EXETER COLLEGE FURTHER EDUCATION CORPORATION

BUSINESS SERVICES COMMITTEE

Minutes of a meeting held on Monday 25th June 2018 in the Board Room, Hele Road, Exeter College

Present Matt Roach Chair
Chris Hoar
John Laramy
Philip Bostock
Mark Goodwin
To item 7 Glenn Woodcock

Apologies David Allen
Michelle Pugh

Observing

In Attendance

To item 7 Rob Bosworth Vice Principal, Schools Partnerships and Curriculum
Steve Campion Vice Principal, Finance and Business Operations

Item 6 only Steve Strang Head of Estates

Barbara Sweeney Clerk to the Corporation

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

The Chair welcomed colleagues to this the last meeting of the academic year.

He thanked Mark Goodwin and Michelle Pugh for their commitment and contribution to the Business Services Committee. Both were moving to different Committees in 2018-19. He also updated the Committee on its membership for 2018-19, subject to Board ratification on the appointment of new Governors on 6th July 2018. The Clerk was thanked on this her last meeting.

Apologies were received.

Mark Goodwin, Deputy Vice Chancellor of the University of Exeter, declared an interest in any items relating to the University.

Chris Hoar, Partner at Michelmores, declared an interest in item 6.1, Estates Masterplan Update, in matters relating to Devon Contractors.

2. **Minutes**

<https://adexecollacuk.sharepoint.com/sites/GovernorsTeam/Shared Documents/General/Meetings/17-18/3. Business Services/5. 25th June/BS 250618 Approved open mins for web.doc>

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2.1 Minutes of meeting held on 23rd April 2018, as circulated, were agreed and signed by the Chair.

2.2 Confidential Minutes of meeting held on 23rd April 2018 as circulated, were agreed and signed by the Chair.

3. **Matters arising**

3.1 There were no Matters Arising which did not appear 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.

5. **Finance Matters**

5.1 Financial Management Accounts – April 2018

The April 2018 Management Accounts were received and represented nine months performance for the 2017/18 financial year. Operating surplus and income had both dropped slightly on the March accounts. However staff costs were static and non-pay costs better than budget. May's projections forecast an end of year surplus, with financial health rated Good.

Variances to budget included 19+ funding. The complexity of funding streams had been the subject of a Deep Dive at the Audit and Risk Assurance Committee on 13th June 2018, and the new Faculty for Professional and Adult Learning (PAL) had been created to mitigate the risk of adult funding returned to the ESFA. Apprenticeship funding remained in turmoil. Enrolments were up so that income was ahead of budget. Examination costs were significant. However, management of the GCSE exams had been well controlled.

The Committee asked if the increase in employee contributions to pensions had resulted in more choosing to opt out, with a resultant reduction to the College in employer's contribution. There had been no evidence.

The Committee noted the report.

The remainder of 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 ESFA Benchmarking

The ESFA analysis of College Accounts 2016-17 vs 201718 was received and considered, having been deferred from the last meeting as the data was not available. Based in statutory accounts for the previous year, the report was published in March/April and provided data on 297 colleges. Whilst the data could be cut in many ways, and Governors were invited to

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request whatever metrics were helpful, the Committee considered financial health, income, surplus /deficit and learner numbers, ranked by turnover.

The Committee also considered the ESFA Financial dashboard, received at the last meeting but recirculated at the request of the Audit and Risk Assurance Committee who recommended scrutiny of the cash days in hand, which fell below the national Further Education Colleges (FEC) median. The position was due to the timing of investments, and cash in hand was a snapshot in time. March was a challenging period as funding was at its lowest. Such a snapshot had limited value, but cash days in hand needed to be actively managed.

The College maintained good discipline with the Business Services Committee scrutiny of monthly cash flow in the management accounts.

The Committee noted the report.

- 5.3 Provisional Budget for 2018-19
This item was dealt with as a confidential item in accordance with the College's confidentiality policy and recorded in the confidential minutes.
- 5.4 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.
- 5.5 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.

Steve Strang, Head of Estates, joined for item 6

- 6. **Property Matters**
- 6.1 Estates Masterplan
- 6.2 Property Update

Item 6.1 and 6.2 were dealt with as confidential items in accordance with the College's confidentiality policy and recorded in the confidential minutes.

- 7. **Risk**
- 7.1 Risk Register
The revised risk register was received **and noted**. Scrutinised by the Audit and Risk Assurance Committee at its meeting on 13th June 2018, recommended amendments and format changes had been included in the revised version. Changes to risk ratings and controls were highlighted and justified.

The Committee noted the report.

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- 7.2 General Data Protection Regulations (GDPR) update
The report was received and taken as read. Reviewed by the Audit and Risk Assurance Committee as a standing agenda item, the report came to this Committee because IT fell within the Terms of Reference of Business Services.

The summary of internal works provided assurance that there was good progress to compliance with GDPR. Significant work had been undertaken ahead of the go live date and continued, with the College working as an honest trier to achieve compliance over two years. There was real buy in from staff. Reviews of archives had been valuable and there was awareness of the challenge of managing systems delegated locally when most were managed centrally.

The Internal Auditor had confirmed that the College was the best prepared of any of the organisations with which it worked.

The Committee noted the report.

8. Committee Self Evaluation
The report was received. The Board had agreed the process for Committee Self-Assessment, including a review of the Committee's year at the last meeting of the academic year. The discussion would form the basis of a narrative, to be produced by the Clerk and considered at the autumn meeting of the Committee.

The Committee noted the report.

Clerk

9. **Reports and Minutes for Information**
8.1 Safety Health and Environment Draft minutes from the meeting on 28th February 2018 were received and noted.
- 9.1 Items to take to Board
The Committee reviewed the agenda and agreed on the items to be reported to the Board at its next meeting on 6th July 2018.
- 9.2 Items for next agenda
The Committee reviewed the cycle of business for the September 2018 meeting and agreed on additional item to be included on the agenda.

10. **Dates of meetings for 2018/19**
- | | | | |
|--------|----|-----------|------|
| Monday | 24 | September | 2018 |
| Monday | 26 | November | 2018 |
| Monday | 28 | January | 2019 |
| Monday | 29 | April | 2019 |
| Monday | 24 | June | 2019 |