

Approved

**EXETER COLLEGE FURTHER EDUCATION CORPORATION**  
**BUSINESS SERVICES COMMITTEE**

**Minutes of a meeting held on Monday 25th September 2017 in the Board Room, Hele Road, Exeter College**

<b>Present</b>	Matt Roach	Chair
	Chris Hoar	
	John Laramy	
	David Allen	
	Philip Bostock	
	Mark Goodwin	
	Michelle Pugh	
	Glenn Woodcock	

**Apologies**

**Observing**

<b>In Attendance</b>	Barbara Sweeney	Clerk to the Corporation
	Rob Bosworth	Vice Principal, Schools Partnerships and Curriculum
	Steve Campion	Vice Principal, Finance & Business Operations
<i>Item 7 only</i>	Rachel Iles	Head of Advice and Recruitment
<i>Item 7 only</i>	Ben Norman	Head of Marketing
<i>Item 5 only</i>	Steve Strang	Head of Estates
<i>Item 7 only</i>	Malcolm Walsh	Assistant Principal

- Welcome, Apologies and Declarations of Interest**  
The Chair welcomed colleagues to the first meeting of the new academic year and his first in the Chair. He also welcomed Chris Hoar who was returning to the Committee after a period as Chair of Audit. Apologies were received.

Mark Goodwin, Deputy Vice Chancellor, University of Exeter, declared an interest in item 4.1 Opportunities and Developments and item 5 Property Matters, and for anything other matters relating to the University.

- Minutes**

Approved

2.1 Minutes of meeting held on 26<sup>th</sup> June 2017 as circulated, were agreed and signed by the Chair.

2.2 Confidential Minutes of meeting held on 26<sup>th</sup> June 2017 as circulated, were agreed and signed by the Chair.

3. **Matters arising**

3.1 Governance Self-Assessment

The Clerk updated the Committee on the proposed format for the Governance Self-Assessment Report 2016-17. The Quality and Standards Committee had received an update at its June 2017 meeting on the new format of the College SAR, with evidence provided against impact statements relating to criteria in the Common Inspection Framework. The Governance SAR would be the same format against standards of governance best practice from the Code of Good Governance for English Colleges (March 2015). The standards relating to governance would form the SAR, together with feedback from Governors, and areas where the College did not achieve outstanding would be included in the Quality Improvement Plan (QIP).

The Search and Governance Committee was scrutinising the Governance SAR and QIP at its meeting on 2<sup>nd</sup> October 2017, and, if content, would be recommending them to the Board on 6 October 2017.

3.2 **Business Services Committee Terms of Reference**

The approved Terms of Reference for the Committee were received and noted.

4. **Strategic Matters**

Item 4.1 and 4.2 were dealt with as a confidential items in accordance with the College's confidentiality policy and recorded in the confidential minutes

4.1 Opportunities and Developments Register

4.2 Partnership Update

*Steve Strang, Head of Estates, joined for item 5.*

5. **Property Matters**

Items 5.1 and 5.2 were dealt with as confidential items in accordance with the College's confidentiality policy and recorded in the confidential minutes

5.1 Property Update

5.2 Property Funding by Year

Approved

6. **Financial Matters**

6.1 Management Accounts - July 2017

The report was received and taken as read and Steve confirmed that the draft circulated July 2017 accounts confirmed an unchanged position. For the full year the College was reporting a surplus (pre FRS17 charge) of £1,066k, a £109k increase on the budgeted position. Income was above budget. As forecast, the College had moved into outstanding financial health.

The pension charge (FRS 17) was £1.7m compared to a budgeted £1.3m. The Devon College Group was challenging the actuarial assumptions based on higher than forecast salary increase.

Notwithstanding external factors, the Committee noted that there was good management of costs were they were under the College's control.

The Committee commended the outturn and agreed to

**Note the report**

6.2 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.

*Rachel Iles, Head of Advice and Recruitment, Ben Norman, Head of Marketing and Malcolm Walsh, Assistant Principal, joined the meeting for item 7.*

7 Advice Recruitment and Marketing Annual Update including 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.

8. **Reports and Minutes for Information**

8.1 Financial Regulations (for recommendation to Board).

The report was received and Steve Champion, Vice Principal, Finance and Business Operations, explained that the Financial Regulations had been updated to reflect changes to job titles.

Subject to a correction of the name of the Audit and Risk Assurance Committee the Committee agreed to

**Recommend the Financial Regulations to the Board on 6<sup>th</sup> October 2017.**

Approved

*Vote: Unanimous*

8.2 HR Annual Report

The reports was received and taken as read. It had been scrutinised by the Quality and Standards Committee at its last meeting on 18<sup>th</sup> September 2017, but was included in the ToRs of Business Services, and so came to this Committee for noting.

The Committee challenged the low response rate to the exit questionnaires and recommended being more proactive to achieve 100%. Acknowledging the value of demonstrating a high response rate, Rob confirmed that with turnover lower than the AoC average, it was possible to have 1:1 conversations with leavers.

It was also noted that in the sickness data, stress and mental health did not feature high on the list of reasons because of the proactive approach by Occupational Health to keep staff engaged and at work. There had also been investment in health and well-being.

Whilst the low rates of performance issues was commendable, might it mask an ineffective performance process? Triangulation with other factors such as learner outcomes and internal observations provided the Committee with the assurance that processes were effective.

**The Committee noted the report.**

8.3 Safety Health and environment Minutes  
Received and **Noted**

8.4 Risk Register

The Risk Register revised in September 2017, was received and noted. The updated version would be scrutinised more fully at future Committee meetings and at the full Board meeting on 6<sup>th</sup> October 2017. The Audit and Risk Assurance Committee had recommended the use of Deep Dives to increase assurance and Governors would be invited to propose issues which required added assurance.

9. **Future meetings**

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 7<sup>th</sup> October 2016.

9.2 Items for next agenda

The Committee reviewed the cycle of business for the November 2017 meeting. A report on financial modelling of the property masterplan

Approved

would be received at the meeting in January 2018.

BHS

10. **Dates of Next meetings**
- |        |    |          |                     |
|--------|----|----------|---------------------|
| Monday | 27 | November | 2017                |
| Monday | 29 | January  | 2018                |
| Monday | 23 | April    | 2018                |
| Monday | 25 | June     | 2018                |
| Friday | 6  | July     | 2018 ( if required) |