

Approved

EXETER COLLEGE FURTHER EDUCATION CORPORATION

BUSINESS SERVICES COMMITTEE

Minutes of a meeting held on Monday 28th September 2015 in the Board Room, Hele Road, Exeter College

Present	David Allen Bindu Arjoon Richard Atkins Philip Bostock Ian McGregor Michelle Pugh Tim Tamblyn	Chair
Apologies	Michael Caines Matt Roach Jo Matthews (co-opted)	
Observing	Sarah Brampton Emma Webber	Member elect subject to Board ratification
In Attendance	John Laramy Steve Campion <i>Item 5 only</i> Steve Strang Barbara Sweeney	Vice Principal Executive Director Finance & Resources Head of Estates Clerk to the Corporation

1. **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 of this Committee. He welcomed new members to the Committee, specifically, Michelle Pugh and Matt Roach (in his absence). He also welcomed Sarah Brampton and Emma Webber who were attending as invited observers.

He thanked the outgoing Chair for his effective leadership of the Committee, as evidenced by the responses to the Committee Self-Assessment.

Apologies were received.

Bindu Arjoon declared an interest in agenda item 4.1, Opportunities and Developments Register and item 5, Property Matters, as Assistant Director, Exeter City Council.

2. **Minutes**

2.1 Minutes of meeting held on 29th June 2015 as circulated, were agreed and

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signed by the Chair.

2.2 Confidential Minutes of meeting held on 29th June 2015 as circulated, were agreed subject to an amendment to item 7.4, and signed by the Chair.

2.3 Confidential Minutes of Special Business Services Meeting held on 8th July 2015 as circulated, were agreed and signed by the Chair.

3. **Matters arising**

3.1 Responsibility for initiating reviews into the size and viability of school sixth forms.

Covered under item 4.1

3.2 Property Working Party

Steve Champion, Executive Director Finance and Resources confirmed that because of the increased workload of the Board and a number of additional meetings, the agenda to prioritise projects would be undertaken by the Senior Leadership Team. It was a substantive item at a scheduled away day, and the Committee would receive a report at its meeting in December 2015. It would be important for the prioritising work to be done, even if there were no working party.

3.3 Recommendation to lobby local MPs on funding cuts

At its meeting on the 29th June 2015, the Committee recommended writing to local MPs regarding the cuts in funding to apprenticeships. The Principal updated the Committee on why it had subsequently been considered imprudent to do so.

3.4 Key Performance Indicators

John Laramy, Vice Principal confirmed that software to manage KPIs had been brought in house, to realise savings. It was forecast that data would be fully populated and available to Governors by late November 2015. He proposed that, in order to provide the most meaningful data to the Board, this be a discussion topic at the Board residential in March 2016.

The Committee requested an amendment to minute 7.4 of the confidential minutes of the meeting on the 29 June 2015 to clarify that a College commercial opportunities group would be set up, and not a Governors working party.

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, Head of Estates, joined for item 5.

5. **Property Matters**

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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 Increasing capacity at the Technology Centre.

6. **Financial Matters**

6.1 Management Accounts - June 2015

The report was received and Steve confirmed that as at June 2015, the College was forecasting a year end surplus of £110k, £83k better than the previous month. This had been achieved through less than anticipated severance costs through the first phase of the Business Efficiency Group's work. Steve confirmed that the forecast included FRS17.

The year-end position had been helped by commercial activity, including Haven Banks and the College Nursery. The College travel scheme costs were lower than forecast.

The delayed completion of the Maths and Science Centre would result in a better than forecast cash position, resulting in a likely end of year position of "good" financial health.

The Committee agreed that whilst a surplus of 1% was commendable, the College still needed to focus on sound financial management. Funding pressures within the sector remained challenging.

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.

7. **Committee Self-Assessment**

The report, including a draft self-assessment report (SAR) for the Committee was received. The document was aggregated from responses to questionnaires sent to individual members of the 2014-15 Committee. The Clerk confirmed that the questionnaire would be distilled into a SAR of agreed strengths and areas for improvement.

The Committee agreed to

Recommend that the SAR be incorporated into the Board's SAR and presented to the Quality and Standards Committee for subsequent

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recommendation to the Board.

Vote: Unanimous

8. Reports and Minutes for Information

8.1 Financial Regulations.

The report was received and Steve Campion, Executive Director Finance and Resources, explained that the Financial Regulations had been updated to reflect the change in structure of the finance team and in nomenclature.

Steve confirmed that the ceiling on gifts and hospitality of £100 was based on the sector norm. Gifts and hospitality to Governors over that value should be declared to the Clerk.

The Committee agreed to

Recommend the Financial Regulations to the Board on 9th October 2015.

Vote: Unanimous

8.2 HR Annual Report

HR Annual Report - received and **Noted.**

8.3 Bursaries

Bursaries - received and **Noted**

8.4 Business Services Terms of Reference

The Clerk confirmed that she would circulate a revised draft Terms of Reference for the Business Services Committee and update the Committee on the key changes, which had been considered by the Search and Governance Committee and would be recommended to the Board on 9th October 2015. The update was **Noted.**

BHS

8.5 Risk Register

Risk Register - received and **Noted.** Steve confirmed that it was reviewed termly by SLT and that a revised version would be considered by the Audit Committee on the 30th September 2015. The Committee requested a copy of the updated version.

BHS

9. Dates of Next meetings

Monday	30 th	November	2015
Monday	1 st	February	2016
Monday	18 th	April	2016
Monday	27 th	June	2016