

Approved

EXETER COLLEGE FURTHER EDUCATION CORPORATION

**BUSINESS SERVICES COMMITTEE**

Minutes of a meeting held on Monday 30<sup>th</sup> January 2017 in the Board Room, Hele Road, Exeter College

<b>Present</b>	David Allen	Chair
	Matt Roach	
	John Laramy	
	Philip Bostock	
	Sarah Brampton	
	Mark Goodwin	
To item 6.2	Michelle Pugh	
	Glenn Woodcock	
<b>Apologies</b>	Bindu Arjoon	
	Jo Matthews (co-opted)	
<b>Observing</b>	Emma Webber	
<b>In Attendance</b>	Rob Bosworth	Vice Principal, Schools Partnerships and Curriculum
	Steve Champion	Vice Principal Finance and Business Operations
<i>Item 5 only</i>	Rachel Iles	Head of Advice and Recruitment
<i>Item 5 only</i>	Ben Norman	Head of Marketing
<i>Item 6 only</i>	Steve Strang	Head of Estates
<i>Item 5 &amp; 6.1 only</i>	Malcolm Walsh	Assistant Principal
	Barbara Sweeney	Clerk to the Corporation

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

The Chair welcomed colleagues to the meeting.

Apologies were received.

Mark Goodwin declared an interest item 6.1, as Deputy Vice Chancellor, University of Exeter.

2. **Minutes**

2.1 Minutes of meeting held on 28<sup>th</sup> November 2016 as circulated, were agreed and signed by the Chair.

2.2 Confidential Minutes of meeting held on 28<sup>th</sup> November 2016 as circulated, were agreed and signed by the Chair.

3. **Matters arising**

3.1 Compliance with Modern Slavery Act

The Anti-Slavery and Human Trafficking Statement was received and Steve Campion, Vice Principal Finance and Business Operations confirmed that the Modern Slavery Act 2015 required businesses to produce annual reports detailing the steps that they were taking to tackle these issues within their businesses and supply chains. As a College with a turnover of over £36 million, it was covered by the Act's definition of a commercial organisation and required to comply with the Act by producing the annual statement. The document had been scrutinised and approved by the Senior Leadership Team, and provided mitigations to the key risks in procurement, employment of temporary staff and training. The Committee recommended that future statements should also include reference to learners.

SC

The Committee commended the statement, which would be published on the College Website

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.

4.2 Apprenticeships

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 joined the meeting for item 5 only. Malcolm Walsh, Assistant Principal, joined the meeting for items 5 and 6.1.*

5. 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.

*Steve Strang, Head of Estates, joined for item 6.*

6. **Property Matters**

Item 6.1-6.4 were dealt with as confidential items in accordance with the College's confidentiality policy and recorded in the confidential minutes.

7. **Finance Matters**

7.1 Management Accounts – November 2016

The November 2016 Management Accounts were received and Steve confirmed that all RAG rating criteria were green, bar non pay costs which were amber. Total income was now forecast to go over £39m for the first time ever, due to SFA approval of the apprenticeship growth case. Faculty

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expenditure budgets had been increased to reflect the increase in income generated from material sales in the autumn term as well as increased resource to support the growing international student population.

As business became more agile and responsive, so income and expenditure became more volatile. Whilst the Management Accounts reflected this, the Committee requested that they include detail on the context of changes with respect to income and expenditure, and the impact of any in year changes.

The Committee agreed to

### **Note the report**

7.2 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.

7.3 **Balanced Score Card**  
The update was received and Steve confirmed that the financial and student recruitment metrics had been considered under items 7. 1 and 7.2 and which contributed to the balanced score card. However the Committee proposed that a dashboard would support Governors in understanding changes in the business and to monitor trends, and asked the College to progress such a tool.

SC

### **The Committee noted the update.**

8. **Risk Register**  
The Risk Register was received and noted. Steve confirmed that the termly review of risks would be completed prior to the next meeting of this Committee, at which there would be further scrutiny.

The Committee agreed to

### **Note the report**

9. **Minutes/Reports for information**  
The following reports were received and noted

- 9.1. Estates Annual Report
- 9.2 Draft revised Terms of Reference
- 9.3 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 10<sup>th</sup> February 2017.

9.4 Items for next meeting

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The Committee reviewed the cycle of business for the April 2017 meeting.

- 10. **Dates of Next meetings**
  - Monday 24<sup>th</sup> April 2017
  - Monday 26<sup>th</sup> June 2017
  - Wednesday 5<sup>th</sup> July 2017 (if required)