

Approved

EXETER COLLEGE FURTHER EDUCATION CORPORATION

**BUSINESS SERVICES COMMITTEE**

Minutes of a meeting held on Monday 30th November 2015 in the Board Room, Hele Road, Exeter College

<b>Present</b>	David Allen Matt Roach Bindu Arjoon Richard Atkins Philip Bostock Sarah Brampton Mark Goodwin Jo Matthews (co-opted) Michelle Pugh Tim Tamblyn	Chair
Apologies	Michael Caines Paul Putnam	Grant Thornton
<b>Observing</b>	Martin Owen Emma Webber	
<b>In Attendance</b>	John Laramy <i>Item 6 (5-7) only</i> Rob Bosworth <i>Item 4 only</i> Kate Baczkok Steve Campion <i>Item 4 only</i> Derek Fargher <i>Item 7.3 only</i> Ian Fitzpatrick <i>Item 7 only</i> Steve Strang	Vice Principal Assistant Principal Management Accountant Executive Director Finance & Resources Interim Finance Controller Assistant Principal Head of Estates
	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 Tim Tamblyn, who was attending his last meeting of the Committee before retiring from the Board. A superb servant of the Committee and the Board, the Chair thanked him for his wise counsel, experience and integrity.

Apologies were received.

Bindu Arjoon declared an interest in agenda item 6, Opportunities and

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Developments Register and item 7, Property Matters, as Assistant Director, Exeter City Council.

Mark Goodwin declared an interest in agenda item 6, Opportunities and Developments Register and item 7, Property Matters, as partner Innovation Exeter.

2. **Minutes**

2.1 Minutes of meeting held on 28<sup>th</sup> September 2015 2015 as circulated, were agreed and signed by the Chair.

2.2 Confidential Minutes of meeting held on 28<sup>th</sup> September 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.

*Kate Baczkok, Management Accountant and Derek Fagher, Interim Finance Controller, joined for item 4*

4. **Statutory Accounts for Financial Year ended 31<sup>st</sup> July 2015**

4.1 Audit Findings Report

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 Exeter College

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

4.3 Aplus Training Ltd

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

4.4 Ecole Ltd

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

4.5 Letter of Representation

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 Management Accounts – September 2015

The September 2015 Management Accounts were received and Steve confirmed that they were the first accounts produced using the new financial management system FIS. There would be iterations through the

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year to provide more granularity. The funding challenges continued despite the positive Comprehensive Spending Review and there would be regular updates to the Committee from the Business Efficiency Group.

The accounts showed a small operating surplus. Income from HE was above budget, with higher than anticipated recruitment. Furthermore, the strong recruitment to apprenticeships meant that there would be a case for growth funding, which might be delivered in year if the case was submitted early in the academic year. However, there would also be an impact on delivery costs and a revised forecast would be provided in the October accounts.

The Committee agreed to

### **Note the report**

- 5.2 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.

*Rob Bosworth, Assistant Principal, joined for item 6.*

6. **Opportunities and Developments Risk 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 7.*

7. **Property Matters**  
Item 7.1-7.5 were dealt with as a confidential item in accordance with the College's confidentiality policy and recorded in the confidential minutes

- 7.1 Property Update  
7.2 Annual property plan 2015/16 ( Draft)

*Ian Fitzpatrick, Assistant Principal, joined for item 7.3*

- 7.3 Proposal to build an engineering extension to the Technology Centre  
7.4 Wear Barton disposal and development of Exwick Sports Hub; update  
7.5 Innovation Exeter project and other property discussions with the LEP

8. **Reports and Minutes for Information**  
The following items were received and **Noted.**

- 8.1 Health and Safety Minutes  
8.2 KPIs  
8.3 Risk Register

Risk Register – The Chair recommended that this item be considered in greater depth at future meetings.

**BHS**

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- 9. **Dates of Next meetings**
  - Monday 1<sup>st</sup> February 2016
  - Monday 18<sup>th</sup> April 2016
  - Monday 27<sup>th</sup> June 2016