

BUSINESS SERVICES COMMITTEE

Minutes of a meeting held on Monday 24 June 2019 in the Board Room, Hele Road, Exeter College

Present	Matt Roach Chris Hoar David Allen Glenn Woodcock John Laramy Stewart Noakes Emma Webber	Chair
Apologies	Heather Ancient	
In Attendance	Rob Bosworth Steve Campion <i>Item 7 only</i> Steve Strang	Vice Principal, Schools Partnership and Curriculum Vice Principal, Finance and Business Operations Head of Estates
	Alison Layton-Hill	Clerk to the Corporation

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

The Chair welcomed colleagues to the meeting.

Apologies were received from Heather Ancient.

Glenn Woodcock, Member of Council, University of Exeter, declared an interest in items relating to the University.

2. **Minutes**

2.1 The minutes of the meeting held on 29 April 2019, as circulated, were agreed and signed by the Chair.

2.2 The confidential minutes of the meeting held on 29 April 2019, as circulated, were agreed and signed by the Chair.

3. **Matters arising**

3.1 Teaching and Learning Guidelines
The Committee considered the guidelines as circulated and noted the amendments.

The addition of a reference to Work Based Tutors and the introduction of a Lecturer band was noted. Governors questioned the appropriateness of considering the policy at this Committee and were advised that this is to

negate any conflict for student and staff Governors. The Committee was also advised that the amendments do not have any net impact on salary costs in the short or long term.

The Committee approved the Teaching and Learning Guidelines

- 3.2 Liquid Reserves Threshold
The Committee received an oral report recommending a liquid reserves threshold of £1m.

The Committee approved the liquid reserves threshold of £1m

4. Risk Management

4.1 Risk Register

The Risk Register was received by the Committee and the Vice Principal, Finance and Business Operations highlighted the changes and high risk areas; impact of Brexit, apprenticeships, competition for HE students, IT security, Flybe, residential accommodation and the nursery.

The Committee was reassured that the risk register is scrutinised, discussed and challenged in detail by the leadership team ahead of the Audit and Risk Assurance Committee meeting. Risk is also the subject of regular discussion with the Senior Curriculum Group and faculties have an individual risk register. The internal audit on the risk function resulted in a positive outcome. It was agreed to further develop how the mitigations are presented in terms of their status, potentially using a colour coding.

The Committee agreed that a full Board discussion on risk would be useful and that consideration be given to this at the Governor residential or a future Board meeting

5. Strategic Matters

- 5.1 Opportunities and Developments Risk Register
Item 5.1 was dealt with as a confidential item in accordance with the College's confidentiality policy and recorded in the confidential minutes.

6. Financial Matters

- 6.1 Management Accounts April 2019
The April 2019 Management Accounts were received and considered. The predicted deficit has increased slightly to £81k due to End Point Assessments costs for apprenticeships being higher than expected. The student transport expenses associated with @34 have also increased.

The Committee noted the collaborative effort across all areas of the College to make savings, to enable the deficit to be reduced to a manageable level.

The Committee was reassured that the College is rigorous in terms of ensuring appropriate entry to exams. Apprenticeship assessments have changed from students regularly being assessed throughout the course to needing to achieve a specific level to proceed through a "gateway" and then take an exam. The Committee noted that the College must enter all students into GCSE English and Mathematics.

The Committee noted that cash balances at year end are forecast to be £6m, including the Wear Barton asset sale.

The Committee noted the report

6.2 ESFA Benchmarking including

- FE Commissioner's letter
- Ten Characteristics of a well-run college

The Committee received an oral update and noted the letter from the FE Commissioner, in particular the reference to the unprecedented financial challenges facing colleges. National issues relating to the viability of some creative and dance courses are becoming a local reality. The Committee noted the investment needed to retain such courses, however also recognised the positive impact they have on the life chances of students.

The document detailing the ten characteristics of a well-run college was also noted and the Committee was conscious of the need to ensure sufficient financially qualified members on the Board.

The Committee noted the report

6.3 Provisional Budget for 2019/2020

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

6.4 Three-year 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.

6.5 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 7 only.

7. Property Matters

7.1 Estates Masterplan

7.2 Property Update:

Items 7.1 and 7.2 were dealt with as confidential items in accordance with the College's confidentiality policy and recorded in the confidential minutes.

8. **Committee Self Evaluation**

The Chair led a discussion on the Committee's effectiveness over the past year. Governors considered the following areas: Goals and purpose, resource and support, time and location of meetings, quality of discussion and decision making, attendance and contribution.

The Committee agreed to receive a narrative to consider at the autumn meeting

Clerk

9. **Emerging Risks**

The Committee considered any risks that had arisen from the meeting and had nothing to add to the current Risk Register.

10 **Reports and Minutes for Information**

The following reports were received and noted:

10.1 Safety Health and Environment Minutes

10.2 Terms of Reference

10.3 Items to take to the Board were agreed: provisional budget, financial plan, liquid reserves for noting, appointment of Willmott Dixon for noting.

Clerk

10.4 Items for the next agenda: The Committee reviewed the cycle of business for the 23 September 2019 meeting and agreed the items to be included on the agenda.

11. **Dates of future meetings for 2018-19**

Monday 23 September 2019

Monday 25 November 2019

Monday 27 January 2020

Monday 27 April 2020

Monday 29 June 2020

The meeting ended at 7.40pm

Signed by the Chair

23 September 2019