

EXETER COLLEGE FURTHER EDUCATION CORPORATION

BUSINESS SERVICES COMMITTEE

Minutes of a meeting held on Monday 28 March 2022 at 5.30pm remotely via Zoom

Present	Matt Roach Carol McCormack John Laramy Patrick Tigwell Mike Owen	Chair Vice Chair Principal/CEO Co-opted
Apologies	Glenn Woodcock Simon Tapley Sally Wolkowski Stewart Noakes	
In Attendance	Rob Bosworth Richard Church <i>Item 7 only</i> Steve Strang <i>Item 7.1 only</i> Mike Loomes <i>Item 5.2 only</i> Katy Gaulton <i>Item 3.1 only</i> Tony Basham	Deputy Principal/CEO Chief Financial Officer Director of Estates and IT Safety Health and Environment Manager Marketing Manager Notebook Assessment Services
	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 Glenn Woodcock, Simon Tapley, Stewart Noakes and Sally Wolkowski. There were no declarations of interest received.
2. **Minutes**
 - 2.1 The minutes of the meeting held on 22 November 2021 as circulated, were agreed.
 - 2.2 The confidential minutes of the meeting held on 22 November 2021, as circulated, were agreed.
3. **Matters Arising**
Presentation from the Director of Notebook Assessment Services
This item was dealt with as a confidential item in accordance with the College's confidentiality policy and recorded in the confidential minutes.
4. **Risk Management**
 - 4.1 Risk Register
The Risk Register that had been scrutinised by the Audit and Risk Assurance Committee on 21 March 2022 was received by the Committee.

The Chief Financial Officer highlighted new risks, high-risk areas and other changes.

In recognition of the challenges of inflation the Committee questioned the scale of the risk and the impact on recruitment. It was noted that between 65-68% of the annual budget is allocated to staff pay and that recruitment has been an issue, especially when filling vocational and support staff positions.

Referring to R4, governors were reassured that when the outcome of the current bid is known the Masterplan will be reviewed.

RC

The Committee noted the Risk Register

5. Strategic Matters

5.1 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.

Katy Gaulton, Head of Marketing joined the meeting

5.2 Marketing Strategy

The Committee received the presentation and noted the launch of the "Your Future is Bright" campaign. It was noted that the new College Values will be launched on 7 June 2022 to which all governors have been invited and the Board will receive the Values video at the Board Residential.

The Committee was impressed with the high level of press coverage the College had received along with the successful campaigns that had increased traffic to the College website.

The Committee complimented the Head of Marketing on the many successes achieved.

The Committee thanked the Head of Marketing for an excellent presentation

6. Financial Matters

6.1 Management Accounts (January 2022)

The Committee received the management accounts and the Chief Financial Officer highlighted the key areas. The operating surplus was slightly below budget, however it is expected to come back in line with budget before the year end. The Committee noted that the budget now includes the additional in-year funding. Cashflow is positive and increased cash balances will enable the delivery of capital projects. The financial health of the College remains good.

The Committee questioned whether projections were prudent, being mindful of the impact of inflation. The Chief Financial Officer was confident that budget lines had been appropriately scrutinised, however the fluctuating nature of inflation was noted.

The Committee noted the report

6.2 Strategic Financial Objectives

The Chief Financial Officer presented the proposed strategic financial objectives which provide the parameters that guide budget setting.

The Committee questioned if the objectives reflect the FE Commissioners guidance which was confirmed.

Governors suggested that it might be prudent to agree the objectives subject to receiving the funding for blocks B & C to enable some flexibility if required. An up to date plan with alternative options, should funding not be forthcoming, would be presented to the Committee in June 2022. **JL**

The Committee agreed to recommend the strategic financial objectives to the Board for approval subject to receiving funding for blocks B & C

Clerk

6.3 Reserves, Borrowing and Capital Developments

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 Exeter College Services Ltd

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, Director of Estates and ICT and Mike Loomes, Safety Health and Environment Manager joined the meeting.

7. **Property Matters**

7.1 Safety, Health and Environment Report

The Committee received the report and the Safety, Health and Environment Manager gave an overview of the key activities and achievements. The College's Fire Drill video was referred to, which the Clerk will email to the Committee. **Clerk**

The Committee requested more detail as to the which areas the gap analysis tool focuses on. It was confirmed that the whole range of health and safety requirements were included in a questionnaire style exercise so that all levels of faculties can easily identify areas that could be improved. The Safety, Health and Environment Manager works closely with faculties to provide support in those improvements.

Governors raised the reported increase in accidents relating to staff. It was advised that the importance of reporting had been encouraged, which has resulted in the numbers increasing as opposed to more accidents occurring. There had not been any serious incidents reported.

The professionalism and attention to detail of the Safety, Health and Environment Manager was acknowledged and on behalf of the Committee the Chair expressed his gratitude to Mike for the essential work he does.

The Committee noted the report

Mike Loomes left the meeting

7.2 Capital Projects overview

The Committee received the report and the Chief Financial Officer highlighted current and future priorities including possible funding, costs, probability and timing. It was acknowledged that projects may appear to move quickly, however the deadline for bids is always very short.

In response to the Committee's concern, governors were reassured that resources are carefully allocated and managed.

The Committee considered the timeline appendix particularly helpful and requested that there is some differentiation between actual and aspirational projects.

RC

The Committee noted the report

7.3 Estates Masterplan/Property Update

Item 7.3 was dealt with as confidential items in accordance with the College's confidentiality policy and recorded in the confidential minutes.

7.4 Cleaning Contract

Item 7.4 was dealt with as confidential items in accordance with the College's confidentiality policy and recorded in the confidential minutes

8. Anti-Slavery and Human Trafficking Statement, annual review

The Committee received the updated anti-slavery and human trafficking statement which had been checked against best practice and reviewed by the Director of People and Organisational Development.

The Committee acknowledged the importance of the Statement and that it is imperative to put it into practice with careful monitoring.

The Committee agreed to recommend the anti-slavery and human trafficking statement to the Board for approval

Clerk

9. Emerging Risks

The Committee did not raise any risks that had emerged from the meeting.

10. **Future Meetings**

10.1 Items to take to the Board meeting on 29 April 2022 were agreed as:

- Notebook Assessment Services
- Opportunities and Developments register
- Marketing update
- Strategic Financial Objectives
- Exeter College Services Ltd
- Anti-slavery and human trafficking statement
- Cleaning contract

10.2 Items for the next meeting

The Committee reviewed and agreed the cycle of business for the next meeting.

10.3 Date of meetings for 2021/2022:

- Monday 13 June 2022

11. **Reports and Minutes for Information**

11.1 Safety, Health and Environment minutes

11.2 Student Recruitment

11.3 Debt Management



Signed by the Chair

Date: 13 June 2022