

## BUSINESS SERVICES COMMITTEE

Minutes of a meeting held on Monday 12 June 2023 at 5.30pm in the Boardroom, The Tower Building, Hele Road

<b>Present</b>	Patrick Tigwell Carol McCormack John Laramy Sally Wolkowski Stewart Noakes Glenn Woodcock Graham Atkins	Chair Vice Chair Principal/CEO
<b>Apologies</b>	None	
<b>Observers</b>	None	
<b>In Attendance</b>	Rob Bosworth John Dowell <i>Item 5 and 6 only</i> <i>To item 7 only</i>	Deputy Principal/CEO Executive Director of Finance Executive Director of Exams, MIS and Funding Executive Director of Estates and IT
	Alison Layton-Hill	Head of Governance

1. **Welcome, Apologies and Declarations of Interest**  
The Chair welcomed colleagues to the meeting and extended a particular welcome to Graham Atkins to his first committee meeting. He thanked Carol McCormack for chairing the previous meeting and colleagues for agreeing to meet in person for this meeting. No declarations of interest had been received.
2. **Minutes**
  - 2.1 The minutes of the meeting held on 20 March 2023, as circulated, were agreed.
  - 2.2 The confidential minutes of the meeting held on 20 March 2023, as circulated, were agreed.
  - 2.3 The restricted minutes of the meeting held on 20 March 2023, as circulated, were agreed.
3. **Matters arising**  
There were no matters arising that were not covered elsewhere on the agenda.

#### 4. **Risk Management**

##### 4.1 Risk Register

The Risk Register that had been scrutinised by the Audit and Risk Assurance Committee on 5 June 2023 was received by the Committee. Governors received an overview of all risks relating to the committee and the Executive Director of Finance highlighted the key changes, high-risk areas, and associated mitigations.

Governors were reassured that the loss of the nearby hotel for customer accommodation had not reduced the demand for conference space at the Future Skills Centre.

#### **The Committee noted the Risk Register**

*Toby Coombes joined the meeting*

#### 5. **Financial Matters**

##### 5.1 Management Accounts and Forecast Outturn

The Committee received the management accounts for April 2023 and the Executive Director of Finance highlighted the key elements.

The budget was forecast to remain on target and to achieve the College's financial objectives. The May 2023 management accounts are predicted to record a further improved position, the College's financial health remains good and there are no concerns for the current year financial performance.

#### **The Committee noted the management accounts**

##### 5.2 Exeter College Provisional Budget for 2023/2024

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

##### 5.3 5 Year financial plan, capital investment and cashflow

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

##### 5.4 Student Recruitment (*This item was taken after item 6.2*)

The Committee noted the recruitment data for all elements of learners for the current year.

#### **The Committee noted the report**

#### 6. **Property Matters**

##### 6.1 Estates Master Plan including B&C proposal

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

- 6.2 Property update and summer works  
The Committee received the property update and noted that refurbishment work to Victoria House would be extended to include the second floor and remain in budget.

*This item was further discussed in the confidential minutes.*

**The Committee noted the report.**

7. **Committee Business**

7.1 Committee Self-evaluation

The Chair referred to the draft self-evaluation and led a discussion about the Committee's effectiveness over the past year.

**The Committee noted the self-evaluation**

8. **Emerging Risks**

The Committee did not consider that any additional risks had arisen from the meeting.

9. **Future meetings**

9.1 Items to take to the Board

The Committee agreed the items to take to the Board as:

- Provisional Budget 2023/2024
- Provisional Exeter College Services Budget 2023/2024
- Masterplan and Property Update

9.2 Items for the next meeting

Items for the next agenda were agreed referring to the current cycle of business.

9.3 Dates of meetings

25 September 2023

27 November 2023

18 March 2024

17 June 2024


10. **Minutes/reports for information**

The following reports were received and noted:

10.1 Safety, Health and Environment minutes

10.2 ESFA Financial Health Score

10.3 ESFA Finance Dashboard

Signed by the Chair: 

Date: 25<sup>th</sup> September 2023