

## EXETER COLLEGE FURTHER EDUCATION CORPORATION

**BUSINESS SERVICES COMMITTEE**

Minutes of a meeting held on Monday 23 September 2024 at 5.30pm remotely via Zoom

<b>Present</b>	Patrick Tigwell	Chair
	Carol McCormack	Vice Chair
	John Laramy	Principal/CEO
	Graham Atkins	
	Stewart Noakes	
	Cynthia Sedgman	
	Steve Wiltshire	
<b>Apologies</b>	Glenn Woodcock	
	Sally Wolkowski	
<b>In Attendance</b>	Richard Church	Chief Operating Officer
	John Dowell	Executive Director of Finance
	<i>Items 5 and 6 only</i> Steve Strang	Executive Director of Estates and Sustainability
	<i>Item 6.4 only</i> Toby Coombes	Executive Director of College Information Services
	Alison Layton-Hill	Head of Governance

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

The Chair welcomed colleagues to the meeting and extended a warm welcome to Richard Church as he returns to the College as Chief Operating Officer. Apologies were received from Glenn Woodcock and Sally Wolkowski. There were no declarations of interest received.

The Chair thanked Glenn Woodcock, in his absence, for his valued contribution to the Committee during his tenure.

 2. **Minutes**

2.1 The minutes of the meeting held on 17 June 2024, as circulated, were agreed.

2.2 The confidential minutes of the meeting held on 17 June 2024, as circulated, were agreed.

 3. **Matters Arising**

There were no matters arising for discussion.

 4. **Risk Management**

4.1 Risk Register

The Risk Register was received by the Committee and the Executive Director of Finance highlighted changes to the risk areas related to the Business Services Committee.

The Committee questioned whether the addition of VAT on private schools fees will impact the College and it was agreed that some profiling data would be undertaken and brought back to the Committee.

**JD**

Governors discussed the option to undertake a more forensic evaluation of the risks related to the Committee.

**The Committee agreed to deep dive one risk per meeting to understand the impact, likelihood and mitigations more fully**

**JD**

*Steve Strang, Executive Director of Estates and Sustainability joined the meeting*

**5. Strategic Matters**

**5.1 Opportunities and Developments Risk Register**

This item was dealt with as a confidential item and recorded in the confidential minutes.

**6. Property Matters**

**6.1 Estates Masterplan**

Items 6.1 and 6.2 were dealt with as a confidential item and recorded in the confidential minutes.

**6.3 Sustainability Update**

The Committee received the update and noted that a draft report had been developed and the data will feed into the masterplan and wider cross city decarbonisation work. The report will be considered by the sustainability and net zero working group and the positive contribution from the Learner Leadership Team was welcomed.

**The Committee noted the report**

*Toby Coombes joined the meeting*

**6.4 ICT Annual Report**

The Committee received the report and noted the improvements to the background structure of the ICT team as well as the front end support and network security. The priorities for the coming year were highlighted.

The Committee questioned whether the College had considered leasing equipment, which was confirmed, although costs were currently challenging.

Governors encouraged the college to work towards more frequent audits as ICT provision is a vulnerability. External expertise had been utilised to provide additional capacity but also to support checks and testing. It was also confirmed that the Audit and Risk Assurance Committee were

considering utilising internal audit days on specialist cyber security audit work.

**The Committee noted the report**

**7. Financial Matters**

**7.1 Provisional Year End Outturn Position**

This item was dealt with as a confidential item and recorded in the confidential minutes.

**7.2 Student Recruitment**

This item was dealt with as a confidential item and recorded in the confidential minutes.

**7.3 Staff Pay Award**

This item was dealt with as a confidential item and recorded in the confidential minutes.

**7.4 Financial Regulations**

- Financial Regulations 2024
- Financial Regulations Appendices 2024
- Financial Procedures 2024

The Committee was advised of minimal updates. A new College Financial Handbook had been published and the financial regulations had been checked against those requirements, as well as reflecting the changes in responsibilities within the senior leadership team.

The Committee questioned where the long range financial planning is captured. It was confirmed that the procedures will be updated to reflect that the College’s five year financial plan will be reviewed annually.

**The Committee:**

- a) agreed to recommend the Financial Regulations 2024, Financial Regulations Appendices 2024 and Financial Procedures 2024 to the Board for approval on 18 October 2024.**

**JD**

**8. Emerging Risks**

The Committee considered whether any additional risks had emerged during the meeting and concluded that there was nothing further to add to the risk register.

**9. Future Meetings**

**9.1 Items to take to the Board meeting on 18 October 2024 were agreed as:**

- Pay Award
- Growth Funding
- Financial Regulations

- Masterplan Update

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

9.3 Date of meetings for 2024/2025:

- Monday 25 November 2024
- Monday 10 March 2025
- Monday 16 June 2025

10. **Reports and Minutes for Information**  
There were no items for information.

11. **Any other Business**  
The Chair advised the Committee that the potential for moving towards more in person meetings will be discussed at the Search and Governance Committee.

Signed by the Chair: 

Date: 25<sup>th</sup> November 2024