

BUSINESS SERVICES COMMITTEE

Minutes of a meeting held on Monday 13 June 2022 at 5.30pm remotely via Zoom

Present	Matt Roach Carol McCormack John Laramy Patrick Tigwell Sally Wolkowski Stewart Noakes	Chair Vice Chair Principal/CEO
Apologies	Glenn Woodcock	
Observers	Bindu Arjoon	
In Attendance	Rob Bosworth Richard Church <i>Item 7 only</i> Toby Coombes <i>Item 7 only</i> Kate Barczok <i>Item 6 only</i> Mike Blakeley <i>Item 8 only</i> Steve Strang	Deputy Principal/CEO Chief Financial Officer Director of Finance, Funding and MIS College Accountant Director of Skills and Apprenticeships Director of Estates and IT
	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 and there were no declarations of interests received.

The Committee noted that Simon Tapley was taking a short break from his role as governor. The Chair also advised that Mike Owen had stepped down as a co-opted governor to Business Services and he thanked Mike for his valued contribution to the Committee and to the Masterplan Working Group.

2. **Minutes**

2.1 The minutes of the meeting held on 28 March 2022, as circulated, were agreed.

2.2 The confidential minutes of the meeting held on 28 March 2022, 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 6 June 2022 was received by the Committee. The Chief Financial Officer highlighted the key changes, high-risk areas and associated mitigations.

The Chair noted three areas likely to be recurring themes as capital expenditure, recruitment challenges due to inflation and salaries and the nursery.

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

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.

Mike Blakeley, Director of Skills and Apprenticeships joined the meeting for item 6 only

6. **Employer Engagement and Apprenticeship update**

The Committee received the presentation and noted that the College's apprenticeship programme is in a strong position and continues to grow.

The Committee questioned where the provision is most challenged which was confirmed as recruitment and retention. The hospitality and construction industries have a high level of apprenticeship vacancies which are challenging to fill.

Referring to the growth of the provision, governors asked if the structure might need to fundamentally change to meet the demand. It was felt that building on the existing success pillars and ensuring effective account management is key to continued excellence.

The Committee thanked and congratulated the Director of Skills and Apprenticeships and his team for their efforts in driving an impressive provision.

The Committee noted the report

7. **Financial Matters**

7.1 Management Accounts

The Committee received the management accounts for April 2022 and the Chief Financial Officer highlighted the key elements. The Committee noted that the College is in line to achieve the budget. Income is ahead of expectations and cash flow is broadly in line with expectations. The College's financial health remains between good and outstanding.

The Committee noted the management accounts

- 7.2 Banking Update
This item was dealt with as a confidential item in accordance with the College's confidentiality policy and recorded in the confidential minutes.
- 7.3 Exeter College Provisional Budget for 2022/2023
This item was dealt with as a confidential item in accordance with the College's confidentiality policy and recorded in the confidential minutes.
- 7.4 Cashflow 2022/2023
This item was dealt with as a confidential item in accordance with the College's confidentiality policy and recorded in the confidential minutes.
- 7.5 2023/2024 Budget Outline for finance return
This item was dealt with as a confidential item in accordance with the College's confidentiality policy and recorded in the confidential minutes.
- 7.6 Student Recruitment
The Committee noted the recruitment predictions for all elements of learners.

The Committee noted the report

Steve Strang, Head of Estates, joined for item 8 only

8. Property Matters

8.1 Estates Master Plan

The Committee received the report and noted the update related to blocks B & C and G & G1.

The Committee sought and received clarification that £100k had been approved for G and G1 and that prior to any additional expenditure the Committee would be consulted. It was also confirmed that progress with G and G1 would not prejudice any new bid.

The working group will reconvene when the DfE release the next bidding round for the transformation fund.

The Committee noted the report

- 8.2 Safeguarding related to contractors
In response to challenge at the Board Residential, the Committee received and noted a report of assurance related to safeguarding when contractors are on the College premises.

The Committee noted the report

- 8.3 Property Update
The Committee received the property update and noted that temporary classrooms would be installed at the rear of the sports hall and Hele Road during the summer.

The catering contract had been awarded to Caterlink following a robust tender process.

The Committee questioned the timings for Post 16 growth fund at the CCI and Victoria House. The initial bid would be for improvements at Flowerpots with an additional bid the following year for the CCI and Victoria House works.

The Committee noted the report.

9. **Committee Business**

9.1 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 agreed to add a reference to the resilience of the Committee following the unsuccessful bid for blocks B & C and its subsequent action to invest further into the student environment. The Committee also sought reassurance that any short-term investment would not negate the opportunity to implement longer term future projects. In addition, the Committee had encouraged the Chief Financial Officer to evolve capital expenditure and cash management resulting in a healthy cash position.

The Committee reflected that it could have been more successful in reviewing the Masterplan to ensure a robust vision for the College's estate. The need to be ready and responsive to the proposals put forward by SLT was also noted.

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

Clerk

10. **Emerging Risks**

The Committee considered any risks that had arisen from the meeting and asked SLT to consider the impact on business continuity of suppliers failing to deliver as well as the risk of possible strike action.

The Principal highlighted a recent development whereby the government has requested that the ONS review the status of colleges which could result in colleges being reintegrated into the public sector.

11. **Future meetings**

11.1 Items to take to the Board

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

- Banking update
- Provisional Budget 2022/2023
- Budget outline 2023/2024
- Provisional Exeter College Services Budget 2022/2023
- Master Plan and Property Update

11.2 Items for the next meeting

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

11.3 Dates of meetings

26 September 2022

21 November 2022

20 March 2023

12. **Minutes/reports for information**

The following reports were received and noted:

12.1 Safety, Health and Environment minutes

12.2 ESFA Financial Health Score

12.3 ESFA Finance Dashboard

Signed by the Chair



Date: 26 September 2022