

EXETER COLLEGE FURTHER EDUCATION CORPORATION

BUSINESS SERVICES COMMITTEE

Minutes of a meeting held on Monday 26 September 2022 at 5.30pm remotely via Zoom

Present	Matt Roach	Chair
	Carol McCormack	Vice Chair
	John Laramy	
	Patrick Tigwell	
	Stewart Noakes	
	Sally Wolkowski	
Apologies	Glenn Woodcock	
In Attendance	Rob Bosworth	Deputy Principal/CEO
	Richard Church	Chief Financial Officer
<i>Item 6.2 only</i>	Kate Barczok	College Accountant
<i>Item 8 only</i>	Steve Strang	Director of Estates and IT
<i>Item 8.1 only</i>	Mike Loomes	Safety Health and Environment Adviser
<i>Item 8.2 only</i>	David Alsop	Head of IT Services
	Alison Layton-Hill	Head of Governance

1. **Welcome, Apologies and Declarations of Interest**
The Chair welcomed colleagues to the meeting. Glenn Woodcock was not in attendance and gave retrospective apologies.
2. **Minutes**
 - 2.1 The minutes of the meeting held on 13 June 2022 as circulated, were agreed.
 - 2.2 The confidential minutes of the meeting held on 13 June 2022, as circulated, were agreed.
3. **Matters Arising**
 - 3.1 Committee self-assessment update

The Committee reviewed the narrative prepared by the Head of Governance following the self-assessment discussion at the previous meeting.

The Committee agreed the self-assessment

4. **Risk Management**

4.1 Risk Register

The Risk Register was received by the Committee and the Chief Financial Officer highlighted the risk areas related to the Business Services Committee.

The Committee questioned the impact on the College following the recent budget announcement from government and the status of the risks related to staff retention and inflationary pressures. The Principal/CEO advised that the College has not experienced any negative impact following the Chancellor’s announcement. The pay award for staff had been received well and the College is hoping to support staff further dependent on the mid year budget position.

The Committee enquired as to whether there were other initiatives for energy independence in the long term and it was confirmed that the College continues to consider maximising energy independence.

Governors noted that the risk register tabled was a little out of date and, acknowledging the reduction in Audit and Risk Assurance Committee meetings, questioned whether the committee should scrutinise its risks in greater detail. It was agreed to allow more time to focus on risk at the next meeting.

HofG

Referring to R8, governors questioned when the updated Ofsted information would be shared which was confirmed as imminent. It was also confirmed that the boarding accommodation is secure and that the appropriate appointments had been made.

The Committee noted that there had been many changes to the College since the original 2017 Masterplan was produced and that it would be useful to receive a refresh to reflect the changes and ensure priorities going forward are clearly outlined.

It was noted that a number of risks are mitigated by the Chief Financial Officer and therefore interim measures will need to be agreed by the Board which was confirmed.

The Committee questioned whether the College needs to run some sensitivities around the impact of changes to interest rates in relation to expenditure the Committee is asked to approve. It was noted that the impact of interest rates will be reflected in the management accounts for November 2022.

RC

The Committee agreed to:

- a) allow additional time at the next meeting to scrutinise risks that relate to the committee’s business**
- b) receive a refreshed masterplan at a future meeting**

HofG

JL

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.

6. **Financial Matters**

6.1 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.

Kate Barczok, College Accountant joined the meeting

6.2 Financial Regulations

- Financial Regulations 2022
- Financial Regulations Appendices 2022
- Financial Procedures 2022

The College Accountant highlighted the minor amendments to the Financial Regulations. In response to challenge, it was confirmed that a more thorough review for the coming year would include updating procedures, ensuring authorisation levels are appropriate, amending some phraseology and alignment to the expenses policy.

KB

The Committee agreed to recommend the Financial Regulations 2022, Financial Regulations Appendices 2022 and Financial Procedures 2022 to the Board for approval on 14 October 2022.

HofG

Kate Barczok left the meeting

6.3 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.

7. **Policies**

7.1 CCTV Policy

The Committee received the draft CCTV policy and noted that the security team are now wearing cameras that can be switched on if needed.

Governors questioned whether retaining CCTV footage for thirty days was sufficient in cases of safeguarding incidents. It was advised that thirty days retention is standard practice and the experience of the College would suggest that safeguarding incidents are raised immediately.

The Committee approved the CCTV Policy

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

8. **Property Matters**

8.1 Sustainability Report

The Committee received the report and the Safety, Health and Environment Manager gave an overview of the key activities and achievements related to sustainability.

The Committee acknowledged the creativity around problem solving young people can bring and questioned how the College is maximising the input from learners. The College is confident that it is harnessing the views of learners through regular meetings, feedback and participation in the Green Gown awards.

Governors expressed interest in having oversight available data; for example renewable energy consumption and non-fossil fuel traffic patterns. The College confirmed that figures over a three year period will soon be available. The Committee suggested that sustainability issues should be more visible when governors are making decisions.

The Committee noted the report

Mike Loomes left the meeting. David Alsop, Head of IT Services joined the meeting

8.2 ICT Annual Report

The Committee received the report and the Head of IT Services highlighted the key themes. It was particularly pleasing to note that the team is stable after a period of high turnover.

The Committee raised the importance of cyber security and sought assurance that this continues to be an area of focus. It was confirmed that the College had already put in place many of the recommendations from the recent independent review and work is ongoing.

The Committee asked the frequency that the College is using external agencies to test its resilience. It was confirmed that the goal is to always have external testing in place to ensure maximum protection. Governors requested visibility of the threat matrix.

Governors suggested that the IT budget is reviewed to ensure it is appropriate and if this is not the case to provide recommendations to the Committee as to where the College should be investing.

DA

The Committee agreed to receive the IT threat matrix

DA

8.3 Estates Masterplan and Property update

Items 8.3 was dealt with as confidential items in accordance with the College's confidentiality policy and recorded in the confidential minutes.

9. **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.

10. **Future Meetings**

10.1 Items to take to the Board meeting on 14 October 2022 were agreed as:

- Exeter College Services Ltd
- Proposals within the opportunities and developments report
- Financial Regulations
- Student Recruitment
- Property Update

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 2022/2023:

- Monday 21 November 2022
- Monday 20 March 2023
- Monday 12 June 2023

10 **Reports and Minutes for Information**

There were no additional reports/minutes to note.

Signed by the Chair