

EXETER COLLEGE FURTHER EDUCATION CORPORATION

BUSINESS SERVICES COMMITTEE

Minutes of a meeting held on Monday 20 March 2023 at 5.30pm remotely via Zoom

Present	Carol McCormack	Vice Chair (acting Chair)
	John Laramy	Principal/CEO
	Stewart Noakes	
	Sally Wolkowski	
<i>To item 7.5</i>	Glenn Woodcock	
Apologies	Patrick Tigwell	
In Attendance	Rob Bosworth	Deputy Principal/CEO
	John Dowell	Executive Director of Finance
<i>Item 7.5 only</i>	Sam Hillman	Assistant Principal
<i>Item 5.2 and 6 only</i>	Steve Strang	Director of Estates and IT
<i>Item 6.2 only</i>	Mike Loomes	Safety Health and Environment Manager
<i>Item 5.1 only</i>	Katy Gaulton	Marketing Manager
	Alison Layton-Hill	Head of Governance

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

The Chair welcomed colleagues to the meeting, apologies were received from Patrick Tigwell.

Glenn Woodcock, as a Member of Council at the University of Exeter, declared an interest in section 7 of item 5.2 and item 7.5. There were no further declarations of interest.

2. **Minutes**

- 2.1 The minutes of the meeting held on 21 November 2022 as circulated, were agreed.
- 2.2 The confidential minutes of the meeting held on 21 November 2022, as circulated, were agreed.

3. **Matters Arising**

- 3.1 Confirmation of Written Resolution T Level bid
The Committee received the report and noted the decision made by written resolution.

4. **Risk Management**

- 4.1 Risk Register
The Risk Register that had been scrutinised by the Audit and Risk Assurance Committee on 13 March 2023 was received by the Committee.

The Executive Director of Finance highlighted new risks, high-risk areas and other amendments.

The Committee noted that the Audit and Risk Assurance Committee had received a deep dive into R70, failure of travel partners to provide a robust service, and was assured that all possible mitigations were in place. The Audit and Risk Assurance Committee had also received a deep dive into R17, failure to maintain financial stability. The Committee Chair referred to the newly formed Business Efficiency Group and the potential impact of reclassification.

The Committee enquired as to how financial pressures will impact on the budget for 2023/2024. Although there will continue to be a pressure on costs, it is envisaged that the budget proposed will break even and the College will retain good financial health. The cash position is positive.

Governors requested a three year financial plan, including debt management, to ensure that there is an understanding of the longer term view.

The Committee noted the Risk Register and

a) Requested an update at the next meeting in terms of the impact of reclassification

JD

b) Requested a three year financial plan

JD

Katy Gaulton, Head of Marketing joined the meeting

5. Strategic Matters

5.1 Marketing Strategy

The Committee received the presentation and noted that both of the College's Future's Bright campaign and Prospectus 2022/2023 had been recognised nationally by receiving impressive gold awards.

The level of marketing carried out internally and externally was discussed along with the associated cost of campaigns. The College does not currently obtain external support related to website optimisation.

The changing demographic of learners, potentially due to the cost of living, was noted. Less learners appear to be travelling long distances to college, which meets the strategy of Exeter College being a college for the greater Exeter. The Committee was keen to ensure learners can come to Exeter College in a sustainable, reliable and healthy way.

The Committee thanked the Head of Marketing and offered its congratulations to the marketing team

Katy Gaulton left the meeting. Steve Strang, Executive Director of Estates and IT joined the meeting

- 5.2 Opportunities and Development 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. **Property Matters**

- 6.1 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.

Mike Loomes, Safety, Health and Environment Manager joined the meeting

- 6.2 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. Governors were advised of reportable incidents and actions that had arisen from those. The College had invested in defibrillator and CPR training for staff and students and the mandatory training had reached 95% of staff. The College is currently focusing on providing additional support to mobility impaired learners.

Governors asked where the College should be focusing to improve assurance related to health and safety. The balance between ensuring staff and students across the College understand their roles and responsibilities sufficiently without being restricted by bureaucracy was a challenge.

It was noted that there is a lead governor for health and safety who also sits on the Health and Safety Committee and provides excellent challenge.

The Committee thanked the Safety, Health and Environment Manager for an informative report

- 6.2.1 Health and Safety policy
The Committee received the updated health and safety policy and noted the minor amendments.

The Committee approved the Health and Safety policy

Steve Strang and Mike Loomes left the meeting

7. **Financial Matters**

- 7.1 16-19 Funding Allocation
It was noted that the funding rate for 16-19 learners had been increased by 2.2% and that 70% of the total College income is base in this category. The in-year funding for additional learners had been received and the combination of growth and the increase in funding is positive.

The Committee noted the report

7.2 Management Accounts (January 2023)

The Committee received the management accounts and the Executive Director of Finance highlighted the key areas. The forecast outturn position will deliver overall good financial health and the budget surplus is now planned to break even.

The additional payment to support staff with the cost of living crisis was discussed and governors scrutinised how it would be funded, without compromising the budget position or impacting on the College's good financial health. The Committee was reassured that the additional payment would not require any staff related cost savings.

The Committee questioned additional support to staff in terms of staff benefits or salary sacrifice schemes. It was confirmed that the College offers a comprehensive benefits programme which would be presented to the whole Board.

The Committee agree:

- a) to award a further one off cost of living payment is awarded** **ALH**
to all staff of £250 (fte)
- b) receive a presentation of assurance related to staff benefits** **GN**

7.3 Strategic Financial Objectives

The Executive Director of Finance presented the proposed strategic financial objectives which provide the parameters that guide budget setting. The amendments were explained and it was confirmed that the objectives deliver good financial health.

The Committee agreed to recommend the strategic financial objectives to the Board for approval

HofG

7.4 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.

Glenn Woodcock left the meeting. Sam Hillman, Assistant Principal joined the meeting.

7.5 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.

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 of potential vulnerable groups.

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

9. **Emerging Risks**

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

10. **Future Meetings**

10.1 Items to take to the Board meeting on 28 April 2023 were agreed as:

- Marketing update
- Opportunities and Developments register
- Water Lane Development
- Health and Safety policy
- Strategic Financial Objectives
- Exeter College Services Ltd
- Anti-slavery and human trafficking statement

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 12 June 2023

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

Colin A. McAnall

