

BUSINESS SERVICES COMMITTEE

Minutes of a meeting held on Monday 17 June 2024 at 5.30pm online via Zoom

Present	Patrick Tigwell Carol McCormack John Laramy Graham Atkins Stewart Noakes Cynthia Sedgman Stephen Wiltshire Sally Wolkowski Glenn Woodcock	Chair Vice Chair Principal/CEO
Apologies	None	
Observers	None	
In Attendance	Rob Bosworth John Dowell <i>To item 7 only</i> Steve Strang <i>For item 7 only</i> Katy Gaulton	Deputy Principal/CEO Executive Director of Finance Executive Director of Estates and IT Head of Marketing
	Alison Layton-Hill	Head of Governance

1. **Welcome, Apologies and Declarations of Interest**
The Chair welcomed colleagues to the meeting. All members of the committee were in attendance and no declarations of interest had been received.
2. **Minutes**
 - 2.1 The minutes of the meeting held on 18 March 2024, as circulated, were agreed.
 - 2.2 The confidential minutes of the meeting held on 18 March 2024, as circulated, were agreed.
3. **Matters arising**
 - 3.1 Sustainability and Net Zero reality road map update.
The Committee noted that the Coreus Group had been appointed to assist with the production of a decarbonisation strategy and roadmap to net zero, with a completion target date of July 2024.
4. **Risk Management**

4.1 Risk Register

The Risk Register that had been scrutinised by the Audit and Risk Assurance Committee on 10 June 2024 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 and associated mitigations. The Committee was reassured that those risks currently allocated to Rob Bosworth had now been reallocated.

There had been success with recruitment to posts within the Safeguarding team and therefore the rating for this risk may be lowered by the next meeting.

The Committee challenged the impact of risk R2.4 related to space. It was acknowledged that space will remain an issue until completion of the CLS building. However, governors were reassured that the majority of growth had been in the faculties of Construction and Engineering, which are not located in the city centre. On completion of the CLS, the risk is likely to be reduced to amber. Managing the communication to learners and their expectations was raised. Additional study space had been created and it was the opinion that learners are mostly concerned with the quality of teaching. Fortunately, recent recruitment of teaching staff had been positive.

The Committee noted the Risk Register

5. **Strategic Matters**

5.1 Opportunities and Developments Register

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

6. **Property Matters**

6.1 Estates Masterplan

It was agreed that the majority of this item had been discussed as part of the previous item.

The Committee was updated that, at the Masterplan Working Group, it was agreed to receive a first draft of the strategic plan before proceeding with the masterplan property strategy.

The Committee noted the update

6.2 Property update and summer works

The Committee received the property update and noted that works to the Laurence building and the CCI are progressing well on site. Works to the Falcon House mezzanine and the Technology Centre will be commencing in early July 2024.

The Committee noted the report.

The Head of Marketing joined the meeting

7. Marketing Update

The Committee received the comprehensive marketing update presentation which reviewed activity to date including:

- Recruitment
- Social Media engagement
- Engagement with learners
- Web development
- Press coverage
- Public relations
- Cementing the Adult rebrand

The future marketing plans would focus on 16-18 as well as increase the Adult provision.

Capacity within the marketing team had been increased, with a focus on website and digital analysis and digital marketing. The team had been shortlisted for a Heist Award.

On behalf of the Committee, the Chair thanked the Marketing Manager and governors were impressed with the quality and scale of the marketing activity.

The Committee noted the update

8. Financial Matters

8.1 Management Accounts and Forecast Outturn

The Committee received the management accounts for April 2024 and the Executive Director of Finance highlighted the key elements.

The College's financial health remains good and there are no concerns for the current year's financial performance. The forecast outturn was consistent with that presented to the previous committee meeting. The projected surplus was acknowledged which was due to strong income performance of 16-19 and apprenticeships.

The Committee noted the report

8.2 Exeter College Provisional Budget for 2024/2025

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

8.3 Exeter College Services Ltd 2024/2025 budget

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

- 8.4 Student Recruitment
The Committee noted the positive recruitment data for all elements of learners for the current year which provides an assurance check on the College's income stream to support the current years management accounts.

The Committee noted the report

9. **Emerging Risks**

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

10. **Future meetings**

10.1 Items to take to the Board

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

- Provisional Budget 2024/2025
- Provisional Exeter College Services Budget 2024/2025
- Masterplan and Property Update

10.2 Items for the next meeting

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

10.3 Dates of meetings

23 September 2024

25 November 2024

10 March 2025

11. **Any other business**

The Committee Chair sought thoughts from committee members related to their preference for online or in person meetings prior to a wider discussion at the Search and Governance Committee in the autumn term.

It was agreed that governors would provide feedback to the Head of Governance All

12. **Minutes/reports for information**

The following reports were received and noted:

- 12.1 Safety and Safety minutes
12.2 Sustainability and Net Zero minutes
12.3 ESFA Financial Health Score
12.4 ESFA Finance Dashboard

Signed by the Chair:



Date: 23rd September 2024