

BUSINESS SERVICES COMMITTEE

Minutes of a meeting held on Monday 16 June 2025 at 5.30pm in the SLT Meetings room, The Tower Building, Hele Road, Exeter

Present	Patrick Tigwell John Laramy Graham Atkins Sally Wolkowski	Chair Principal/CEO
Apologies	Carol McCormack Cynthia Sedgman Stewart Noakes Stephen Wiltshire	
Observers	Abbie Sawyer	
In Attendance	Adam Watt John Dowell Richard Church Steve Strang	Chair Elect Executive Director of Finance Chief Operating Officer Executive Director of Estates and Sustainability
<i>To item 7 only</i>	Alison Layton-Hill	Head of Governance

1. **Welcome, Apologies and Declarations of Interest**
The Chair welcomed colleagues to the meeting. Apologies were received from Cynthia Sedgman and Carol McCormack. Stewart Noakes and Steve Wiltshire were not in attendance. No declarations of interest had been received.
2. **Minutes**
 - 2.1 The minutes of the meeting held on 10 March 2025, as circulated, were agreed.
 - 2.2 The confidential minutes of the meeting held on 10 March 2025, as circulated, were agreed.
3. **Matters arising**
 - 3.1 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 9 June 2025 was received by the Committee.

Governors received an overview of all risks relating to the business of the committee and the Executive Director of Finance highlighted key changes and associated mitigations.

The challenge of sufficient space on campus to hold large exam sittings, along with an increase in students requiring access arrangements, was particularly noted. Governors were advised that future modelling looked similar with a continued need to hire space outside of College buildings.

Governors were assured that the complexities related to the Health and Safety risk will be further mitigated by strengthening external scrutiny of the function.

The impact of the potential merger on the College had been added as a new risk.

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

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

6.2 Property update and summer works

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

7. Financial Matters

7.1 Management Accounts and Forecast Outturn 2024/2025

The Committee received the management accounts for April 2025 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 surplus is positive and may improve further. There was an expected amber variance on non-pay costs linked to increased student numbers and the cost of teaching.

The Committee noted the report

7.2 Exeter College Provisional Budget for 2025/2026

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

- 7.3 Exeter College Services Ltd 2025/2026 budget
This item was dealt with as a confidential item and recorded in the confidential minutes.

- 7.4 Student Recruitment
The Committee noted the positive recruitment data for the following year, particularly for 16-19 and apprenticeships. The Adult provision will be reduced due to funding cuts and basic skills will be prioritised. HE numbers are also likely to reduce.

The Committee noted the report

8. **Emerging Risks**

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

9. **Committee Self-evaluation**

The Committee considered the draft committee self-evaluation. Governors acknowledged that the Committee had overseen a significantly positive year resulting in a healthy surplus and the successful completion of major capital projects.

The Committee agreed the self-evaluation subject to proposed additions

10. **Future meetings**

10.1 Items to take to the Board

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

- Provisional Budget 2025/2026
- Provisional Exeter College Services Budget 2025/2026
- 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 future meetings

22 September 2025
24 November 2025
9 March 2026

11. **Minutes/reports for information**

The following reports were received and noted:

- 11.1 Safety and Safety minutes
11.2 Sustainability and Net Zero minutes
11.3 ESFA Financial Health Score

Draft

Signed by the Chair