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| **MINUTES** | | | | | | |
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| *Audit and Governance Committee No 28* | | | | | | |
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| Date: |  | *01/02/2022 (Tuesday)* |  | Time: |  | *18:00–20:00* |
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| Venue: |  | *Via Teams* |  | Committee: |  | *Audit and Governance* |
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| Notes: |  | *The meeting will be held via video conference.* | | | | |
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| Present: |  | *Barbara Godby, Debbie Clayton, Dylan Ashcroft, Jane Booker (Chair), Robert Wallace and Robin Newton-Syms* | | | | |
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| Attending: |  | *Alison Robinson (Principal) and Joanne Sherrington (Deputy Principal)* | | | | |
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| Clerks: |  | *Ron Matthews (Clerk)* | | | | |
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| Guests: |  | *Allan Foster and Jane Butterfield (Internal Auditor)* | | | | |
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| ***Public* Minutes** | |
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| Item number: | Item description: |
| (and category) |  |
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| **01.22** | ***Attendance of College Management and Internal Auditor*** |
| ***Decision*** | Section 8.1 of the current Constitution and Terms of Reference for the Audit and Governance Committee states "the Principal or any other senior manager who is responsible for the College's internal control and a representative of the Internal Auditors shall normally attend meetings at the invitation of the Committee and the Committee shall have the power to invite such other persons to attend meetings as may be desirable or necessary".  **Resolved:**  **That College Management Staff and the Internal Audit representative, Jane Butterfield, attend the meeting.** |
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| **02.22** | ***Apologies for Absence*** |
| ***Record*** | Allan Foster, as Chair of the Corporation, who would have attended as a guest, had given his apologies.  Dylan Ashcroft was not present.  **The Clerk was subsequently informed that Dylan Ashcroft, FE Student Governor, had left the College.** |
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| **03.22** | ***Declarations of Interest*** |
| ***Record*** | There were no declarations of interest made in respect of the items on the public agenda. |
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| **04.22** | ***Minutes of Previous Meeting*** |
| ***Decision*** | The public minutes of Audit and Governance meeting number 27 held on Tuesday 9 November 2021, published on the extranet, were agreed and signed as a true and accurate record of the meeting. |
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| **05.22** | ***Internal Audit Reports*** |
| ***Decision*** | The Internal Auditor, Jane Butterfield, presented two reports on assurance reviews.  The first report was an Assurance Review of Strategic Control which related in the main to Governance. Overall, there were one important, two routine and one operational recommendations made.  The important recommendation was that ''a standard front sheet for each paper presented to Committee and Corporation be prepared by the reporting officer''.  Those presenting reports to Governors had been duly informed.  The first routine recommendation was that ''Eligibility Declaration Forms be signed retrospectively by Governors to replace those lost during the cyber-attack''.  The Clerk was currently implementing this recommendation with Governors.  The second routine recommendation was that ''Copies of the minutes of Committee meetings be circulated to members of the Corporation, in accordance with the Terms of Reference for all Committees, or include each meeting on the Corporation meeting agenda stating that the minutes are available on the portal''.  This recommendation was scheduled to be discussed with all Governors at the Away Event.  The operational recommendation was that ''Consideration be given to formally documenting the recruitment and succession policy for new Governors''.  The Clerk accepted this recommendation which would be implemented in the near future.  The second report was on Key Financial Control of Payroll.  No recommendations were made.  **Resolved:**  **That the reports be received.** |
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| **06.22** | ***Internal Audit Progress and Summary Report*** |
| ***Decision*** | The Committee received and noted the above report which contained information detailing progress to date on all recommendations made.  In 2017/18 a total of 21 recommendations were made of which 19 (89%) had been implemented, 2 (10%) no longer applicable with none outstanding.  In 2020/21 a total of 20 recommendations were made of which 14 (70%) had been implemented, 5 (25%) were partially completed with none outstanding.  In 2021/22 only 1 recommendation had been made to date, which had been partially completed.  Governors were pleased to note that the outstanding recommendation from 2017/2018, relating to HR Data, had now been completed.  **Resolved:**  **That the report be received.** |
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| **07.22** | ***Guidance on the Operation of the Audit Committee*** |
| ***Decision*** | The Clerk circulated the document ''Guidance on the Operation of the Audit Committee'' which had been issued by the Education and Skills Funding Agency.  The Clerk and the Deputy Principal, Finance and Corporate Services, confirmed that there were no issues within the document that were not currently being met.  **Resolved:**  **That the report be received.** |
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| **08.22** | ***Subcontracting Arrangements 2021/2022*** |
| ***Decision*** | The Audit and Governance Committee considered the report on subcontracting arrangements for 2021/2022.  The report detailed the present levels of committed sub-contractor delivery for 2021/2022, as required by the ESFA, in particular with regard to any sub-contracted delivery in excess of £100,000 funded provision. Current provision funding value was £1,163,323 and covered 230 students.  The College engages partners to undertake education delivery through sub-contract arrangements to broaden access and participation.  The selection of partners for College contracts was given careful consideration in order to ensure Myerscough standards were maintained, including learners’ achievement rates.  The overall budget for sub-contracted delivery for 2021/22 was approved by the Corporation in July 2021. No 2021/22 contract arrangements for the Adult Education Budget had been entered into and there was no intention to do so.  **Resolved:**  **That the report be received.** |
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| **09.22** | ***Strategic Risk Register*** |
| ***Decision*** | Audit and Governance Committee considered the Strategic & Governance Risk Report for 2021/2022 as presented by the Deputy Principal, Finance and Corporate Services.  **Resolved:**  **That the Strategic Risk Register Report be received.** |
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| **10.22** | ***Data Returns Report 2021/2022*** |
| ***Decision*** | In compliance with the requirements of the ESFA, Audit & Governance Committee considered the Data Returns report.  All submissions had been completed within the required time frames to the funding body. The return due for 4 February 2022 was ready to submit on time.  **Resolved:**  **That the Data Returns Report be received.** |
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| **11.22** | ***Instrument and Articles of Association*** |
| ***Decision*** | The Clerk reported that copies of the Instrument and Articles of Government had been lost in the Cyber Attack in 2020.  He had now manged to retrieve and update the Instrument and Articles of Association which were attached for consideration.  There were no significant changes to the document.  **Resolved:**  **That the Instrument and Articles of Association be received.** |
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| **12.22** | ***Governance Quality Improvement Plan 2021/2022*** |
| ***Decision*** | The Committee considered progress on the Governance Improvement Plan for 2021/2022.  It was noted that for the majority of topics progress was scheduled for later in the current academic year.  A number of the issues would be dealt with at the Away Event.  **Resolved:**  **That the report be received.** |
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| **13.22** | ***Governor Away Event 4 March 2022*** |
| ***Decision*** | The date of the Governor Away Event for 2022 had been confirmed as Friday 4 March 2022. Subject to lockdown arrangements the event would be held at the Bowland Suite at the Preston Campus.  The Clerk submitted a draft programme for the day. Whilst it was accepted that topics on the agenda were necessary, opportunities for Governors to engage and talk would be encouraged.  **Resolved:**  **That the draft programme be agreed.** |