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| **MINUTES** | | | | | | |
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| *Audit and Governance Committee No 29* | | | | | | |
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| Date: |  | *12/04/2022 (Tuesday)* |  | Time: |  | *18:00–20:00* |
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| Venue: |  | *Via Teams* |  | Committee: |  | *Audit and Governance* |
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| Notes: |  | *Due to what on this occasion is likely to be a short meeting the Chair has decided that the meeting will be held via Teams.* | | | | |
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| Present: |  | *Barbara Godby, Debbie Clayton, Jane Booker (Chair), Robert Wallace and Robin Newton-Syms* | | | | |
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| Attending: |  | *Joanne Sherrington (Deputy Principal) and Steven Downham-Clarke (Vice 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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| Apologies: |  | *Alison Robinson (Principal) and Bert Medhurst* | | | | |
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| ***Public* Minutes** | |
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| Item number: | Item description: |
| (and category) |  |
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| **20.22** | ***Attendance of College Management*** |
| ***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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| **21.22** | ***Apologies for Absence*** |
| ***Record*** | Apologies had been received from Debbie Clayton, Bert Medhurst, Student Governor, and the Principal, Alison Robinson. |
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| **22.22** | ***Declarations of Interest*** |
| ***Record*** | There were no declarations of interest made in respect of the items on the public agenda. |
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| **23.22** | ***Minutes of Previous Meeting*** |
| ***Decision*** | The public minutes of Audit and Governance meeting number 28 held on Tuesday 1 February 2022, published on the extranet, were agreed and signed as a true and accurate record of the meeting. |
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| **24.22** | ***Internal Audit Reports*** |
| ***Decision*** | The Internal Auditor, Jane Butterfield, presented two reports on assurance reviews.  The first report was an Assurance Review of Safeguarding with just one routine recommendation made.  It was noted that the Policy and Procedure for Visitors was presently incorporated into the Health and Safety Policy and Procedure and there were plans to make this a separate policy. The recommendation, which was accepted by Management, was that this separate policy be developed.  Governors commented that it was pleasing to receive strong assurance with regard to Safeguarding.  The second assurance review was on Capital Expenditure. Again there was just one routine recommendation made.  Currently, there was no formal cycle in place for conducting condition surveys. The College had previously employed a qualified surveyor within the Estates team who assisted in the internal surveys. However, at present time there are no members of staff with necessary qualifications to be able to carry out surveys.  The recommendation was that a formal cycle for conducting condition surveys be established for all of the College's asset base.  Management responded that the condition of the estate was understood by management and a mechanism was in place to confirm the condition of an asset if required. There would be a significant cost to the College if a formal cycle of conducting condition surveys was established, given the number of individual buildings involved. It would possibly be more cost effective to appoint a member of staff who is qualified to undertake this type of work if a suitable vacancy arises. Management will consider adding this aspect to the Estates Manager role if a recruitment opportunity arose.  Governors considered the above and following further information from Management accepted the response.  **Resolved:**  **That the reports be received and the responses of Management be noted.** |
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| **25.22** | ***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 2020/21 a total of 20 recommendations were made of which 18 (90%) had been implemented, 2 (10%) were partially completed with none outstanding.  In 2021/22 5 recommendations had been made of which 3 (60%) had been completed, 1 (20%) was no longer applicable and 1 (20%) remained outstanding.  **Resolved:**  **That the report be received.** |
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| **26.22** | ***Governor Vacancy*** |
| ***Decision*** | The Clerk reported that following interviews the Board, by way of a Written Resolution, had been invited to confirm the appointment of one Governor and one Co-opted Governor.  He informed that Committee that he had now received responses from a majority of Governors confirming the appointments and would be inviting the applicants to join the Board.  Governors welcomed the appointments and the additional experience they would bring to the Board.  **Resolved:**  **That the report be received.** |
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| **27.22** | ***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.  The Deputy Principal reported that she had re-ordered the top five risks with financial stability now being the top risk, IT failure remaining second. Two new risks had been added to the top five, namely failure to deliver dynamic and relevant curriculum and failure to deliver quality improvements together with a successful Ofsted. Failure to recruit key personnel remained at number five.  Covid and Residential Ofsted, following the recent inspection, had dropped out of the top five risks.  **Resolved:**  **That the Strategic Risk Register Report be received.** |
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| **28.22** | ***Data Returns Report 2020/2021*** |
| ***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 required for 6 April 2022, which was listed on the report, had also been submitted on time.  **Resolved:**  **That the Data Returns Report be received.** |
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| **29.22** | ***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.  The proposals for Governor Training had stalled due to the Education Training Foundation outsourcing that element of their training programme.  **Resolved:**  **That the report be received.** |
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