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| **MINUTES** | | | | | | |
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| *Audit & Governance No32* | | | | | | |
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| Date: |  | *31/01/2023 (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 the Team Platform.* | | | | |
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| Present: |  | *Barbara Godby, Debbie Clayton, Jane Booker (Chair), Robert Wallace, Robin Newton-Syms and William Hodges* | | | | |
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| Attending: |  | *Alison Robinson (Principal), 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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| ***Public* Minutes** | |
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| Item number: | Item description: |
| (and category) |  |
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| **01.23** | ***Attendance of College Management Staff*** |
| ***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".  The Chair also took the opportunity to welcome the recently appointed FE Student Governor, Willian Hodges, to his first meeting of the Committee.  **Resolved:**  **That College Management Staff and the Internal Audit representative, Jane Butterfield, attend the meeting.** |
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| **02.23** | ***Apologies for Absence*** |
| ***Record*** | There were no apologies for absence, all members being present. The Vice Principal was not in attendance. |
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| **03.23** | ***Minutes of Previous Meeting*** |
| ***Decision*** | The public minutes of Audit and Governance meeting number 31 held on Tuesday 8 November 2022, published on the extranet, were agreed and signed as a true and accurate record of the meeting. |
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| **04.23** | ***Declarations of Interest*** |
| ***Record*** | There were no declarations of interest made in respect of the items on the public agenda. |
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| **05.23** | ***Internal Audit Reports*** |
| ***Decision*** | The Internal Auditor, Jane Butterfield, presented three reports on assurance reviews.  The first report was an Assurance Review on Business Continuity Planning which included a review of policy/strategy and procedures, organisational responsibilities, plan details for various scenarios and testing. There were no recommendations.  The second report was an Assurance Review of the Risk Management Framework covering the overall arrangements for managing risk within the College. There were two routine recommendations.  The first was that the Risk Register be updated to include references to key KPI metrics utilised in monitoring performance and the effectiveness of mitigating controls where relevant.  Management accepted the recommendation and reported that the KPI’s within the Strategic Goals would be integrated into the risk register and mitigating controls reviewed for effectiveness & completeness. Implementation date was 31 March 2023.  The second recommendation was that an annual risk management training programme be put in place for Board Members.  Management accepted the recommendation and it was agreed that a training programme would be in place by 31 July 2023.  The third report was an Assurance Review of the Key Financial Controls - Budgetary Control which considered the budget preparation process, the monitoring arrangements and reporting to the board. There were no recommendations.  Governors collectively expressed their satisfaction with these reports and the assurance given in three major areas for the College.  **Resolved:**  **That the reports be received.** |
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| **06.23** | ***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 2020/2021 one recommendation remained outstanding, which was currently in progress.  In 2021/2022 a total of 11 recommendations were made, of which 8 (73%) had been implemented, 1 (9%) was no longer applicable and 2 (27%) were not yet due, with none outstanding.  In 2022/2023 a total of 2 recommendations had made both of which were not yet due.  With regard to the recommendation from 2020/2021 relating to Disaster Recovery and the recommendation from 2021/2022 relating to Cyber Security, Governors were happy for officers to treat these as closed. It was recognised that both issues were on-going and would never be concluded but that assurances had been given that officers were continuing to work on both issues to ensure the protection of the College systems.  **Resolved:**  **That the report be received.** |
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| **07.23** | ***Subcontracting Arrangement 2022/2023*** |
| ***Decision*** | The Audit and Governance Committee considered the report on subcontracting arrangements for 2022/2023.  The report detailed the present levels of committed sub-contractor delivery for 2022/2023, as required by the ESFA, in particularly with regard to any sub-contracted delivery in excess of £100,000 funded provision. Current provision funding value was £828,853 and covered 93 students.  Governors expressed confusion as to why the report had come to Committee and what they were being asked to consider as the financial costs were included in the budget. A similar report was presented to the Finance and Resources Committee to monitor the level of expenditure, and, in addition, to the Quality and Standards Committee monitored the performance of the subcontractors.  The Deputy Principal, Finance and Corporate Services, undertook to review the overall reporting of the subcontracting provision and report back to the next meeting.  **Resolved:**  **That the report be received.** |
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| **08.23** | ***Statutory 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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| **09.23** | ***Data Returns Report*** |
| ***Decision*** | Audit and Governance Committee considered the report which listed the completion and timing of statutory returns required by the relevant funding bodies for the year end 2021/2022 and the completed returns for the current year 2022/2023.  All returns had been submitted on time.  **Resolved:**  **That the Data Returns Report be received.** |
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| **10.23** | ***Governance Quality Improvement Plan 2022/2023*** |
| ***Decision*** | The Committee considered progress on the Governance Improvement Plan for 2022/2023.  The Clerk reported progress on the individual items in the plan. With regard to he reported that the specification for quotes to review commercial systems for the possible replacement of the Governor Portal system, this was nearly complete and should be issued early next week.  A small number of Governors would be invited to serve on the assessment team, together with a range of officers, to review submissions received and attend demonstrations. It was hoped to report the outcome to the May Corporation meeting.  **Resolved:**  **That the report be received.** |
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| **11.23** | ***FE Student Governor*** |
| ***Decision*** | Following the resignation of the FE Student Governor last year the Students Union had promoted the vacancy, considered nominations received and held an election.  The Clerk was pleased to inform the Committee that following an election, William Hodges, Level 3 Agriculture Engineering, was elected as the FE Student Governor for the remainder of the 2022/2023 Academic Year.  To ensure that William was able to take up the role, as soon as possible, the Chair of Corporation, under Chairs Action, has confirmed his appointment.  **Resolved:**  **That report be received.** |
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| **12.23** | ***Teaching Staff Governor*** |
| ***Decision*** | The Clerk reported that the Teaching Staff Governor, Louise Bell, would come to the end of her term of office on 31 March 2023. She had indicated that she did not wish to be considered for a further term of office.  The Clerk had subsequently notified the teaching staff of the vacancy and sought nominations for the role. To date one nomination had been received.  Applications for the role close on 3 February 2023 and he had today reminded staff of the vacancy and closing date.  Should more than one nomination be received an election, amongst the teaching staff, would be required.  **Resolved:**  **That the report be received.** |
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