

MINUTES

Audit & Governance No 40

Date: *11/02/2025 (Tuesday)*

Time: *18:00–20:00*

Venue: *Via Teams*

Committee: *Audit and Governance*

Present: *Barbara Godby, Richard Morris, Robert Wallace (Chair) and Robin Newton-Syms (Vice Chair).*

Attending: *Joanne Sherrington (Vice Principal) and Wes Johnson (Principal)*

Clerks: *Ron Matthews (Clerk)*

Guests: *Jane Booker and Jane Butterfield (Internal Auditor)*

Public Minutes

Item number:
(and category)

Item description:

01.25

Decision

Attendance of College Management

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.

02.25

Record

Apologies for Absence

Apologies had been received from Debbie Clayton who was currently off work ill. Tyler Cockerill was not present at the meeting. Governors wished to send their best wishes to Debbie. Governors also expressed concern about the non-attendance of the Student Governor.

Resolved: That Officers investigate the possible development of a Governor/Student Forum to ensure Governors were able receive information/views from the student body.

03.25

Record

Declarations of Interest

There were no declarations of interest made in respect of the items on the public agenda.

04.25

Decision

Minutes of Previous Meeting

The public minutes of Audit and Governance meeting number 39 held on Tuesday 5 November 2024, published on the extranet, were agreed and signed as a true and accurate record of the meeting.

05.25

Decision

ESFA Audit and Management Letter November 2024

The Committee considered a report of the Vice Principal together with the ESFA Audit Findings Report and Management Letter dated 28 November 2024. The Findings Report was originally presented to Corporation on 10 December 2024. The report of the Vice Principal now covers the approach to implementing an action plan to resolve the outstanding issues raised in the report. A Funding Audit Management Committee had been established, chaired by the Vice Principal, to ensure implementation of the recommended action plan which contained 21

management proposals. Governor were appreciative of the approach being adopted to implement the recommended actions.

Resolved: That the report be received and the actions being taken to address the recommendations be noted.

06.25

Decision

Internal Audit Progress and Summary Report

The Committee received and noted the above report which contained information detailing progress to date on all recommendations made. In 2023/2024 a total of 13 recommendations had been made, 9 (69%) had been implemented, 2 (15%) were in progress, 2 were operational actions and none were outstanding. In 2024/2025 there were currently 2 (100%) recommendations which had not yet been implemented.

Resolved: That the report be received.

07.25

Decision

Strategic Risk Register

Audit and Governance Committee considered the Strategic Risk Register for 2024/2025 as presented by the Vice Principal. The Vice Principal reported that the current register demonstrated the top 5 risks, in order, with updated commentary. Some narrative has been updated and as usual any changes were shown in blue. The top 5 risks reflected those items that were at the top of the College's risk concerns and were not necessarily those that scored the highest. The top five risks had changed this month. The risk relating to UCLan had been removed due to the strengthening relationship between UCLan and the College. In addition she confirmed that Marketing, as detailed in the Internal Audit report considered earlier in the meeting, had been added.

Resolved: That the Strategic Risk Register Report be received.

08.25

Decision

Data Returns Report

Audit and Governance Committee considered the report which listed the completion and timing of statutory returns required by the relevant funding bodies for the current year 2024/2025. All returns had been submitted on time.

Resolved: That the Data Returns Report be received.

09.25

Decision

Governance Quality Improvement Plan 2024/2025

The Committee considered progress on the Governance Improvement Plan for 2024/2025. The Clerk reported progress on the individual items in the plan. Training on the new Governor Portal would be arranged in the next few months.

Resolved: That the report be received.

10.25

Decision

External Audit Recommendations

The Committee considered the report of the Director of Finance which listed all the recommendations from the Financial Statements Auditors, RSM, following the audit of the 2023/2024 accounts together with those from the ESFA audit conducted during the latter part of 2024. The report not only listed the recommendations but the actions being taken to implement the same. This formed the action plan referred to by the Vice Principal when reporting on the ESFAS Audit earlier in the meeting.

Resolved: That the report be received and the overall action plan be noted.

