

MINUTES

Audit & Governance No 36

Date: 30/01/2024 (Tuesday)

Time: 18:00–20:00

Venue: *Via Teams*

Committee: *Audit and Governance*

Present: *Barbara Godby, Debbie Clayton, Robert Wallace (Chair), Robin Newton-Syms (Vice Chair) and Tyler Cockerill*

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

Clerks: *Ron Matthews (Clerk)*

Guests: *Jane Butterfield (Internal Auditor)*

Public Minutes

Item number:
(and category)

Item description:

01.24

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.

02.24

Record

Apologies for Absence

There were no apologies for absence, all members being present.

03.24

Decision

Minutes of Previous Meeting

The public minutes of Audit and Governance meeting number 35 held on Tuesday 7 November 2023, published on the extranet, were agreed and signed as a true and accurate record of the meeting.

04.24

Record

Declarations of Interest

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

05.24

Decision

Internal Audit Report - Safeguarding

The Internal Auditor, Jane Butterfield, presented an Assurance Review report on Safeguarding which contained one routine recommendation that Terms of Reference for the Strategic Safeguarding Group and the Operational Safeguarding Group be documented. The Internal Auditor said that this was a good report covering an important area of the College. Management responded that the Terms of Reference would be produced by the end of March 2024.

Resolved: That the report be received.

06.24

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 In 2021/2022 a total of 8 recommendations had been made, of which 5 (61%) had been implemented, 1 (13%) was no longer applicable, 1 (13%)

was not yet due and 1 (13%) was an operational action, with none outstanding. In 2022/2023 a total of 9 recommendations had been made, 6 (67%) had been implemented, 3 (37%) were in progress and none were outstanding. The Vice Principal reported that there was now increased progress on the two recommendations relating to subcontracting and this would be reflected in the report to the next meeting. In 2023/2024 there was currently 1 (100%) recommendation which was not yet due.

Resolved: That the report be received.

07.24

Decision

External Audit Recommendations

The Committee considered the report of the Director of Finance which indicated that the External Audit for 2022/2023 undertaken by RSM contained a number of recommendations. An appendix to the report contained a summary of the recommendations, including progress on their implementation. Whilst implementation dates were not stipulated in the summary the actions would be reviewed by RSM during the audit for 2023/2024. The outstanding recommendations would be reviewed at each meeting of the Committee.

Resolved: That the report be received.

08.24

Decision

Strategic Risk Register

Audit and Governance Committee considered the Strategic Risk Register for 2023/2024 as presented by the Vice Principal.

Resolved: That the Strategic Risk Register Report be received.

09.24

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 year end 2022/2023 and the completed returns for the current year 2023/2024. All returns had been submitted on time.

Resolved: That the Data Returns Report be received.

10.24

Decision

Governor Vacancies

The Clerk reported that following a request to the Department for Education the College had been included in the Government Programme for Governor recruitment. Peridot Partners had won the tendering process to manage the programme and the College had been allocated their services to recruit one Governor. Peridot had advertised for a Governor with financial experience with a closing date of 29 January 2024. They had received 3 applications to date and had extended the closing date slightly. Once the closing date had passed the Clerk would liaise with the Chair to arrange a suitable date to shortlist the applications and then arrange to hold remote interviews. Should the College wish to appoint

more than the one Governor then Peridot would need to be recompensed accordingly.

Resolved: That the report be received.

11.24

Decision

Governance Quality Improvement Plan

The Committee considered progress on the Governance Improvement Plan for 2023/2024. The Clerk reported progress on the individual items in the plan. Governor vacancies had been considered earlier in the meeting and Governor training was also included on the current agenda. The new Governor Portal was due to be installed in the next few months.

Resolved: That the report be received.

12.24

Decision

Governor Training

The Clerk reported that arrangements had been made to undertake outstanding Governor training on the Risk Register following the Corporation meeting on Tuesday 6 February 2024. In addition he would be delivering a short introduction to the self-help training programme for Governors provided by the Education Training Foundation.

Resolved: That the report be received.

