## MINUTES

*Audit & Governance No 37*

Date: *16/04/2024 (Tuesday)*    Time: *18:00–20:00*

Venue: *Bowland Suite*    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), John Wherry (Deputy Principal) and Wes Johnson (Principal)*

Clerks: *Ron Matthews (Clerk)*

Guests: *Jane Butterfield (Internal Auditor)*

| Item number: (and category) | Item description: |
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**21.24**
*Decision*

***Attendance of College Management Staff***

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.**

**22.24**
*Record*

***Apologies for Absence***

Apologies had been received from Barbara Godby.

**23.24**
*Decision*

***Minutes of Previous Meeting***

The public minutes of Audit and Governance meeting number 36 held on Tuesday 30 January 2024, published on the extranet, were agreed and signed as a true and accurate record of the meeting.

**24.24**
*Record*

***Declarations of Interest***

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

**25.24**
*Decision*

***Internal Audit Report***

The Internal Auditor, Jane Butterfield, presented an Assurance Review report on Estates Management which contained 5 important, 1 routine and 1 operational recommendations.The important recommendations were:Recommendaton 1 related to the overarching Health and Safety Policy 'Guidance documentation be followed in regard to inspection frequency and maintaining records with the latest information."Recommendation 3 stated that 'Upon implementation of the new compliance system, all compliance data be logged and tracked along with a process developed whereby evidence of remedial works is captured'. Recommendation 4 stated that 'Confirmation be obtained that remedial action has been completed for all C2 and above recommendations that are overdue. It also be ensured that buildings with outstanding condition reports be prioritised and completed'.Recommendation 5 stated that 'Confirmation be obtained from TEC regarding whether data provided from the software can be presented in a more user friendly manner in order for closer monitoring by the College to identify any areas missed by staff or

contractors'.Recommendation 6 stated that with regard to the Annual Report that 'It is to be ensured that reported figures around compliance are accurate and are shown in a clear manner to allow for appropriate scrutiny and associated questions'. The routine recommendation 2 was that 'Upon development of the internal system, guidance documentation to be reviewed and requirements of system updates to be included'.The operational recommendation was that 'Consideration be given to reviewing the way in which staff training performance is reported so it is clear as to the volumes completed and those that are outstanding'.All recommendations had been accepted by Management.John Wherry, the Deputy Principal, Resources, attended the meeting and updated the Committee on the implementation of the recommendations since the Internal Audit inspection.Governors expressed concern over the failure of the Health and Safety issues particularly on items such as water quality, identifying of asbestos plus an the overall lack of compliance.The Internal Auditor suggested that when she was compiling next year's plan with the Vice Principal a review of Estates Management be included to enable progress on the above issues to be monitored.The Committee welcomed the suggestion.

**Resolved: That the report be received and that Estates Management be included as part of the overall plan for next year.**

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| **26.24** | ***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 2022/2023 a total of 9 recommendations had been made, all had now been implemented with none outstanding.For 2023/2024 a total of 8 recommendations had been made to date, of which 3 had been implemented, 1 partially implemented, 3 not yet due and 1 operational action, with none outstanding.The Chair commented that implementation of audit recommendation had improved and he was pleased to note that there were no longer recommendations outstanding from previous years. |

**Resolved: That the report be received.**

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| **27.24** | ***Strategic Risk Register*** |
| ***Decision*** | 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.**

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| **28.24** | ***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 current year 2023/2024.All returns had been submitted on time. |

**Resolved: That the Data Returns Report be received.**

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| **29.24** | *Governor Vacancies* |
| *Decision* | The Clerk informed the Committee of arrangements underway to interview three potential candidates for the current two Governor vacancies on Corporation.A general discussion then took place regarding current and possible future vacancies. |

**Resolved: That the report be received.**

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| **30.24** | *Governance Quality Improvement Plan 2023-2024* |
| *Decision* | 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 The training on the new Governor Portal was due to commence next week and if all went well should be ready for the June/July cycle of meetings. |

**Resolved: That the report be received.**