



Minutes of an Audit Committee Meeting held on

Tuesday 18th September 2018 at 4.00 pm

Held at Henley Campus, Room 120

Present: John Barrett - Co-opted Governor
Ieuan Blackmore - Co-opted Governor
Peter Brammall - Principal
Peter Matthews - Independent Governor (Chair)
Tony Minhas - Independent Governor

In Attendance: Nikki Goodwin - PA to the Principal
Mark Payne - Vice Principal Finance and Resources

A21/18 Apologies for Absence

Apologies for absence were received from Dave Busst and Jim Edwards.

A22/18 Declarations of Interest

There were no declarations of interest.

A23/18 Matters arising

- i) Under Minute A14/18 (Contract Compliance), Governors noted that since the last meeting, a number of changes had taken place within the apprenticeship area. The newly-appointed Assistant Principal Business Growth will be leading the sales element as part of apprenticeships. The Business Development team have also been provided with robust and transparent sales targets.
- ii) Under Minute A14/18 (HR), it was confirmed that the recruitment process has been aligned across both campuses with much work done to harmonise policies and procedures. Further work is taking place on staff remission with regular JNCC meetings being held to facilitate the harmonisation process.
- iii) Under Minute A15/18, Governors expressed their disappointment that the risk register was not available for them at this meeting to discuss any issues that may need their attention. It was agreed that it is good practice to have the risk register at every meeting. Governors were assured that the risk register is circulated to the broader management team and that they would cascade this to their staff in team meetings to ensure that any risks identified can be managed.

A24/18 Internal Audit Report - Block 3

1. Governors discussed the Internal Audit Report for Block 3, which had focussed on the areas of Strategic Planning, the introduction of a new MIS system, Enrolment and Estates.
2. All four judgements received positive levels of assurance. In total, nine recommendations were made, none of which were fundamental.
3. The Principal confirmed that with regard to strategic planning, a full iteration of the Strategic Plan will be presented to the October Corporation meeting for scrutiny and discussion.
4. Governors received confirmation that KPI's and the risk register will align with each of the Strategic Plan objectives.
5. Focussing on the implementation of the new MIS system, Governors noted that the internal auditors had attended both campuses during the main enrolment period to gain assurance that the new enrolment process (ProSolution) had been managed effectively. Feedback from the auditors has been given to management who will take this forward as part of the ongoing review of the enrolment process for future years.
6. During discussion, Governors probed whether there had been enough resource available during the implementation of the MIS system. In response, the Vice-Principal Finance and Resources provided background to Governors, advising that the College had brought in a very experienced MIS consultant who had been leading on certain elements of the implementation whilst supporting the Head of MIS.
7. With regard to the enrolment process, the Vice-Principal Finance and Resources advised that overall the customer experience of the enrolment process had been effectively administered and where issues had been identified, the enrolment lead had swiftly resolved them.
8. Governors received assurance that the process was fit for purpose in the future with focus on ensuring the student experience is improved including more front line staff, enrolling progressing students earlier and the timetabling of English and maths confirmed earlier in the year.
9. Governors probed whether our servers can cope with the historic data needed for both campuses and the current MIS data. The Vice-Principal Finance and Resources assured Governors that he was confident this was the case.
10. During discussion, Governors were advised that as agreed by the Shadow Board, focus for the first year of merger for the Estates and Facilities team had been to ensure that both campuses were safe and secure for students, staff and visitors; installing intruder alarms; and that new signage be put in place.
11. Governors noted that there had been slippage in the completion of some works but that this had not affected the day to day operational work of the College.
12. The Vice-Principal Finance and Resources advised that extensive room moves had stretched the Estates & Facilities team and, in hindsight, some room moves could have been delayed.

13. Governors endorsed all the recommendations provided by the Internal Auditors.

A25/18 Internal Audit Plan 2018-19

1. Governors scrutinised the proposed Internal Audit Plan for 2018-19.
2. Discussion turned to the allocation of resources proposed for Strategic Planning and Governors queried why it was not planned to undertake this work until 2020/21.
3. Following discussion, it was agreed to scrutinise and monitor the progress made regarding strategic planning throughout the year and, if felt necessary, bring the allocation of resources forward. **Action: Clerk to the Corporation**
4. The draft strategic plan for internal audit 2018/19 to 2020/21 did not raise any particular areas or items of concern. The Vice-Principal Finance and Resources confirmed that he was due to meet with the internal auditors and would raise this issue to clarify if there are any areas of concern.
5. Given the issues related to apprenticeships, Governors probed and subsequently agreed that the audit visit for Apprenticeships should be moved from Block 3 to Block 1. **Action: Vice-Principal Finance and Resources**

A26/18 Audit Committee Plan of Business 2018-19

1. The Audit Committee discussed the proposed Annual Plan of Business 2018-19.
2. Governors agreed that the 27th November 2018 Audit Committee meeting should start at the earlier time of 3.30 pm due to the number of items for discussion. **Action: Clerk to the Corporation**
3. The Audit Committee resolved to approve the Annual Plan of Business 2018-19 with the one change identified.

A27/18 Any Other Urgent Business

1. The meeting noted that this would be Ieuan Blackmore's last attendance at Audit Committee as the Chair of the Corporation had asked him to sit on the Resources Committee.
2. Governors expressed their thanks to Mr Blackmore for his support to them.
3. Governors requested that the Corporation look at securing a replacement to sit on the Audit Committee. **Action: Clerk to the Corporation**

A28/18 Date of Next Meeting

1. Governors noted the next meeting of the Audit Committee will take place on Tuesday, 27th November 2018 at the City Campus with the agreed earlier start time of 3.30 pm.

A29/18 Publication of Papers

1. The publication of papers was approved without exception.

Meeting opened: 4.00 pm

Meeting closed: 5.20 pm

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