

MOULTON COLLEGE

AUDIT COMMITTEE

Minutes of the meeting held on Monday, 9th March 2020

Present: Mr A Clarkson (In the Chair), Mr D Aarons, Miss A S Bruce, Mr B Hansford, Mrs C Harris, Mrs H King and Miss L Knapp

In attendance: Mrs G M Hulley and Mr S Winter (Icca Education and Skills)

SECTION A – ROUTINE AND STANDING ITEMS:

- 18/51 Apologies for absence**
Apologies for absence were received from Mr M Dawes, KPMG.
- 18/52 Minutes of the last meeting (Agenda item 1, Paper A)**
The minutes of the meeting held on the 18th November 2019 had been circulated previously and were accepted as a true and accurate record.
- 18/53 Actions outstanding from the last meeting (Agenda item 2, Paper B)**
Action 22, Internal audit of Quality Improvement Plan (QIP)
Members were fully aware of the changes that had occurred internally to ensure that the QIP was subject to regular review and monitoring by the quality team and College Executive. The Committee agreed that this was also currently subject to close scrutiny by the Teaching, Learning and Assessment Committee as well as interrogation by external agencies. A recent review completed by the Link Governor for Quality confirmed a much-improved process. This action was closed.
- The two remaining actions were ongoing and subject to reporting at the next meeting.

SECTION B – CHIEF FINANCE OFFICER'S UPDATE:

- 18/54 Risk management (Agenda item 3, Paper C)**
The risk register had been updated following feedback from the Finance and Resources Committee who had requested that it should include the top 10 risks for the College ranked in order of importance. A question was raised about the rationale for two risks that had an amber rating but featured in the top 10. Members were informed that although the probability had been rated medium due to the actions taken by management, the risk assessment remained very high. Due to the type of risk, SLT agreed that both should feature in the top 10. The report included the current risk analysis which confirmed that management had moved at pace to reduce the number of significant risks downwards by 33%. A copy of the full risk register was included in the report which had also been updated at the end of February 2020. This would also be shared with each of the Committees so that they could continue to monitor risks associated with their areas.

The Committee challenged a number of risks within the top 10 seeking assurances from data that was currently available or actions

that were being taken. The Committee recommended that (**Action 29 – CFO**):

- a. Target dates should be reviewed so that they reflect the current situation and thus avoid slippage.
- b. The target date for the 4th risk should align to the dates within the integrated funding model for colleges.
- c. Any target dates that were open-ended should be recorded as ‘continuous and monitored monthly.’

Resolved: To receive the risk management report.

18/55

Internal audit action tracker (Agenda item 4, Paper D)

The report provided the Committee with progress that management had made in implementing agreed internal audit recommendations. The report related to the period December 2019 to February 2020. In summary, just over half of the recommendations had been implemented or partially implemented for 2018-19 and 2019-20 audits. A further 18% were in progress and 28% not yet due for completion. The CFO reported that vacancies had now been filled in IT services meaning the data security and GDPR actions were in progress and moving forward. Assurances were sought relating to the revised deadline for GDPR. The Committee emphasised the importance of meeting this revised date for GDPR to avoid further slippage. An independent review of health and safety had been completed the previous week. A report would be shared at the next Committee meeting (**Action 30 – CFO**). A similar independent review would be commissioned to review safeguarding. A date had been confirmed for the internal auditor to revisit its report on ‘Performance Management of Teaching Staff’ completed in November 2019. A report on findings from this follow up visit would be available in due course (**Action 31 – Internal auditor**).

Resolved: To receive the internal audit action tracker report.

SECTION C – INTERNAL AUDITOR UPDATE:

18/56

Internal audit report 2019-20 (Agenda item 5)

a. Corporate Governance (Paper E)

The report carried an overall assurance rating of ‘Substantial’ and contained 1 medium and 1 low priority recommendations. The medium priority related to the ‘self-reflecting Board’ with a recommendation to ensure a continued focus on any remaining actions from the FEC visit. The low priority related to ‘board composition with a recommendation for a short annual report to be produced for all committees. Both recommendations would be implemented with agreed dates of identified within the report. The Chair of Committee received an assurance that dates for all remaining audits had been agreed and were in everyone’s schedules. The Committee agreed that the ‘financial planning and reporting framework’ would not be required as this internal audit would duplicate work that had already been completed by external agencies or by the independent review that had been completed. The internal auditor noted this change.

Resolved: To receive the internal audit report for Corporate Governance.

SECTION D – CLOSING ITEMS:

18/57

Any other business (Agenda item 6)

- a. Members were invited to consider the vacant role of Vice Chair and if any independent member was interested in this role, they should let the Clerk know. The situation would also be reviewed at the next Search and Governance Committee.

18/58

Date of next meeting (Agenda item 7)

Monday, 29th June 2020 in Thornby at 4.00pm

Mr S Winter left the meeting.