

**Minutes of the meeting of the Audit Committee held on Tuesday 22 September 2020 at
4.00pm via Microsoft Teams**

Present: Simon Taylor (Chair)
Kay Dickinson (Governor)
Tracey Johnson (Governor)
David Shepherd (Governor)

In attendance: Heather Jackson (Clerk)
Ian French (Vice Principal – Funding & Performance)
Tony Johnson (Vice Principal Corporate Services)
Ben Owen (Deputy Principal Development)
Laila Lawton (Vice Principal – Finance)
Liz Leek (Deputy Principal Culture, Place and Communities)
Debbie Watson (Grant Thornton)
Monika Liskiewicz (Grant Thornton)
Anastasia Mullen (RSM)

PART I – For Publication

Minute	
PROCEDURAL MATTERS	
A20/038	<p>Agenda Item No. 1: Quorum</p> <p>The meeting was quorate.</p>
A20/039	<p>Agenda Item No. 2: Apologies for Absence</p> <p>Apologies were received from Marie Lang, Toni Rhodes, David Akeroyd, Robert Barnett and Lisa Smith.</p>
A20/040	<p>Agenda Item No. 3: Declarations of interest:</p> <p>Tracey Johnson declared her interests as an employee of Barnsley Metropolitan District Council and noted that Wellspring Trust and ITS were both tenants of the Digital Media Centre which she managed. Kay Dickinson declared her interest as a Chair of NOCN, ITS, BCDC and Think.</p>

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A20/041	<p>Agenda Item No. 4: Minutes of the last meeting held on 2 June 2020.</p> <p>The minutes were approved as a correct record.</p> <p>It was RESOLVED to approve the Minutes of the meeting held on 2 June 2020</p> <p>The minutes were signed by the Chair virtually.</p>
A20/042	<p>Agenda Item No. 5: Matters arising from the last meeting</p> <p>There were no matters arising.</p>
A20/043	<p>Agenda Item No. 6: Rolling action list</p> <p>The VP Finance noted that the zero rated building was an ongoing risk and was noted later in the papers.</p> <p>It was RESOLVED to note the Rolling Action List.</p>
A20/044	<p>Agenda Item No. 7: Notification of any other business</p> <p>There were no items of other business.</p>
MATTERS FOR DISCUSSION AND MONITORING	
A20/045	<p>Agenda Item No. 8.1: Progress Report 19/20</p> <p>Anastasia Mullen presented the Progress Report and noted that the HESES report was the last remaining report from the 2019/20 programme of work and was scheduled for next week. The Chair congratulated the College and RSM for their work in getting through the programme alongside a range of other priorities during lockdown.</p> <p>It was RESOLVED to note the Progress Report 19/20.</p>
A20/046	<p>Agenda Item No. 8.2: Follow up report</p> <p>Anastasia Mullen noted that there had been 14 actions noted through the follow up report. All had been implemented with good progress made and it was noted that the College was the only one of her client that had</p>

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	<p>implemented all of its actions. The Committee praised the work of the College particularly in the face of a significant workload.</p> <p>It was RESOLVED to note the Follow up report</p>
<p>A20/047</p>	<p>Agenda Item 8.3: Health & Safety</p> <p>Anastasia Mullen presented the Health and Safety report. It was noted that the report provided substantial assurance.</p> <p>The committee discussed benchmarking data and it was noted that although it was difficult to find appropriate data to benchmark against there was nothing to indicate that the College wasn't in line with the rest of the sector. The VP Corporate Services noted that a training matrix was being rolled out across the College in the coming year and a review of mandatory training would be included in performance reviews along with a Health & Safety statement from each department. It was noted that David Shepherd was the link governor for Health and Safety.</p> <p>It was agreed that a regular report on Health and Safety would be brought to the audit committee.</p> <p>It was RESOLVED to note the Health & Safety report.</p>
<p>A20/048</p>	<p>Agenda Item 8.4: Learner Records – 16-19</p> <p>Anastasia Mullen presented the Learner records report and noted that there were 3 areas of non-compliance however these were data errors rather funding areas. The committee noted the challenges around the transition to lockdown.</p> <p>The DP Culture, Place and Communities noted the importance of accurate learner records and ensuring that students are engaged and progressing, addressing any issues along the way. It was noted that all recommended actions had already been completed.</p> <p>It was RESOLVED to note the Learner Records report.</p>
<p>A20/049</p>	<p>Agenda Item 8.5: Payroll</p> <p>Anastasia Mullen presented the Payroll report which provided substantial assurance. No areas of weakness were identified and no actions were recommended. It was noted that the College had used lockdown to look at new ways of working and this was reflected in the report. The committee discussed the suggestion to widen the variance for testing and it was noted</p>

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	<p>that the College would remain at a 1% variance level as this was felt to be appropriate.</p> <p>It was RESOLVED to note the Payroll report.</p>
<p>A20/050</p>	<p>Agenda Item 8.6: Stakeholder Engagement</p> <p>Anastasia Mullen presented the Stakeholder Engagement report which provided substantial assurance with 2 low priority actions. It was noted that the College had been at the forefront of the regions approach to Covid 19 and economic regeneration.</p> <p>It was RESOLVED to note the Stakeholder Engagement report.</p>
<p>A20/051</p>	<p>Agenda Item 8.7: Navigating Covid-19</p> <p>The Committee discussed the report, it was noted that some of the questions raised were addressed through the ESFA questionnaire and it was agreed that the Chair would follow up the recommendations with SLT.</p> <p>It was RESOLVED to note the Navigating Covid – 19 report.</p>
<p>A20/052</p>	<p>Agenda Item No 9: External Audit Update</p> <p>Monika Liskiewicz updated the committee on the external audit plan. An initial risk assessment had been presented in June and the Audit was due to start in October. Confirmation on reporting requirements from ESFA had not been released as yet and it was noted that reporting deadlines had been extended. The VP Finance noted that the College intend to work to the original deadlines.</p> <p>It was RESOLVED to note the External Audit Update.</p>
<p>A20/053</p>	<p>Agenda Item No 10: Board Assurance Framework (BAF)</p> <p>The VP Corporate Services presented the BAF and noted that it formed a new part of the assurance mapping process as well as part of the wider mapping process. It has also been updated to reflect the new Balanced Scorecard.</p> <p>The VP Corporate Services highlighted changes in risk scores relating in particular to quality, servicing debt and financial stability, Covid-19 planning and response, apprenticeships and direct entry.</p>

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	<p>The committee discussed the changes in risk scores around finances and Covid-19 and it was noted that at this stage in the academic year it was too early to amend risk scores as there remained too much uncertainty. It was noted that although existing students were now comfortable with online learning there were considerable variances in experience in our new students which reflected the differing experiences through their schools. A blended approach to learning was planned for the time being and students would be supported accordingly.</p> <p>It was RESOLVED to note the Board Assurance Framework.</p>
<p>A20/054</p>	<p>Agenda Item No 11: ESFA Regulatory Audit Self-Assessments.</p> <p>The VP Finance presented the ESFA Regulatory Audit Self-Assessments and noted that there was an additional questionnaire this year addressing issues relating to Covid-19.</p> <p>It was RESOLVED to note the ESFA Regulatory Audit Self-Assessments and recommend their approval to the Board prior to approval by the Accounting Officer and Chair of the Board.</p>
<p>A20/055</p>	<p>Agenda Item No 12: New Risk</p> <p>The committee discussed new risks including issues resulting from positive Covid-19 tests and the potential involvement of the Health and Safety Executive which would be added to the BAF.</p> <p>The Committee also discussed risks associated with Brexit and it was noted that significant amounts of work had been undertaken previously but that the report would be revisited before the end of the year.</p>
<p>A20/056</p>	<p>Agenda Item No. 13: Health & Safety Annual Report</p> <p>The VP Corporate Services presented the Health and Safety report. It was noted that accidents had risen in the previous year mostly attributed to Direct Entry students.</p> <p>It was noted that the lockdown had tested the capacity of the Health & Safety team and significant work had been undertaken in preparation for Phase A and Phase B return to work as well as supporting staff and students working from home.</p> <p>It was noted that risk management formed a key part of the performance management process. The Health & Safety Policy had been reviewed and would be discussed with the Unions before being brought to the Board.</p>

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	<p>The committee noted the huge amounts of work being undertaken by the team and commended their achievements.</p> <p>The committee discussed the issues with Direct Entry students and it was noted that this year had seen a very different start with students settling in well and making good progress.</p> <p>The committee discussed whether it was appropriate to set key performance indicators and it was noted that the audit had highlighted active monitoring. The committee would be kept up to date on performance at future meetings to provide additional assurance.</p> <p>It was RESOLVED to provide future updates to the committee on Health & safety performance.</p> <p>It was RESOLVED to note the report.</p>
A20/057	<p>Agenda Item No. 14: Additional services provided by Internal & external Auditors for previous year.</p> <p>Governors noted the report and additional services provided.</p> <p>It was RESOLVED to note the report.</p>
A20/058	<p>Agenda Item No. 15: Terms of reference update</p> <p>The Clerk noted the changes to the audit code of practice and the update provided by RSM.</p> <p>It was RESOLVED to note the changes to the terms of reference and recommend their approval to the Board.</p>
A20/059	<p>Agenda Item No. 16: Clerks Monitoring of Audit Recommendations</p> <p>The Clerk presented the report and noted that there were no recommendations at the last audit committee as no audit reports had been presented.</p> <p>It was RESOLVED to note the Clerks Monitoring of Audit Recommendations report.</p> <p>It was RESOLVED to incorporate all agreed management actions arising from today's meeting into the Clerk's Monitoring of Audit Recommendations report for future meetings of the Committee.</p>

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<p>The Auditors left the meeting at 17:33</p> <p>SLT left the meeting at 17:40</p>	
A20/060	<p>Agenda Item No. 13: Any other business</p> <p>There was no other business</p>
A20/061	<p>Agenda Item No. 14: Date and time of next meeting</p> <p>Tuesday 8 December Tuesday 9 March Tuesday 15 June</p>

The meeting ended at 5.59 pm

Signed (Chair): **Dated:**