

**Minutes of the meeting of the Audit Committee held on Tuesday 15 June 2021 at 4pm
via Microsoft Teams**

Present: Marie Lang (Chair & Governor)
Sharon Jandu (Governor)
David Shepherd (Governor)

In attendance: Heather Jackson (Clerk)
David Akeroyd (Deputy Principal Development & Productivity)
Tony Johnson (Vice Principal Corporate Services)
Laila Lawton (Vice Principal Finance)
Ken Merry (Vice Principal Quality)
Anastasia Mullen (RSM)
Rob Barnett (RSM)
Abigail Corms (Grant Thornton)
Deborah Watson (Grant Thornton)

PART I – For Publication

Minute	
PROCEDURAL MATTERS	
A21/031	<p>Agenda Item No. 1: Quorum</p> <p>The meeting was quorate.</p>
A21/032	<p>Agenda Item No. 2: Apologies for Absence</p> <p>Apologies were received from Simon Taylor, Lisa Smith (RSM), Tracey Johnson and Gavin Batty.</p>
A21/033	<p>Agenda Item No. 3: Declarations of interest</p> <p>There were no declarations of interest.</p>

<p>A21/034</p>	<p>Agenda Item No. 4: Minutes of the last meeting held on 9 March 2021.</p> <p>The minutes were approved as a correct record.</p> <p>It was RESOLVED to approve the Minutes of the meeting held on 9 March 2021.</p> <p>The minutes were signed by the Chair virtually.</p>
<p>A21/035</p>	<p>Agenda Item No. 5: Matters arising from the last meeting</p> <p>There were no matters arising.</p>
<p>A21/036</p>	<p>Agenda Item No. 6: Rolling action list</p> <p>It was noted that the items in the rolling action list were dealt with later in the agenda.</p> <p>It was RESOLVED to note the Rolling Action List.</p>
<p>A21/037</p>	<p>Agenda Item No. 7: Notification of any other business</p> <p>There were no items of other business.</p>
<p>MATTERS FOR DISCUSSION AND MONITORING</p>	
<p>A21/038</p>	<p>Agenda Item No. 8.1: Progress Report</p> <p>Anastasia Mullen presented the Progress Report. The key financial controls audit had been completed and would be presented at the next meeting. It was noted that there were 4 low actions.</p> <p>Governors noted that RSM were confident that all work would be complete by the end of the year and that there had been no changes to the audit plan since the last meeting.</p> <p>Governors asked if there had been enough time allocated to audits this year and whether there had been enough flexibility and timely responses from the College. Anastasia Mullen noted that there had been no issues and thanked College management for their support.</p> <p>It was RESOLVED to note the Progress Report.</p>

<p>A21/039</p>	<p>Agenda Item No. 8.2: Student Experience – 16-19 Learners</p> <p>Anastasia Mullen presented the Student Experience Report. The report had looked at the impact of Covid on remote delivery for existing and new students ensuring that all students continued to receive appropriate levels of support. The audit had noted that Governors could take substantial assurance that the controls upon which the College relies are suitably designed, consistently applied and operating effectively. There was one low action around keeping students warm.</p> <p>Governors commended the clear support to students which was demonstrated in the report.</p> <p>It was RESOLVED to note the Student Experience Report.</p>
<p>A21/040</p>	<p>Agenda Item 8.3: Risk Management</p> <p>Anastasia Mullen presented the Risk Management Report which aimed to review the overarching risk management framework in place at the College as well as looking in more detail at two risks namely servicing of debt and financial stability and quality. Overall the report found that the controls in place regarding risk management were adequately designed and operating effectively and governors noted that they could take substantial assurance from the report.</p> <p>One action was agreed to update the risk management policy to outline the College’s approach to risk appetite and tolerance.</p> <p>Governors discussed the College Board Assurance Framework and agreed that it worked well but at times could be simplified and it was agreed that work would continue to ensure its natural evolution as a live document.</p> <p>It was RESOLVED to note the Risk Management Report</p>
<p>A21/041</p>	<p>Agenda Item 8.4: Learner Records Apprenticeship Funding Compliance (draft)</p> <p>Anastasia Mullen presented the Learner Records report. This review has been undertaken in accordance with the ESFA’s assurance methodology which is designed to ensure providers manage the key risks relating to the ESFA’s funding and that public funds have been used appropriately and for the purposes for which they were intended. It was noted that the ESFA’s funding rules and requirements in relation to apprenticeship provision have continued to evolve since their first iteration in 2017/18 and therefore the requirements for a learner who started their apprenticeship in 2019/20 are different for a learner who</p>

	<p>started in 2017/18 or 2018/19. 16 management actions had been identified.</p> <p>The Deputy Principal Development and Productivity noted the disappointing results of the audit which had been quickly followed up with an ESFA audit. Governors were assured that that the College was now taking action to address the issues identified.</p> <p>Governors agreed that the results were disappointing and it was agreed that the action plan would be shared with the committee and the Board would be briefed at the next meeting in July. Governors noted that a new online system had been implemented which would check compliance and should improve record keeping. The College was still waiting for the results of the ESFA audit and the two would be combined into one action plan.</p> <p>Anastasia Mullen noted that Apprenticeships were the greatest risk in all colleges due to the complexity of the funding and it was recommended that the area be audited again in the coming year which governors agreed.</p> <p>It was RESOLVED to share the action plan with the committee and provide an update at the next meeting.</p> <p>It was RESOLVED to update the Board on the audits at the next meeting in July.</p> <p>It was RESOLVED to add Apprenticeship Funding to the internal audit plan for 2021/22.</p> <p>It was RESOLVED to note the Learner Records Report.</p>
<p>A21/042</p>	<p>Agenda Item No. 8.5: Business Planning</p> <p>Anastasia Mullen presented the Business Planning report. There had been no findings arising. The audit looked at the business planning arrangements at the College and whether they were sufficient to support the delivery of the College's priorities, aims and objectives.</p> <p>The report provided substantial assurance that the controls that the College relies on to manage business planning are suitably designed, consistently applied and operating effectively.</p> <p>It was RESOLVED to note the Business Planning report.</p>

<p>A21/043</p>	<p>Agenda Item No 9: Internal Audit Plan</p> <p>Rob Barnett presented the Internal Audit Plan and asked the governors for their views on the proposal, ensuring that it covered the key risks, satisfied the requirements of the terms of reference and covered current priorities.</p> <p>Governors were pleased to note that Mental Health and Wellbeing was being reviewed and noted the importance of the Cyber Security audit.</p> <p>Governors noted that the plan responded well to the risks identified, met the requirements of the terms of reference and addressed current issues.</p> <p>It was agreed that Apprenticeship funding would be reviewed again.</p> <p>It was RESOLVED to recommend the Internal Audit Plan to the Board.</p>
<p>A21/044</p>	<p>Agenda Item No 10: External Audit Strategy</p> <p>Deborah Watson presented the External Audit Strategy and introduced Abigail Corns who would be supporting the Barnsley College account.</p> <p>It was noted that significant audit risks in the year continue to be revenue recognition, management override of controls, defined benefit pension liability and going concern.</p> <p>It was noted that there were a number of new auditing standards that impact on the audit work including ISA 570 – going concern and ISA 540 auditing accounting estimates.</p> <p>Governors noted that the final detail on the audit approach to revenue (as a result of recent changes in ESFA guidance and procedure which significantly impacted on the audit strategy and planning) was being finalised as were the costs and governors stressed the need for clarification as soon as possible including a clear demonstration on how the additional fees are valid and required.</p> <p>It was RESOLVED to recommend the External Audit Strategy to the Board for approval subject to final confirmation of the revenue audit approach</p>
<p>A21/045</p>	<p>Agenda Item No 11: Interim Health and Safety Report</p> <p>The Vice Principal Corporate Services presented the interim Health and Safety Report which focused on key activities and policy development. The CSTEM department continues to have the highest level of accidents and the health and safety team were working closely with them to help them improve performance.</p>

	<p>Governors noted the near miss reporting and the actions that were being taken around training and development to support this.</p> <p>Governors also noted that the Covid response had not been relaxed following recent changes in guidelines and they would continue to operate at an enhanced level until July. It was noted the Health and Safety Executive had made another spot check and no recommendations had been made.</p> <p>David Shepherd noted that he had undertaken a link visit in June which would be shared with the board in July. He noted that trends were positive and ensuring that the College and its students and staff remained Covid safe had been managed particularly well.</p> <p>Governors discussed the need for Health and Safety to sign off every risk assessment as this was taking up a disproportionate amount of time. It was agreed that the Vice Principal Corporate Services would be allowed to direct resources where they were needed and risk assessment suitability and sufficiency would rest with the manager and the Vice Principal Corporate Services and that the Committee and Board would provide support and input as required.</p> <p>It was RESOLVED to note the interim Health and Safety Report noting the assurance that it provides.</p>
<p>A21/046</p>	<p>Agenda Item No 12: New Risk</p> <p>The DP Development and Productivity updated the Committee on the three risks identified at the last meeting. As stated earlier the action planning arising from the internal and ESFA audits would be shared with the committees along with regular updates.</p> <p>It was RESOLVED to note the new risk update.</p>
<p>A21/047</p>	<p>Agenda Item No 13: Terms of Reference</p> <p>The Clerk presented the updated terms of reference. It was noted that the recommended amendments reflected changes to the post 16 audit code of practice. The main changes to note included the presentation of findings by the external auditors to the Board (which may simply require that the Chair attend the Audit Committee Meeting, Deborah Watson to confirm) and amendments to reflect departing accounting officers, and subcontracting arrangements. Requirements had also been reflected in the schedule of work.</p> <p>It was RESOLVED to note the proposed amendments and recommend their approval to the Board.</p>

A21/048	Agenda Item No 14: Any Other Business There was no other business.
A21/049	Agenda Item No. 16: Date and time of next meeting Tuesday 5 October 2021

The meeting ended at 17:26

Signed (Chair): Minutes approved by written resolution 2021-1
