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| **MINUTES** | | | | | | |
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| *Audit and Governance Committee No 23* | | | | | | |
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| Date: |  | *02/02/2021 (Tuesday)* |  | Time: |  | *18:00–20:00* |
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| Venue: |  | *Via Teams* |  | Committee: |  | *Audit and Governance* |
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| Notes: |  | *The meeting will be held via video conference.* | | | | |
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| Present: |  | *Barbara Godby, Debbie Clayton, Jane Booker (Chair), Robert Wallace, Robin Newton-Syms and Thomas Cocks* | | | | |
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| Attending: |  | *Alison Robinson (Principal) and Joanne Sherrington (Deputy Principal)* | | | | |
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| Clerks: |  | *Ron Matthews (Clerk)* | | | | |
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| Guests: |  | *Allan Foster and Jane Butterfield* | | | | |
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| ***Public* Minutes** | |
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| Item number: | Item description: |
| (and category) |  |
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| **07.21** | ***Attendance of College Management Staff and Internal Auditor*** |
| ***Decision*** | 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".  The Chair welcomed Tom Cocks, Student Governor, and the Internal Auditor, Jane Butterfield, to the meeting.  **Resolved:**  **That College Management Staff and the Internal Audit representative, Jane Butterfield, attend the meeting.** |
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| **08.21** | ***Apologies for Absence*** |
| ***Record*** | All members of the Committee were present. |
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| **09.21** | ***Declarations of Interest*** |
| ***Record*** | There were no declarations of interest made in respect of the items on the public agenda. |
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| **10.21** | ***Minutes of Previous Meeting*** |
| ***Decision*** | The public minutes of Audit and Governance meeting number 22 held on Tuesday 19 January 2021, published on the extranet, were agreed and signed as a true and accurate record of the meeting. |
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| **11.21** | ***Internal Audit Report*** |
| ***Decision*** | The Internal Auditor, Jane Butterfield, presented a report on the assurance review of Health and Safety.  The Internal Audit reports graded recommendations as operational, routine, important or urgent.  The report on Health and Safety contained three recommendations, two of which were graded important and one as routine.  The first recommendation, graded important, required the policy on Health and Safety to be updated to provide more details relating to property compliance.  The second recommendation, again graded important, required the annual Health and Safety report to include property compliance relating to Gas Safety, Water Hygiene, Electrical Safety and Asbestos Management.  The final recommendation, graded routine, required a formal system of appraising the performance of third party contractors involved in Health and Safety inspections and general property compliance to be introduced in order to enhance performance management arrangements.  Management had accepted all three recommendations.  Members welcomed the style of reporting from the recently appointed Internal Auditors.  **Resolved:**  **That the report be received.** |
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| **12.21** | ***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. The Summary report detailed the outcomes of all outstanding recommendations.  In 2017/2018 out of 21 recommendations, 18 had been implemented, 2 were no longer applicable and 1 relating to data retention had been partially completed.  In 2018/2019 of the 10 recommendations, 9 had been implemented and 1 was no longer applicable.In 2019/2020 of the 20 recommendations 15 had been implemented and 5 partially implemented.  Governors again expressed concern that recommendations from 2017/2018 and 2018/2019 remained outstanding. They requested that these be reviewed and that a realistic completion date for all recommendations be added to the report.  **Resolved:**  **That the report be received.** |
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| **13.21** | ***GDPR - Update*** |
| ***Decision*** | The Audit and Governance Committee considered the report of the Director of Corporate Services, which provided an update on the implementation and operation of GDPR.  The report included details of six data breaches, five being of low risk and one, the cyber-attack in August 2020, being of high risk. All breaches had now been closed.  The report also included details of training, a future audit review, compliance and monitoring and the confirmed appointment of an external consultant, on an eighteen month contract, to assist with the service.It was noted that policy on GDPR was to undergo a review in the coming year.  The Committee would be kept informed of progress with a report at each meeting.  **Resolved:**  **That the report be received.** |
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| **14.21** | ***Statutory Risk Register*** |
| ***Decision*** | Audit and Governance Committee considered the Strategic & Governance Risk Report for 2020/2021 as presented by the Deputy Principal, Finance and Corporate Services. Including in the report was a reference to the risk appetite statement, risk assessment framework and risk heat map.  The Deputy Principal had reviewed the Register and re-ordered it to match the revised Strategic Aims of the College. Governors welcomed the revised report.  **Resolved:**  **That the Strategic Risk Register Report be received.** |
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| **15.21** | ***Data Returns Report*** |
| ***Decision*** | In compliance with the requirements of the ESFA, Audit & Governance Committee considered the Data Returns report.  All submissions had been completed within the required time frames to the funding body. The return due for 4 February 2021 was ready to submit on time.  **Resolved:**  **That the Data Returns Report be received.** |
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| **16.21** | ***Governance Quality Improvement Plan 2020/2021*** |
| ***Decision*** | The Committee considered progress on the Governance Improvement Plan for 2020/2021.It was noted that good progress had been made on targets within the Plan.  The Principal informed Governors of the forthcoming AoC Conference on 8 & 9 February, which included a number of interesting breakout sessions. The College had taken out a subscription enabling staff and Governors to access the on-line conference. Details would be circulated to all Governors together with the programme for the staff CPD day 12 February.  In relation to the proposed training needs analysis, mention was made of previous presentations, run by Heads of Areas, held prior to Corporation meetings, which had proved to be very informative.  The Clerk indicated that he would look at the reintroduction of these presentations and seek preferences from Governors within the training needs analysis.  **Resolved:**  **That the report be received.** |
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| **17.21** | ***Skills Audit 2021*** |
| ***Decision*** | Audit & Governance Committee gave consideration to the Skills Audit Report which had recently been completed by Governors.  The audit would be used in future Governor recruitment and training.Fourteen Governors had completed the survey although the results from the two staff Governors and the Principal had been excluded from the report.  Overall the report indicated a strong Board with a good spread of skills and did not point to any one area where there was a clear deficiency.  Whilst the areas of 'Industry Knowledge of the Land-Based sector', 'Industry Knowledge of the Sports Sector and the College offer in this area' and 'Understanding of Trade Union/Staff Organisations' showed an overall satisfactory level of skill amongst Governors they were also the areas where governors recorded the lowest level of a 'High' knowledge of the subject.  **Resolved:**  **That the Skills Audit be received.** |
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| **18.21** | ***Governor Recruitment*** |
| ***Decision*** | The Clerk reported, following a discussion with the Chair and Vice Chair of Corporation, on the recruitment process to fill the current vacancy on the Board.  **Resolved:**  **That the report be noted.** |
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| **19.21** | ***Governor Training*** |
| ***Decision*** | The date of the Governor Away Event for 2021 was confirmed as Friday 16 April 2021. Subject to lockdown arrangements the event would be held at the FITT Centre.  The Principal and Clerk outlined the proposed agenda for the day. Whilst it was accepted the elements of the day were necessary, opportunities for Governors to engage and talk would be appreciated.  **Resolved:**  **That the report be noted.** |
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