

GRANTHAM COLLEGE

Minutes of a meeting of the Audit Committee held on 28 February 2017 at 0900hrs.

Present	Mike Argyle (Chairman)	Steve Welton	
In Attendance	Paul Deane (Principal)	Ralph Devereux (Clerk)	Graham Hayton-Hill (Observer)
Apologies	Des McHugh		

STANDING ITEMS

15/16 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS AND APOLOGIES

The apology was accepted; the meeting was quorate and no interests had been declared. The Committee Chair welcomed Graham Hayton-Hill as an observer at the meeting.

16/16 MINUTES OF THE LAST MEETINGS AND NOTIFICATION OF URGENT BUSINESS

a. The minutes of the last meeting held on 13 June 2016 and the joint meeting (AC&FC) held on 30 November 2016 were confirmed and signed.

b. There was no urgent business requested.

17/16 MATTERS ARISING

There were no matters arising from the minutes.

18/16 RISK MANAGEMENT (RM) UPDATE

Minutes of the 31 January meeting of the RM Group were included in the papers and informed consideration of the updated Risk Register and Action Plan; the minutes were welcomed as a valuable input and the full attendance was noted

a. Risk Register (RR). No amendments had been made to the register since the last meeting however, some matters were ongoing, the strengthening of sub-contacting monitoring for the BBO contact would be completed in the near future, staff recruitment processes would be scrutinised and data security challenges were considered and discussed in some detail. Cyber security was a widespread and increasingly vulnerable area prompting establishment of robust safeguarding measures together with regular staff training, which was welcomed.

b. RM Action Plan. The RM Action Plan had been updated and it was noted that mitigating actions for Risk 3.9. "Failure to develop a sustainable curriculum offer which is attractive, competitive and meets local needs" would be updated to reflect recent activity.

c. It was noted that Section 3 (Academic) Risks had a high proportion of Significant issues; this had been previously discussed and, after further consideration, it was agreed that that the current level of continual focus and awareness was the most effective mitigation.

a. The information was received.

b. The RM information was recommended to the Corporation.

19/16 FOLLOW UP REGISTER – AUDIT RECOMMENDATIONS

A RAG rated consolidated summary of previously considered points raised in the Audit Committee had been included in the circulated papers; progress with outstanding issues was discussed and accepted. The document included issues recently raised by the building Insurers and assurance was given that necessary action was in hand.

The information was received and noted.

DISCUSSION/DECISION ITEMS

20/16 INTERNAL AUDIT SERVICE REPORTS

The intense priority focus on the recently completed Area Review (AR) and Building 20 work had prompted an arranged delay in the initiation of the IAS Plan for the current year; the committee however took comfort from the detailed AR scrutiny and associated report and noted that there were no IAS Reports for consideration. However, the IAS had provided comprehensive benchmarking data displaying GC favourable performance against other colleges, which was welcomed.

The information was received.

21/16 IMPACT ON STUDENTS

The effect on students of implementation of changes to procedures and decisions had been fully considered in determination of each item and it was agreed that there would be considerable and direct benefit to students accruing from the effects of implementation of the PIAP.

22/16 URGENT BUSINESS

There had been no urgent business requested.

23/16 DATE OF NEXT MEETINGS

The next meeting would be at 0900 on 19 June 2016