

## **GRANTHAM COLLEGE AUDIT COMMITTEE MEETING**

### **Minutes of the Meeting held on 9 March 2022, 18.30 Via Microsoft Teams**

**Present:**

Mr M Argyle	Audit Committee Chairman / Lay Member
Mrs C Brocklebank	General Member

**In Attendance:**

Mr P Deane	Principal & Chief Executive
Mrs A Harrison	Director of Finance
Mr A Macdonald	RSM
Mrs J Taylor-Holmes	Clerk

*Agenda: There were no changes to the agenda.*

1	<b>AC/22/101 - Apologies for absence</b>	
	Apologies were received from Mr A Joy, General Member. Apologies were also received from PFK Cooper Parry.	
2	The Committee welcomed Mrs C Brocklebank to her first Audit Committee meeting. Mr A Macdonald, RSM was welcomed to his first meeting.	
3	<b>AC/22/102 – Confirmation of eligibility, quorum and declarations of interest</b>	
	No notice had been received of any member becoming ineligible to hold office. The meeting was quorate and there were no declarations of interest in agenda items.	
4	<b>AC/22/104– Minutes of the previous joint meeting on 13 January 2021</b>	
	Amendments - Item 10 – first is on truth and fairness and the second is on assurance. Item 24 – in to if. Second 'reserve' is the balance sheet total. Item 81 – LEP Board to member of the Lincolnshire County Council Employment & Skills Commissioning Board	
5	<b>Resolved</b> – Subject to the amendments, the minutes of the previous joint Audit and Finance & Resources Committee meeting held on 8 December 2021 were approved as a true and accurate record.	
6	There was no urgent business notified.	

7	<b>AC/22/104 - Matters Arising</b>  There were no relevant matters arising.	
8  9  10  11  12	<b>AC/22/105 Audit Follow Up Register</b>  Mrs A Harrison, Director of Finance presented the Audit Follow Up Register which provided an update on action taken against recommendations received in previous audits.  Mrs Harrison confirmed that the register didn't include the Audit recommendations presented to this meeting, but previous reports.  It was noted that the register was colour coded. Committee members reviewed the register and noted that there were no red rated actions and many green rated actions.  Mrs Harrison explained that the follow up internal audit was due in April, the follow up register would be reviewed and updated following the completion of the audit.  <b>Resolved</b> - The Committee received the Register of Audit follow up points.	
13  14  15  16	<b>AC/22/106 Risk Management Update</b>  Mrs Harrison presented the Risk Management Update.  Mrs Harrison provided the minutes of the Risk Management Group meeting held on 22 <sup>nd</sup> February 2022, the current risk register and the risk management action plan. Also included were the IoT and LEP energy centre risks and it was noted that these had been updated.  Committee members reviewed changes to the risk register, and agreed that there were no areas of concern. Committee members noted that there was an action plan in place and also that the risk register was reviewed once per term. Mrs Harrison confirmed that all risk owners were asked to review and update their risks before the meeting.  Mrs Harrison commented that the cyber security risk rating had been reduced due to investment and changes made to strengthen defences against cyber threats. It was noted that the threat had raised in relation to Russian activity however, specific action had been implemented to mitigate against some of those issues. A presentation and update on actions taken had been provided to the Finance and Resources Committee. Mr P Deane, Principal & Chief Executive commented that there had been no direct issues at the College however, there were examples in local Colleges being victim of cyber-attacks.	

17	Committee members asked about insurance cover in place. Mr Deane confirmed that the College held a good level of cover, which included an App to provide potential alerts. In the circumstance should there be an attack, the insurance company would effectively take over the management of the matter.	
18	Mr Deane confirmed that students were supported and provided information about keeping safe online, including the importance of backing up work.	
19	Committee members asked about the progress in relation to the new T-Level provision. Mr Deane explained that the College was currently in the recruitment phase, both for students and employers for the placement opportunities. Mr Deane commented on the challenges faced in setting up placement opportunities due to the ongoing impact of COVID. Funding had been offered around T-Level equipment but there would be a requirement for the College to match. At the moment, there was some uncertainty about which courses would run and whether placements would be arranged. A firm decision was required in the next few months. It was noted that the Priory Ruskin Academy was advertising for T-Levels to commence September 2023. Mr Deane commented that he felt that the College was in a positive position regarding the Care T-Level.	
20	Committee members noted the changes to the Risk register.	
21	<b>Resolved</b> - The Committee received the Risk Management Report.	
<b>AC/22/107 Relevant Sector Information</b>		
22	Mrs Harrison commented that there had been information circulated by the AoC detailing the risk around recruitment and retention of staff. This had been circulated to Committee members.	
23	Mr Deane commented that the increase in the starting salary for school teachers to £30,000 may have a further impact on staff recruitment and retention.	
24	There was no additional relevant sector information to report.	
25	<b>Resolved</b> - The Committee received the Relevant Sector Information.	
<b>AC/21/108 Internal Audit Reports</b>		

26	Mr A Macdonald, RSM presented the Internal Audit Report, there had been one report finalised; Risk Management.	<b>Action: RSM June 2022</b>
27	Mr Macdonald shared the plan and the progress against other audits, it was noted that progress against plan was on target. It was noted that an initial meeting had been arranged in April to discuss the 2022/23 plan. Feedback from Audit Committee members would be required and the draft would be provided to the June meeting.	
28	In relation to the Risk Management Internal Audit report, the highest level of assurance; substantial assurance opinion had been received.	
29	The report had reviewed compliance against the Risk Management framework, governance and reporting arrangements. Risk Authors had been interviewed as part of the process about their understanding of the processes. No management actions had been identified.	
30	Committee members commented on the positive review.	
31	<b>Resolved</b> - Committee members received the Internal Audit Report and update.	
<b>AC/22/109 – Audit Committee Terms of Reference</b>		<b>Action: Mrs Taylor-Holmes &amp; Mrs Harrison June 2022</b>
32	Mrs Taylor-Holmes, Clerk presented the revised Audit Committee Terms of Reference.	
33	Committee members noted that the changes had been made as a result of the changes to the Post-16 Audit Code of Practice. The main changes had been identified in the report and included the requirement to ensure that specific training is available for governors who sit on the Audit Committee.	
34	Mrs Taylor-Holmes explained that the changes were also mirrored by changes in the AoC Code of Good Governance.	
35	It was agreed that Mrs Taylor-Holmes and Mrs Harrison would work together to update the workplan of the Committee to ensure that all matters were appropriately scheduled for consideration within the year.	
36	<b>Resolved</b> - Committee members recommended the Audit Committee Terms of Reference for approval to the Board.	
<b>AC/22/110 Matters for Specific Report to the Corporation</b>		
37	The following item was recommended to the Board for approval; Audit Committee Terms of Reference.	

38	<p>It was agreed that the following items would be reported to the Corporation;</p> <ul style="list-style-type: none"> <li>• The Audit Follow up report had been received and it was pleasing to see no red rated actions.</li> <li>• Relevant Sector Information had been received and the risks around staffing in the sector were noted.</li> <li>• Committee members had had a good discussion around the risk of a cyber security attack and noted the mitigation which had been introduced in this area.</li> <li>• Committee members had received substantial assurance in relation to the Risk Management internal audit report. Noting that there were no management actions identified.</li> </ul>	
39	<p><b>AC/22/111 Urgent Business / Any other Business</b></p> <p>There being no further business the meeting closed.</p>	

**Date of next Meeting:**

Wednesday 22 June 2022, 18:30 - Conference Room / remote via MS Teams

Signed as a true and accurate record

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Chairman

Date

Agenda Item	Description	By whom	By when
AC/21/108 Internal Audit Reports	It was noted that an initial meeting had been arranged in April to discuss the 2022/23 plan. Feedback from Audit Committee members would be required and the draft would be provided to the June meeting.	RSM	<b>June 2022</b>
AC/22/109 – Audit Committee Terms of Reference	It was agreed that Mrs Taylor-Holmes and Mrs Harrison would work together to update the workplan of the Committee to ensure that all matters were appropriately scheduled for consideration within the year.	Mrs Taylor-Holmes & Mrs Harrison	<b>June 2022</b>