

Minutes of a Meeting of the Audit Committee held on Monday, 20<sup>th</sup> June 2016 at 5.00pm in F027 of the College.

Present: Andrew Oldham (Chair); Norma Boyes; Sarah Graham; Sarah Farquhar.

Apologies: Claire Madden

Also present: Karen Wilson, Deputy Principal; Lyn Carroll, External Auditor; Mark Ashton-Blanksby, Internal Auditor; Jane Murray, Clerk

**09/16**      **Minutes**

**Agreed** - that the minutes of the meeting held on 22 February 2016 in the Boardroom of the College be agreed and signed as a correct record.

A re-ordering of the agenda was agreed to consider all reports before tracking issues and next year's plan.

**10/16**      **Declarations of Interest**

The Clerk declared an interest in Minute No 13/16, were there to be any issues the Committee particularly wanted to raise. No such issues were received and it was agreed, therefore, that there was no reason for any withdrawal.

**11/16**      **Internal Audit: Learner Destinations**

The Internal Auditor had given substantial assurance on the audit, with 1 medium and 3 low recommendations. In summary, these were about a re-design of the collection questionnaire (which had already been underway); whether an in-house approach represented value for money; evaluation of the response rates to inform future collection; and with respect to the medium recommendation, a more proactive approach to the use of destination data in curriculum planning.

All of the recommendations were accepted, as work had already been underway following the Ofsted report.

Asked whether in-house reporting was cost effective, it was felt that outsourcing would be in the region of £25,000 and so it was felt that the in-house option did represent value for money.

It was queried ( and subsequently agreed) whether there was a second action, which was not just the better use of data in curriculum planning, but the demonstration of improved analysis through the better use of data.

Agreed – that the second action be added to the Tracking Reports.

**12/16**      **Internal Audit – Follow Up**

The internal auditor was able to give substantial assurance that all the recommendations had been completed apart from one, which had been partially implemented and was progressing to completion. He was able to confirm that management reporting of progress against recommendations had been transparent and honest.

**13/16**      **Corporate Governance**

The internal auditor was able to give substantial assurance with one low recommendation arising with respect to attendance of some Governors which was well below expectations. The Search and Governance Committee were aware of this issue and had agreed to consider again during annual review in the autumn.

The size of the Board was questioned and the Clerk was able to report that the Search and Governance Committee did regularly consider the size of the Board and felt that there was a good representation of both skills and sector, which had been the strategy over a number of years. The Internal Auditor added that there were some Boards which were larger than 18.

**14/16**      **Post-Ofsted Review Part II**

The Internal Auditor had given reasonable assurance that work was progressing. He was unable at this stage to give a higher assurance rating as there required to be evidence of impact before this could be verified. This would come with success rates.

The Internal Auditor felt there had been improvement in the Post Inspection Action Plan with clear links to the inspection report. However, it was felt that the plan could be better prioritised with timescales and the Deputy Principal was able to confirm that the Strategic Management Team was already underway with this.

The impact of more robust performance management of teachers would come with the success rates, although it was acknowledged that there continued to be significant work to do. This had a bearing on teaching, learning and assessment grades.

Asked about work experience, there was some discussion about both the definition of work experience and the capture of the experience at

college. It was felt that the 57% currently being quoted was a very process driven figure, that did not include other elements of work experience (eg CV planning).

It did not help that even Ofsted inspectors did not seem to have a common understanding of the definition. The Internal Auditor undertook to provide the College with the most up-to-date definition that they were using.

**15/16**      **Internal Audit**

Most of the recommendations had been discussed in the preceding reports. Of those remaining, it was noted that the Area Review Team had considered and understood the class size/financial viability issue in the context of the location.

It was questioned why a review of procurement cards had not taken place. The recent restructure had impacted on this recommendation and it was not scheduled to take place over the summer.

**16/16**      **Internal Audit Plan 2016-17**

This had been drawn up following Governor consideration of the risk register during the last meeting, discussion with the Principal and Deputy Principal and following the auditor's own analysis of the risk register and PIAP.

The Committee were content with the proposed plan, but questioned some of the timing, in particular whether the Performance Management Framework review was too late in term 3 to impact for Ofsted purposes and it was asked whether this could be moved early in Term 2.

**Agreed –**

- 1) That the internal auditor would rework timings as agreed above;
- 2) That the internal audit plan be recommended to the Board.

**The meeting closed at 6.45pm**