



Audit Committee

Monday 23rd January 2017

Minutes

Present:

Governors:

Fernando Garcia
Milton McIntosh
Hem Savla (Chair)

Co-opted Governor:

Heidi Dixon

In Attendance:

Carol Kirkland
John Rubinstein
Beth Yap

1.	Governance
2.	Minutes of the Previous Meeting
3.	Matters Arising
4.	Review of Audit Action Plan
5.	Internal Audit Plan 2016-17: Preliminary Planning
6.	Fraud Report
7.	Additional Audit
8.	Health & Safety and Environment
9.	AOB
10.	Dates of Next Meetings

Minute	Decision or Recommendation	D/R
9.0	To approve the College's health & safety policy for the next academic year.	D

1. Governance

1.1 Apologies for Absence

Katie Feld. Shaz Saraf was absent without apologies.

1.2 Declaration of Interest

None.

2. Minutes of the Previous Meeting

2.1 The minutes of the meeting of 21st November 2016 were approved and signed by the Chair.

2.2 As no part of the minutes was deemed to be confidential, these would be uploaded to the College website in their entirety.

BY to upload to web

3. Matters Arising

3.10.0 Carol Kirkland confirmed that meetings have taken place with the electrical engineer and the plan is to replace the electrical panel. This would allow for the re-balance of difference phases across the campus whilst providing the option of increasing the power supply at a future date. In addition to this, the College will also be adding a meter to monitor the electrical usage in the Finches and the Caretaker's Lodge. This will allow BEAT to pay for its own usage. The figures for the Caretakers lodge would be for information only.

- 5.0 Katharine Patel, *Buzzacott*, has confirmed that the new lease and subsequent income received from the Finches would not impact the College accounts. Carol Kirkland to chase Katharine regarding further information on training for governors on wrongful trading.
- 10.0 The Committee received an updated version of the audit reports conducted by OfficeTest.

Action

4. **Review of Audit Action Plan**

The Committee reviewed the audit action plan noting the actions that have been completed since the last meeting.

The Committee discussed the outstanding actions relating to Capita and questioned why many of these had not yet been completed, as they involved the generation of standard reports. Carol explained that now the College has served notice to Capita, it is no longer a priority for them and has to chase even more. The Committee were reminded that the College is still investigating current payroll providers with a view to starting a contract from 1st April 2017.

The Committee then reviewed the action plan as a result of the audits conducted by OfficeTest noting that 8 of the 14 actions have been completed since the last meeting.

The Committee discussed in detail the evacuation procedures for visitors who may be disabled and the requirement for a Personal Emergency Evacuation Plan (PEEP). Carol explained that this is something she is currently working on.

5. **Internal Audit Plan: Preliminary Planning 2016-17**

The Committee reviewed the preliminary planning document as drafted by Buzzacott and agreed that the following areas would be reviewed as part of the internal audit:

- Follow up work (10 hours)
- Payroll/HR (20 hours)
- Purchasing & procurement (15 hours)
- Student records audit (10 hours)
- Key Financial Controls – BACS payments (5 hours)
- Data Protection Policy (7 hours)
- Risk Register (7 hours)

The Committee were informed that the internal audit conducted by Buzzacott would take place on the week commencing 20th March 2017.

At the request of the Board, the Committee went on to discuss the Modern Slavery Act and were presented with the national guidelines. The Principal drew attention to the fact that the act is only relevant to private or public companies who:

- Have a global turnover of over £36 million; and
- Carries on a business, or part of a business, in any part of the United Kingdom.

The Committee agreed that as the College is so far away from this threshold figure, no action would to be taken at this stage. However the Committee

agreed that this might apply to companies who provide a service to the College and if there were any doubt in this area the College would cease trading with them

6. Fraud Report

None.

7. Health & Safety and Environment

Carol Kirkland informed the Committee that there have been 63 incidents since the start of the academic year, compared with 45 this time last year. The Committee were made aware that this increase could be due to safeguarding instances now being included on this register. It was agreed that as there is a separate log for safeguarding instances these need not be included under health and safety. Carol also confirmed that none of these incidents required RIDDOR notification and had not been caused by any negligence of the College.

The Committee reviewed the College's health and safety policy noting the tracked changes. The Committee made a number of minor grammatical amendments and the Chair of the Committee would sign the amended version at the next meeting.

Action

8. AOB

The Committee questioned whether the College had received any information regarding 3G pitches increasing the risk of cancer. Carol Kirkland explained that when this was first mentioned in the press she contacted the FA who confirmed that they have found no evidence of this in their research.

9. Dates of Next Meetings

20 th March 2017	Board Meeting
15 th May 2017	Audit Committee
10 th July 2017	Board Meeting

The meeting concluded at 7:12pm