



## Audit Committee

**Monday 27<sup>th</sup> January 2020**

### Minutes

**Present:** Heidi Dixon  
Funmi Esuola  
Angela Hille  
Matthew Konneh (Chair)

**In Attendance:** Carol Kirkland  
John Rubinstein  
Beth Yap

1.	Governance
2.	Minutes of the Previous Meeting
3.	Matters Arising
4.	Review of the Audit Action Plan
5.	Internal Audit – Preliminary Planning 2019-20
6.	Fraud Report
7.	Health & Safety and Environment
8.	GDPR Update
9.	Risk Management Plan
10.	AOB
11.	Dates of Next Meetings

Minute	Action, Decision or Recommendation	D/R/A
7.	To approve the Health & Safety Policy.	D

#### 1. Governance

##### 1.1 Apologies for Absence

Zubair Shaikh.

##### 1.2 Declaration of Interest

None.

#### 2. Minutes of the Previous Meeting

2.1 The minutes of 18<sup>th</sup> November 2019 were reviewed and approved as an accurate record of the events that had taken place.

2.2 It was agreed that, as there was nothing confidential, the minutes would be uploaded to the College website in their entirety.

#### 3. Matters Arising

8. The Committee was informed that the Whistleblowing Policy had been amended to reflect governors' comments from the previous meeting.

#### 4. Audit Action Plan

The Committee reviewed the audit action plan, noting the actions that had been completed since the last meeting and discussing in detail those that remain

outstanding.

The Clerk confirmed that, following the Board's decision at its December meeting, College email accounts are now being created for governors, starting with the Chairs of Committees.

Heidi Dixon confirmed that she is waiting for feedback from JISC regarding whether to progress with Cyber Essential or Cyber Essential Plus accreditation.

Finally, the Clerk confirmed that she is currently drafting the Data Protection Impact Assessment policy and procedures.

## **5. Internal Audit – Preliminary Planning 2019-20**

The Committee reviewed the proposed areas for the 2019-20 internal audit. Governors were also reminded that, at its last meeting, the Board requested that 'student learner numbers' are reviewed as part of the audit this year.

After a lengthy discussion and consideration of recently audited areas, it was agreed that the 2019-20 audit would consider:

- Risk management
- Free school meals and bursary
- Safeguarding
- GDPR action plan
- Senior management expenditure
- Student Learner Numbers

The Committee agreed that the hours for each area should be finalised with Buzzacott and noted that the cost of the audit was expected to be £7.5k.

## **6. Fraud Report**

None.

## **7. Health & Safety and Environment**

The Committee was presented with the Health & Safety Policy noting a number of minor cosmetic changes from last year. After some additional amendments from governors, the Committee approved this policy.

Carol Kirkland informed the Board that, so far this year, there have been 61 incidents involving both staff and students. The majority of incidents occurred either offsite, on the 3G pitch or were due to a recurring illness. Carol informed the Committee that five ambulances were called but only one incident resulted in a student going to hospital. The Committee noted that none of these incidents required RIDDOR notification.

However, Carol then went on to inform the Committee of the accidents that have taken place during College lets, due to a leak in the sports hall. Carol confirmed that the College has been unable to locate the leak and so has had to cancel some lets.

Decision.

In addition to this, there was recently an accident on the 3G pitch which resulted in an ambulance being called. However, the ambulance was unable to get access to the College due to the way the cars were parked in the College car park. Carol confirmed that she has ordered parking signage and is looking into marking the pavements and roads where possible.

**In response to a question from governors**, Carol confirmed that weekend lets include the hall, classrooms, learning zones and the 3G pitch and during this time there is one caretaker on site.

## 8. **GDPR Update**

The Committee was informed that there had been 1 breach since its last meeting, making a total of 3 this year. The Clerk confirmed that none of these breaches had been reported to the ICO and these were all caused by human error, such as incorrect email recipients.

## 9. **Risk Management**

John Rubinstein presented the College's risk management plan, explaining that student enrolment is above target (1,482) and will not change now for the rest of the year. **In response to a question from governors**, John explained that German, Religious Studies and humanities have had a smaller take up this year.

John explained the College's new Assistant Principal has changed the focus of the Safeguarding Team, who now refer students to available support services rather than counselling them directly.

The Committee was informed that there have been no IT failures since the last meeting but the repair of the fibre optics will be taking place in February 2020.

The Committee noted that the Maths School project is taking up much of the SLT's time with regular meetings with Imperial College. The Committee was also reminded that the academisation process is due to commence shortly and this would include a consultation of stakeholders.

John confirmed that, due to a change in Ofsted policy, the College would receive an inspection this calendar year. This is due to the prioritisation of institutions that have not been inspected for five years or more. John reminded the Committee that a reduction of the College's Ofsted grade to 'good' is a possibility, especially given the recent maths results and value-added score.

John confirmed that the College has recruited a high calibre of staff this year but has not received many applications for the current economics and biology vacancies.

Morale of staff is currently good but the College is mindful of future events that may affect this such as the opening of the maths school, an Ofsted inspection and academisation.

John informed the Committee that funding for next year looks to be very positive with an increase of around £800k from this year. **In response to a**

**question from governors**, this includes an increase in basic funding per student and additional weighting for STEM subjects. However, some of this may be swallowed up by a larger staff pay increase.

**10. AOB**  
None.

**11. Dates of Next Meetings**

23rd March 2020	BOARD
18th May 2020	Audit Committee
6th July 2020	BOARD

The meeting concluded at 7:05pm.