



## BOARD OF GOVERNORS AUDIT COMMITTEE

### MINUTES OF A MEETING OF THE AUDIT COMMITTEE HELD AT VIA ZOOM ON WEDNESDAY 16 FEBRUARY 2022

		<u>Meeting Attendance</u>
PRESENT:	Stuart Taylor (Chair)	(2 out of 2)
	Rob Lewis	(2 out of 2)
	Anthony Haines	(1 out of 2)
	Mobolaji Alabi	(2 out of 2)
	Nathan Garat	(2 out of 2)
IN ATTENDANCE	Gillian May (Group Principal & CEO)	
	Graham Try (Deputy CEO)	
	Daniel Canham (Mazars)	
	Mohan Ratnam (Head of Finance)	
CLERK	Lynn Payne	(2 out of 2)

### **PART I**

<u>MINUTE</u> <u>No</u>		<u>ACTION</u>
	<b>The meeting started at 4pm.</b>	
1.	<u>Apologies for Absence</u> There were no apologies for absence.	
2.	<u>Declarations of Interest</u> No Member declared a conflict of interest with the agenda.	
3.	<u>Minutes of the Previous Meeting Held on 24 November 2021</u> The minutes of the meeting of the 24 November 2021, having previously been circulated to all members, were agreed as a true record and would be electronically signed by the Chair. <b>All Members were agreed.</b>	
4.	<u>Matters Arising of the Previous Meeting held on 24 November 2021</u> It was noted that all matters arising had been actioned or would be covered on within the agenda.	
5.	<u>Standing Agenda Items</u> a) <u>Risk Register 2021/22</u> This item was presented by the Group Principal. Members were advised that the key additions to the register were in relation to Safeguarding. The internal audit of Safeguarding had been completed in January 2022 and there had been an updated and revised Prevent Register. In addition, processes were now established for reporting and tracking sexual harassment and peer on peer abuse.  The new curriculum strategy for Langley was presented to the Board in February, identifying opportunities for the return of Entry Level and Level 1 provision to Langley. There was also a HE and Apprenticeship growth strategy.  On student outcomes, in-year retention at R04 showed an improvement across the College Group, with noticeable improvements at Langley College.  In relation to future funding risks, there was now a full curriculum plan, reviewed and updated	

**MINUTE**  
**No**

**ACTION**

in January 2022 and the ESFA funding model had indicated an improved funding picture for 2022/23, included in the revised financial forecast.

In terms of IT security, there was a review of the new specification of cyber essentials and the changes the organisation would need to implement in order to achieve this status.

The Group Principal went through all the risks. It was acknowledged there was a need to continue to seek opportunities to diversify income.

Members asked for the business continuity plan and disaster recovery plan, to be on the next agenda in June, for consideration.,

**Clerk**

**Members noted the report.**

b) Notification of Incidents of Attempted or Actual Fraud Identified

There were no matters to report.

c) Log of Outstanding Recommendations from Internal and External Audit Reports

It was noted that all outstanding recommendations had been implemented.

**The report was noted.**

6. Internal Audit Reports

The internal auditors, Mazars, presented their report.

The first report was in relation to Governance and the report gave a finding of substantial assurance with no recommendations.

The second report was the internal audit progress report. It was noted progress against the audit plan for 2021/22 was good. The field work on Safeguarding and Prevent had been completed, with the report to follow.

**The report was noted.**

7. Good Practice Guide on the Scope of Work of the Audit Committee

Members noted the good practice guide, and were reassured in their work as a committee, as there was nothing of any significance to report.

**The report was noted.**

8. Evaluation of Meeting

Members were happy that the structure of the papers was easy to follow, the content of the papers clear, and that information was sufficient to support decision making and recommendations. The length of time of the meeting was considered about right and the time spent on each agenda item appropriate. Members felt they had added value, in particular on the discussion of the risk register, and that they had made appropriate challenge.

9. Dates and Times of Future Meetings

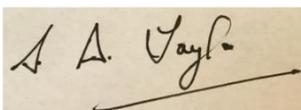
The date and time of the next meeting was noted as being:

Scheduled for 5pm on: Wednesday 8 June 2022

10. Any Urgent Business

There were no other items of business raised.

**The meeting ended at 4.30pm.**



Chair:

Date: 8 June 2022