**CORPORATION OF SIR GEORGE MONOUX COLLEGE**

**Minutes of the Meeting of the Audit Committee (Ordinary Business)**

**held on 16 June 2020**

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| **Present** | Riddhi Bhalla (Chair), Kwame Atta, Talia Chirouf (agenda 1-7). |
| **In Attendance** | David Ball (Vice-Principal: Corporate Services), Chris Rising (MacIntyre Hudson: Internal Audit Service), Sudhir Singh (MacIntyre Hudson), Robert Smith (Clerk to the Corporation), David Vasse (Principal). |

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| **1** | **Apologies for Absence and Quoracy**  Apologies were received from the following member of the Committee: Caroline Evans.  The meeting was quorate until terminated because of the lack of a quorum.  Owing to the present public health emergency the meeting was held online. |
| **2** | **Declarations of Interest**  None. |
| **3** | **Minutes of the Previous Meeting (10 March 2020)**  It was noted that the draft minutes had been approved by the Chair of the Committee for circulation.  The minutes were approved as a correct record of the business transacted, and *prima facie* evidence of the proceedings to which they relate. |
| **4** | **Matters Arising from the Minutes (10 March 2020)**  In relation to Minute 17, it was reported that the draft Reserves Policy is to be considered in the first instance by the Resources Committee at the meeting to be held on 23 June 2020, and that the Committee has the power, if it sees fit, to approve it on behalf of the Corporation. |

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| **5** | **Update from the College Risk Committee and Discussion of the Impact on the College of Covid-19**  It was noted that the impact of Coronavirus is far reaching across every aspect of the College but that the Risk Committee had attempted to categorise these under seven headings monitored by the relevant staff and committees: |

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|  | **.** | financial viability – weak relationships with schools and prospective learners (overseen by the External Relations Committee); |
|  | **.** | failure to implement an effective College Improvement Plan (overseen by the Quality and Performance Committee); |
|  | **.** | work experience and employer engagement is weakened as fewer companies agree to take placements owing to Covid-19 (overseen by the External Relations Committee); |
|  | **.** | use of performance data is insufficient to manage risks (overseen by the Quality and Performance Committee); |
|  | **.** | Covid-19 social distancing means that many of the College’s behaviour levers (e.g. blocking cards, or observing the 10-minute rule concerning admission to lessons) will be removed, leading students to fall into unproductive habits (overseen by the Quality and Performance Committee); |
|  | **.** | owing to Covid-19 continuing students will have missed a large portion of education, making it hard for them to achieve well and take forward the full benefit of learning the whole curriculum (overseen by the Quality and Performance Committee); *and* |
|  | **.** | risks specifically attending the re-opening of the College during the public health emergency. |

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|  | The following documents were also received and considered: |

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|  | **.** | Risk Assessment Attending the Proposed Re-opening of the College to a Wider Group of Staff and Students with effect from 15 June 2020; *and* |
|  | **.** | Risk Assessment 2020-21 (with particular reference to a failure to maintain high quality education and to sustain improvements in the College’s reputation whilst managing the impact of the coronavirus (Covid19) pandemic during the said academic year. |

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|  | In relation to the Risk Assessment Attending the Proposed Re-opening of the College to a Wider Group of Staff and Students with effect from 15 June 2020, it was noted that: |

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|  | **.** | as at the date of the meeting, its measures had already been put into effect; |
|  | **.** | the following risks had been identified, with measures put in place to mitigate their effects, namely:  *Spread of Covid-19 infection at College.*  *Poor communication to students adversely affecting engagement and compliance.*  *Staff wellbeing adversely affected.*  *Student welfare adversely affected.* |
|  | **.** | whilst re-opening in June will enable students, staff and the organisation to gain confidence in social distancing, health and well-being are the College’s priorities, with actions and arrangements based on a survey of rooms and their safe capacity; |
|  | **.** | it is anticipated that, under these arrangements, there might be approximately 250 students on site at any one point, being 20% of normal attendance, drawn from Year 1, Level 3 and Level 2 cohorts; |
|  | **.** | staff who are vulnerable and/or are living with people who are vulnerable will be supported to continue working from home; |
|  | **.** | there will be painted 2 metre queuing markers outside the college, including to the sides of the front entrance for those occasions when queues are at their longest; |
|  | **.** | the College has procured sufficient hand sanitiser for at least the Summer Term; |
|  | **.** | the College has contactless thermometers for use in checking students on entry; |
|  | **.** | all students are required to use hand sanitiser on entry to classrooms and the Learning Resources Centre (LRC); |
|  | **.** | tape has been purchased which will enable the College to mark out distances inside buildings and establish queuing protocols; |
|  | **.** | a significant quantity of masks and gloves have been procured to meet the needs of all staff for this period and beyond - some staff are being offered the use of visors; |
|  | **.** | safe distancing is being applied to the LRC (both seating and service); |
|  | **.** | the Zone is being used for staff to work in order to reduce the number of people working in smaller offices, thereby allowing for social distancing and good ventilation, student entry to the area to talk to a member of staff being managed by a Campus Officer; |
|  | **.** | all rooms and spaces, including offices and classrooms, have a maximum capacity number (including visitors) clearly displayed; |
|  | **.** | managers are agreeing with staff arrangements to work from home so that services continue to run but with fewer employees on site; |
|  | **.** | corridors have one-way only access and there is no student access through the Zone; |
|  | **.** | managers and support staff are present in corridors at changeover times to ensure compliance, clearly demonstrating social distancing themselves; |
|  | **.** | other than the most sensitive spaces, such as laboratories, doors are open and students are able to avoid waiting in corridors; |
|  | **.** | first aid and security checks (i.e. activities entailing close proximity with students) are being largely avoided with students being sent home if unwell and with security searches (if deemed necessary) carried out by instruction at a distance; |
|  | **.** | students showing signs of being unwell are being directed to an isolation room and sent off site as appropriate without undue delay – the room will be deep-cleaned after use, and staff using it room will wear personal protective equipment (PPE); |
|  | **.** | two key messages had been released to students and parents. 1. Week commencing 18 May – the general plan for college re-opening, drawn from this plan. 2. Week commencing 1 June – a reminder of key advice and instructions on safe distancing and what to expect at college; |
|  | **.** | a virtual service on MS Teams for question etc, is helping to reduce the number of students queuing to talk face-to-face in the Reception area; |
|  | **.** | in general, there will be no visitors (e.g. parents) to the College during June; |
|  | **.** | in line with national guidance, students are currently advised to hold Friday prayers at home, with access to the prayer room having been restricted at present; |
|  | **.** | the enhanced cleaning service that was instigated at the start of March is being continued and, in addition, classroom desks are being wiped down with disinfectant once each group of students leaves; |
|  | **.** | entry and exit times are being controlled to prevent over-crowding on buses; |
|  | **.** | there are limited spaces for meetings, but some outside spaces have been dedicated for this purpose (e.g. the gardens either side of the Zone) - meetings are generally discouraged; |
|  | **.** | some outdoor spaces have been set up for outdoor workshops; *and* |
|  | **.** | students are being asked to eat outdoors, though there is some capacity in the canteen – in poor weather some students may need to eat in the room in which their workshop is being held. |

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|  | It was further noted that an audit of all classroom spaces in the College had revealed that most classrooms can typically accommodate 9–12 persons with safe distancing of desks, though some can only accommodate a smaller number. Typically, a classroom can accommodate only 35-45% of the students who would normally be scheduled to occupy it, though there are other classrooms that are under-utilised in June because Year 2 courses have finished.  In this regard it was also noted that: |

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|  | **.** | a room (or rooms) is allocated to an individual teacher for that teacher’s exclusive use; |
|  | **.** | teachers had been able to check their work area and college arrangements prior to the return of students; |
|  | **.** | teachers contact their students directly, issuing invitations to those they wish to bring in for a specified lesson on a specified date, being careful not to exceed the safe limit for the allocated room; |
|  | **.** | students respond directly to teachers; |
|  | **.** | teachers will take registers against the list of invited students only, with invitees not attending being marked absent and followed up in the usual way; |
|  | **.** | teachers are encouraged to continue some online delivery instead of using all lessons for small group invitations; |
|  | **.** | teachers’ invitations are logged centrally to allow checks on anticipated numbers and to plan the flow. |
|  | **.** | students cannot come on site independently but once on site (by invitation) can use the LRC etc (space permitting); |
|  | **.** | similar invitation arrangements can be made by other staff (e.g. mentors or UCAS tutors), using as far as is possible the central log to know when students are otherwise coming in; *and* |
|  | **.** | with AL1 students especially in mind, the term allows for an additional week of teaching (to 3 July) using the same safe numbers format as set out above. |

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|  | In relation to the Risk Assessment 2020-21, the main focus of which is to make good any learning deficits which may have arisen from the present year’s arrangements it was noted that the following risks had been identified, with future mitigating actions shown in italicised text below: |

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|  | **.** | the College fails to adequately reduce the risk of staff and students contracting coronavirus (Covid-19) when it responds to DfE guidance on social distancing.  *A plan for safe college operation from mid-August and throughout the Autumn Term is to be determined once DfE guidance is available (expected July 2020). All adaptations to college site to have been made by 10 August.*  *Curriculum delivery models will cover a range of potential scenarios.* |
|  | **.** | the College is unable to accommodate all learners for timetabled lessons and induction activities from September 2020 owing to continuing social distancing rules.  *Induction activities will be delivered by teachers in classrooms and, where most appropriate, via online media.*  *A blended model of online learning and classroom-based delivery is to be designed by CSLT by July 2020 for implementation from September 2020.*  *Temporary additional space is to be available if required (marquee tent).* |
|  | **.** | There is inadequate preparation and provision for remote learning in the event of further closure.  *Budget planning for 2020/21 includes funds for the acquisition of additional laptops and accessories for online teaching.*  *Bursary funding and hardship funds are to be applied to support students without access to technology at home.*  *Increase IT/Web staffing in order to develop the College’s online learning environment.*  *July 2020 training for staff on online learning exemplary practice.* |
|  | **.** | The College fails to meet its enrolment target as a consequence of reduced liaison and marketing and/or a changed enrolment and travel patterns in London.  In this regard, the college considers itself as vulnerable in this regard as a high proportion of students travel from outside of the borough on public transport. There is a further risk presented by the likely suspension of free TfL transport for under-18s.  *Promotion of the College as a safe space through marketing channels.*  *Financial Forecast for 2021/22, including adjustments to expenditure, will be presented to the Corporation in January 2021.*  *The marketing plan for 2020/21 will be drawn up to respond to social distancing protocols and include the development of virtual tours.*  *Enrolment and induction are to be reorganised to adhere to social distancing requirements.* |
|  | **.** | The college fails to respond to the welfare needs of students.  In this regard, the college considers that there are two current issues relating to welfare which are connected; Covid-19 and the racial inequality this has accentuated and recent/continuing protests.  *Talent Lab activities/sessions, Passport and induction will reflect challenges to mental health and personal safety of lockdown and the economic impact of Covid-19, with specific themes to include racial inequality, domestic violence, FGM, online sexual exploitation, bereavement and social anxiety.*  *Staff update on safeguarding trends and data (August 2020).*  *Extended opening hours and Saturday opening will provide further support.*  *Effective support of students whose progression is conditional by ensuring that initiatives such as Talent Lab, Entry Period and ‘Reach Up’ are able to continue despite Covid-19 measures such as staggered timetabling.* |
|  | **.** | Disadvantaged, vulnerable students and those with pre-existing health concerns/conditions are disproportionately affected by the social effects of Covid19.  *Technology plan to enable students who are unable to attend college from September 2020 to access learning from home (recorded lessons, online tutoring etc.).* |
|  | **.** | Essential training and updating for safeguarding and Prevent is not completed due to closure and constraints on staff availability.  *An online training update is scheduled for June 2020.*  *Organisational strategy is to address the impact of Covid-19 on BAME staff and students.* |
|  | **.** | Students’ academic progress is below target and improvements in outcomes are not sustained as a result of reduced contact time and access to appropriate resources/facilities.  *Further training for curriculum staff (July 2020) and continuing support by Learning Coaches.*  *Budget provision to be made for additional teaching (e.g. Saturdays) and extended opening hours from September 2020.*  *Summer School provision to be made for A level students.* |
|  | **.** | Failure to meet financial targets due to increased expenditure in managing Covid-19 recovery and/or loss of income, includes impact of additional costs, damage to loaned IT equipment, reduced lettings, catering losses etc.  *Provision to be made in the 2020/21 budget for loss of income and damage to equipment.* |
|  | **.** | Students do not have the opportunity to develop workplace knowledge and skills, including by a reduction in work experience/placements.  *Maintain contact with employer contacts to understand the likelihood of work experience resumption.*  *The development of virtual links with employers, linked to the Monoux Student framework.* |
|  | **.** | Students suffer a loss of motivation and/or aspiration and do not work hard, and behaviour worsens.  *Induction for all students in September 2020 will include a revised Readiness to Learn strategy and “responsible behaviours” guidance.*  *Introduction of a tracking system for online learning (i.e. student engagement and participation).* |
|  | **.** | Staff wellbeing and ability to maintain a healthy work-life balance is adversely affected by the on-going demands of responding to the pandemic.  *Continuing support for flexible working from September 2020.*  *A newly established 2-week half-term holiday in October/November will support staff needs in the Autumn Term.* |
|  | **.** | GDPR compliance failure by staff working from home.  *All staff are reminded of key controls at the start of remote working periods.* |
|  | **.** | The Corporation and its committees are unable to conduct regular business due to social distancing and the differing availability of governors.  Online meetings will continue for the foreseeable future.  An agreement is in place to extend the terms of office of Governors due to leave the Corporation in 2021.  The use of Chair’s action has prevented delays in decision-making. |
|  | **.** | College leaders fail to maintain clear and productive communication with key stakeholders (students, parents/carers, prospective students) resulting in poor engagement and dissatisfaction.  *Daily management review of activities on site will enable the College to be responsive to continuing Covid-19 disruption.* |

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|  | The Principal confirmed that the plans attending re-opening are operating as intended as at their second day of implementation.  Twenty percent of students have been invited to attend the College at staggered times, with two thirds of the teaching staff present on site (also at staggered times). Actual student attendance is lower owing, it is reported, to parental objections to use by students of public transport.  Those attending to date have complied readily with the arrangements made by the College for its safe operation, and senior management presence to ensure compliance has not been proven necessary.  It was confirmed that the term ends in early July, but that provision may be made for a short extension to accommodate the needs of some students.  In relation to the 2020-21 academic year, it was noted that the most immediately pressing issues are: |

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|  | **.** | providing a safe environment for summer school activities; *and* |
|  | **.** | reviewing how employer engagement activities can be best managed. |

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|  | It was agreed that it will be crucial in the outlook period to model different ways of delivering the curriculum, conserving the best elements on online delivery in a “blended learning” provision. It is believed that such provision will help to combat the virus, uplift the skills of staff and students, and reduce pressure on the College estate.  In response to a question from Talia Chirouf, it was confirmed that, owing to data protection legislation and attendant regulations, the College has no access to information about the health of individual students or of those with whom they have come into contact unless it is volunteered by the students themselves or is evident from observing them.  For the internal audit service, Chris Rising complimented the College on the depth and thoroughness of its risk documentation in relation to operating during the public health emergency, comparing it favourably to what he had observed in comparable institutions.  The Vice-Principal: Corporate Services confirmed that, owing to the College’s major dependence on public funding, which had been maintained throughout the period of closure, the coronavirus emergency had not, to date, had a major impact on revenues and costs, but that revised 2020-21 estimates of income and expenditure will be considered by the Resources Committee at the meeting being held on 23 June to take account of any deferred effects and other changes to assumptions since February.  Members agreed that key areas of risk had been identified and that the mitigating actions are appropriate and, in so far as can be judged at present, seen to be operating effectively. |

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| **6** | **Reports from Other Committees on the Monitoring of Risk**  Minutes of the monitoring of board level risks by other committees were received for information. The Audit Committee was satisfied with the approach taken by each Committee.  Particular attention was paid to the report from the meeting of the External Relations Committee held on 1 June 2020, which had been primarily concerned with how and with what degree of success levels of student recruitment are being maintained in the prevailing adverse circumstances. It was noted that student recruitment remains a key area of risk for the College and, whilst the outcome is still unknown, much effort and work is going into meeting the College’s recruitment target. It was noted that the College has introduced new online methods of engaging with potential new students and is adapting to the circumstances presented by Covid-19. In light of these efforts the College remains optimistic about recruitment goals but the challenge presented by current circumstances is also well understood.  The minutes of the meeting, approved for circulation by the Committee Chair, were noted in this regard.  It was reported that interviews of existing applicants are expected to be completed by the end of June, provided that contact with them can be securely made. Other measures, such as an online Q&A, social media content providing “keep warm” activities, as well as disseminating to applicants and others the College’s success in providing a safe learning environment during the emergency, were also noted. It was agreed that opportunities for progress to the more competitive university courses is likely to be unparalleled in the current year owing to the relative absence of overseas students, and that it is in their own interests for the College’s students to seize the opportunities thus afforded rather than delay applications until more “normal” times.  It was recognised that the families of students are likely to be adversely affected by the anticipated recession following the economic “lockdown”, and that students themselves may struggle to survive financially through reduced employment opportunities. |

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| **7** | **College Disciplinary Policy (Students)**  The Positive Behaviour Framework 2019-20 (student disciplinary policy), together with a short report from the Vice-Principal: Student Services and Recruitment setting out levels of student exclusions in the current and preceding year, was received and considered.  It was noted that the Framework is due for substantial review before the commencement of the 2020-21 academic year.  The Principal outlined the benefits to the College of improved standards of behaviour and attitudes to study consequent on measures taken to address previous endemic issues. As a result, the bar for acceptable progress had been raised whereby students now face sanctions in circumstances where they might not have previously been applied. The Committee agreed and acknowledged that in general discipline and student behaviour have vastly improved under the current leadership of the Principal and SLT.  The future focus will be on internalising the framework of behaviour and attitudes to study such that students are intrinsically motivated to pursue important self-development goals without the overt imposition of stated objectives. In other words, that students perceive it to be in their own interests to work hard and productively as a member of the College community, rather than merely adhere to rules set by others in authority, so that in time the rules themselves may need less emphasis.  It was confirmed that staff had been consulted on the existing document, and will be consulted over its revision or replacement.  Students are required to physically sign up to the document as part of induction.  The following points were made by the Committee in the context of the document’s revision or replacement, namely that: |

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|  | **.** | a statement of the framework of expected student behaviour and attitudes to study should be separated from that prescribing measures taken in the event that standards are not met; |
|  | **.** | the framework concerning student behaviour and attitudes to study should include expectations related to online curriculum delivery, both as a reflection of its present central importance and in view of its possible future role as an element in “blended learning”; |
|  | **.** | the document setting out relevant disciplinary measures needs to be written at a level of detail which reflects the formality of the processes described and the potential seriousness of their outcomes, including explicit differentiation of the operation of the various strategies entailed, as well as a clear definition of relevant terms (e.g. Duty Principal); *and* |
|  | **.** | the document setting out relevant disciplinary measures should also prescribe those attending student suspension. |

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|  | The Chair of the Committee stated that a replacement set of documentation is required as an important priority, and that its first draft should be shared with her so as to enable the Committee to comment on its provisions, with a final document submitted for consideration by the Audit Committee at its next meeting. |

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| **8** | **Accelerated Learning Academy**  It was noted that Corporation scrutiny of the activity is to be conducted by the Quality & Performance Committee (in relation to curriculum and assessment issues) and the Resources Committee (in relation to finance). |

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| **9** | **Internal Audit Business where a Status Update is Required from the College**  It was noted that a single internal Audit recommendation had remained uncompleted as at the November Audit Committee meeting, namely:  *The College’s website and prospectus should be updated to detail the service standards of the College in terms of response rates to enquiries, applications and managing the interview process.*  It was reported that, following the introduction of a new online application process, the website and prospectus have been duly updated as part of the same exercise, and that applications are currently at or above 2019-20 levels.  In addition, there had been five External Audit recommendations relating to Free School Meals, of which two had already been implemented, with the other three not yet due completion, or applying only to future years.  The Committee expressed its contentment with the progress reported. |

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| **10** | **Internal Audit Reports 2019-20**  It was noted that six out of seven reports due to be reported to the meeting are the subject to formal reviews received, but that the seventh review (concerning IT) had not been completed owing to the public health emergency. In all but one of the six areas reported on, auditors have provided substantial assurance. The Committee was troubled by the observation that DBS checks for 16 employees were delayed due to Covid-19. Assurance was given to the committee that in all 16 cases the DBS renewal will be completed at the earliest possible opportunity.  The IT network team had been pivotal in maintaining online services to students. Of the three team members, one is in the most vulnerable category and did not return to work until recently. It was agreed that this report would be circulated to the Committee when it is completed.  Completed reports were received concerning the General Ledger, risk management, compliance with the General Data Protection Regulations (GDPR), safeguarding, engagement with schools, an course viability & resource utilisation.  The following assurances and recommendations had been received in relation to each report: |

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|  | **.** | General Ledger: substantial assurance (no recommendations). |
|  | **.** | Risk Management: substantial assurance, attended by the following recommendations: |

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|  |  | **.** | as a recommendation of medium-level importance, a risk appetite statement should be prepared for approval by the Corporation supported by the operational elements of the risk management framework (e.g. the risk scoring methodology should address risk appetite) and by the monitoring and review of risks (e.g. through discussions at senior management level concerning the level and acceptability of key strategic risks); *and* |
|  |  | **.** | as an advisory recommendation, that the College’s Risk Management Policy requires enhancements to identify that all staff are responsible for risk management. |

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|  |  | It was reported that the above recommendations had been accepted for implementation. |
|  | **.** | GDPR Compliance: substantial assurance, attended by a recommendation of low-level of importance, namely that a log for the review of collection instruments be maintained by the Data Protection Officer, which recommendation had been accepted for implementation when circumstances allow. |
|  | **.** | Safeguarding: adequate assurance, attended by the following recommendations: |

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|  |  | **.** | as a recommendation of medium-level importance, that HR records and procedures be reviewed to ensure that a monthly review of staff DBS checks is undertaken to identify and take action in respect of those staff due to be renewed; |
|  |  | **.** | in response to a recommendation of medium-level importance, it was agreed that a safeguarding induction session for a member of the Corporation appointed in April 2019 will be conducted by the Assistant Principal: Student Services and Recruitment using a remote training method; |
|  |  | **.** | as a recommendation of low-level of importance, to update the Safeguarding Policy to include provision for recording the various levels of training within the College, specifically time periods for training, timing in relation to completion of induction sessions, and specific requirements for those requiring enhanced training; *and* |
|  |  | **.** | as a recommendation of low-level of importance, to ensure that policies and procedures are revised to include the latest publication issued by the Department for Education (currently September 2019), the revision to be signed off by an appropriately senior individual for this area. |

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|  | **.** | School/Employer Engagement: substantial assurance, attended by a recommendation of medium-level of importance, namely that value-for-money reports in relation to marketing should be available to inform its activities, which recommendation had been accepted for report to the External Relations Committee. |
|  | **.** | Course Viability and Resource Utilisation: substantial assurance (no recommendations). |

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|  | In relation to the report on safeguarding, it was further reported in response to questions that: |

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|  | **.** | all recommendations had been accepted by the College management for implementation; |
|  | **.** | safeguarding training will be conducted for all staff at the conclusion of the present term; *and* |
|  | **.** | the sixteen members of staff without current DBS checks had been scheduled for re-checking at the start of “lockdown”, and their renewed clearances are now being pursued as a matter of priority – in this regard, it was noted that three-year renewals are regarded as best practice, but not required by law, though the College should nevertheless continue to abide by best practice in this instance. |

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|  | The Committee expressed itself satisfied with the reports provided and the College’s response to recommendations made. |

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| **11** | **Financial Statements Audit Strategy 2019-20**  A proposed audit strategy prepared by the Financial Statements Auditor was received and considered.  It was noted that the audit will be conducted by a team separate from that concerned with internal audit at the College and is supervised by a different audit partner.  It was also noted that there is a revised Statement of Recommended Practice (SORP) and accounts direction handbook relevant to the audit.  It was further noted that significant audit risks had been identified to attend income, the scope for management overrides, future plans in the context of the going concern concept (including the impact of the public health emergency), and related party transactions, and that these risks are reflected in the risk assessment approach to be used.  Critical areas for audit, constituting continuing significant risk for the College, comprise capital expenditure, key financial controls, income recognition, and the going concern concept.  A fee of £15,900.00 exclusive of VAT, with additional fees estimated at £1,500 owing to inefficiencies arising from the Covid-19 pandemic, and a further fee of £1,000 for second partner review, were confirmed for the audit.  It was finally noted that an impending change to ethical auditing standards, applicable from the 2020-21 year, will prevent the appointment of the same firm as both internal and external (i.e. financial statements) auditors and that, dependent on the Corporation’s priorities, this might have an immediate impact since the internal audit programme is due to be approved at the Committee’s next meeting. It was agreed that the Committee Chair, the Clerk to the Corporation and the Vice-Principal: Corporate Services would discuss the position and make a recommendation to the Committee.  The proposed audit strategy was recommended for approval by the Corporation at the meeting to be held on 7 July 2020. |

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| **12** | This agendum and subsequent business were not taken owing to the lack of a quorum.  The Clerk to the Corporation confirms that business transacted prior to Agendum 12 was validly transacted. |

**List of Actions Arising from This Meeting**

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| ***Minute*** | ***Person Responsible*** | ***Action*** |
| **7** | Principal  Chair of the Audit Committee  Other members of the Audit Committee  Clerk to the Corporation | A replacement set of documentation regarding the control of student behaviour and attitudes to study to be undertaken as a priority, with its draft shared with the Chair of the Audit Committee in the first instance.  The drafts be circulated for comment to other members of the Audit Committee.  Members of the Audit Committee to send their comments to the Committee Chair.  Provision be made on the agenda of the next meeting for consideration by the Committee of the final documentation. |
| **11** | Chair of the Audit Committee, Clerk to the Corporation and Vice-Principal: Corporate Services | To discuss the implications of the revision to ethical auditing standards, and how the Committee shall be consulted. |