**CORPORATION OF SIR GEORGE MONOUX COLLEGE**

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

**held on 26 January 2021**

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| **Present** | Riddhi Bhalla (Chair), Kwame Atta, Adenike Betiku, Talia Chirouf. |
| **In Attendance** | Hussa Ali (Finance Manager), David Ball (Vice Principal: Corporate Services), Paul Goddard (Scrutton Bland: Internal Audit Service), Robert Smith (Clerk to the Corporation), David Vasse (Principal). |

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| **1** | **Apologies for Absence and Quoracy**  No apologies had been received. The meeting was quorate. |
| **2** | **Declarations of Interest**  None. |
| **3** | **Minutes of the Previous Meeting: 14 November 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: 14 November 2020**  It was noted that in relation to:  *Minute 6:* the corrected Risk Management Report had been circulated to committee members by the Vice-Principal: Corporate Services.  *Minute 9:* the report on Free School Meals (FSM) benchmarking remains pending since, owing to lockdown, it had not been possible for the Vice-Principal: Student Services and Recruitment to satisfactorily progress the matter at the present time.  *Minute 10:* the corrected Annual Report and Accounts had been circulated to committee members as part of the papers for the 15 December 2020 Corporation meeting.  *Minute 12:* the corrected Annual Internal Audit Report 2019-20 (MacIntyre Hudson) had been circulated to committee members as part of the papers for the 15 December 2020 Corporation meeting.  *Minute 13:* the resolution to appoint Scrutton Bland to provide internal audit services from the 2020-21 financial year had been approved at the 15 December 2020 Corporation meeting.  *Minute 18:* the Audit Committee Annual Report had been received at the 15 December 2020 Corporation meeting.  There were no other matters arising except those dealt with elsewhere on the agenda. |
| **5** | **Internal Audit Plan 2020-21**  The proposed internal audit plan 2020-21, prepared by Scrutton Bland in consultation with relevant College officers, was received, together with (for context) the Internal Audit Annual Report 2019-20 and associated internal audit plan, prepared by the previous internal auditor and considered by the Committee at earlier meetings.  It was noted that the following reviews, selected by reference to the College Risk Register, had been proposed:  *Student Recruitment*  *Student Participation, Progress and Retention*  *Covid-19 Risk Management Strategies and Business Continuity*  *Human Resources Management*  *Cyber Security / IT Infrastructure*  Members referred to the scope of internal audit coverage in previous years in order to determine the best use of resources in 2020-21.  It was noted that Ofsted had reported positively on the measures taken by the College in response to the public health emergency (in the process enabling the College to benchmark its performance against other providers), and that the College is less exposed than many providers to the risks attending business discontinuity owing to its more secure income streams. For this reason, it was decided to omit the proposal to audit Covid-19 Risk Management Strategies and Business Continuity.  Because of the difficulties prospectively faced by the Corporation in terms of membership succession, it was agreed that an audit of corporate governance be included in the 2020-21 schedule of internal audit work, with a particular focus on effective governor recruitment and succession planning.  It was agreed that the audit of Student Participation, Progress and Retention should include a review of the pastoral care provided by the College.  It was also agreed that the audit of Cyber Security & IT Infrastructure assumes particular importance in the context of increasing cyber-attacks on external organisations providing essential services to the College, and that the audit of HR will be timely owing to staff changes within the department and the difficulties of conducting recruitment, including recruiting safely, in the period of the pandemic.  It was noted that a number of financial areas not subject to recent internal audit are reviewed by the financial statements’ auditor, who has not raised any attendant concerns.  A number of areas were proposed for review in 2021-22, some to gauge the effects on policy and operational effectiveness of relevant staff changes at management level. These were agreed to include at this stage Building Efficiency & Property Management, Health & Safety, Payroll, other aspects of corporate governance, and Work Placements (with, for the latter, a particular emphasis on how the College re-engages post-pandemic on what is at present an unknown timescale).  The internal audit service was asked to revise the draft Plan to reflect decisions taken at the meeting. It was noted that the exact scope of the audits would be discussed and agreed with relevant college and corporation officers.  Request was also made for an additional column to be included in Appendix A showing the outline proposals for the 2021-22 year, and for Section 5 of the Plan, currently shown alphabetically, to be re-ordered to reflect the significance of various areas of activity in the light of the College’s risk register. |

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| **6** | **Dates and Times of Remaining Meetings in the 2018-19 Year**  The following approved dates and times were noted:  ***Tuesday 9 March 2020 (5.30pm)***  ***Tuesday 15 June 2020 (5.30pm)***  It was also noted that, for the protection of members and the College, the 9 March 2021 meeting will be held online.  Whether subsequent meetings are held physically or online will be determined by the public health situation as it affects participants at the time. |
| **7** | **Any Other Competent Business**  None. |

**List of Actions Arising from This Meeting**

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| ***Minute*** | ***Person Responsible*** | ***Action*** |
| 5 | Internal Audit Service | To revise the Plan as described in the final paragraph of Minute 5. |