

Minutes of the Risk & Audit Committee Meeting Held on Thursday 14 May 2015 – Principal's office

Present:	Bob Gildie (Chair)	Alex Dobinson	Chris Humpage <i>(from 4:35pm)</i>
	James Beddow		
In attendance:	Bruce Balicki (DP Finance & Resources)	Paul Goddard (Scrutton Bland)	Theresa Cope (Clerk to the Corporation)
	Nick Spenceley (Principal)	John Revill (Vice Principal)	

40/14 Apologies for Absence

No apologies had been received.

Action

The Chair formally welcomed JB to the committee.

41/14 Eligibility & Quoracy

All members were eligible and the meeting was quorate.

42/14 Declaration of Interests

No declarations of interests had been received.

43/14 Minutes of Previous Meeting (10 March '15) & Progress Against Matters Arising

The minutes of the previous meeting held on 10 March '15 were agreed as an accurate record and were signed by the Chair.

There were no matters arising.

44/14 Report of Actions Taken by the Chair on Behalf of the Corporation

There were no actions to be reported.

45/14 Principal's Report

The Principal gave a brief update on the report given to the last meeting.

The result of the General Election was now known. No guarantees had been given with regards to 16-18 funding. It was anticipated that this could be subject to further cuts; details of which would be given in the Chancellor's Autumn Statement.

Applications were at their highest level and enrolments were expected to exceed target.

46/14 Internal Audit Reports

- **Assurance Mapping**

This was based on the College's top level risks as identified in November '14. There were 6 levels of assurance overall.

The committee agreed that this was a useful document and as previously agreed, the key risks would be looked at every quarter with the full Risk Register being reviewed on

an annual basis. **The committee requested that this report be submitted quarterly.**

- **Staff Performance Management**

This audit was part of the 2014/15 Internal Audit Plan.

- **Learner Progress Monitoring**

The audit had been carried out in September '14 to review the implementation of the Promonitor system. A verbal update was provided on the work that had carried out since the audit.

The report was recommended to the Standards committee.

(NS left the mtg @ 16:55 & rejoined the mtg @ 16:58).

- **Learner Recruitment**

The purpose of the audit was to look at the process between application and enrolment. The audit had shown some very strong processes had been developed.

47/14 Risk & Assurance Progress Report

This item was for information. PG advised that Fixed Asset Register validation would be presented to committee at the next meeting on 23 June '15.

This would complete internal audit's annual work.

48/14 Sector updates

- **AoC Code of Good Governance for English Colleges**

PG gave an overview of the new voluntary Code. Particular attention was drawn to paragraph 6.11 that stated the board should ensure effective arrangements were in place for the management and quality assurance of data. This assurance should include a statement on data quality from the Audit committee.

(PG left the mtg @ 17:14)

49/14 Urgent AoB

There were no items of AoB for consideration

The meeting finished at 17:45

The next meeting will be held on Tues 23 June 2015