



MINUTES

GOVERNORS: Craig O'Donnell (Chair)
Caroline Allen

ALSO ATTENDING: **Internal:**
Frances Wadsworth (Principal and Chief Executive)
Keith Oxspring (Chief Operating Officer -COO)
Jo Bland (Director of Human Resources)

Auditors
Mike Cheetham (RSM)

CLERK: Evan Williams

APOLOGIES Mark Wilson

QUORUM The meeting was not quorate

TIMING 6.10 – 7.20 pm

Item no,		
11.14.	Apologies for Absence The Chair opened by welcoming those present to the meeting. Apologies had been received from Mark Wilson. It was noted that the meeting was not quorate. It was agreed to hold the meeting as there were no agenda items that required the recording of decisions the main items on the agenda were for reporting purposes.	Chair
11.15	Declarations of Interest No additional interests were declared	
11.16.	Minutes of the Meeting Held on 8 November 2016 The Minutes were approved as an accurate record and were signed by the Chair.	
11.17	Matters arising from the Minutes not already on the Agenda There were no matters arising and all actions from the previous meeting had been completed.	

<p>11.18</p>	<p>Internal Audit Progress Report <i>Supporting paper presented by Mike Cheetham, RSM</i></p> <p>MC informed the committee that the internal audit plan had been approved by the Audit Committee in June 2016. The report provided a summary update on progress made against the plan. He advised that the Health & Safety report was a separate agenda item.</p> <p>MC reported that the assignment areas were proceeding according to plan with Staff Utilisation and Risk management/Board assurance due to be reported on in March 2017 with HE Data quality, Governance, Learner number systems, Key Financial controls due to commence in April and be reported on in June 2017.</p> <p>KO and JB spoke to section three of the report – Management actions outstanding.</p> <ul style="list-style-type: none"> - Key Financial controls – IT equipment inventory to be checked and signed for annually – due for completion in July 2017 - Learner number systems - this report is being developed - Safeguarding - new risk assessment pro-forma in place. - Subcontracting controls - payments are being made within 30 days in line with SFA requirements. <p>There were no questions.</p> <p style="text-align: right;">The Committee received the report.</p>	
<p>11.19</p>	<p>Health & Safety Audit Report <i>Supporting paper presented by Mike Cheetham, RSM</i></p> <p>MC informed the committee that the Board can take substantial assurance that the controls upon which the organisation relies to manage this area are suitably designed, consistently applied and operating effectively.</p> <p>MC advised that two medium priority areas had been identified as requiring management actions:</p> <ul style="list-style-type: none"> - H&S training not being completed by new starters within a timely manner - Lack of a formal system for escalating high risks identified from risk assessments <p>KO informed the committee that H&S training was being actioned as part of the induction and probation process and staff were being trained within 6 weeks.</p> <p>High risks were now being reported to the Health & Safety Advisor for immediate action and then subsequently to the H&S committee.</p> <p>CO raised a point raised by Mark Wilson via email that there had been a sharp rise in minor incidents such as minor cuts being reported. KO advised that this was due to the College actively encouraging accidents to be reported including near misses. Often the case linked to greater awareness.</p>	

	<p>CO noted that a great deal of the H&S reporting was related to physical aspects of H&S and asked what the College was doing with regard to mental health? JB informed the committee that the stress management policy was being updated. CO thanked JB and confirmed that awareness was key.</p> <p>There were no further questions.</p> <p style="text-align: right;">The Committee received the report</p>	
11.20	<p>Partnership Audit report <i>Supporting paper presented by Mike Cheetham, RSM</i></p> <p>MC informed the committee that SFA Financial memorandum for 2015/16 contained a new clause regarding an annual subcontracting assurance requirement. He advised the committee that the College worked with two providers (sub-contractors).</p> <p>MC advised that the College has a framework of control in place for sub-contracting and that it is operating a planned and that there were no actions arising from the RSM review.</p> <p>There were no further questions.</p> <p style="text-align: right;">The Committee received the report</p>	
11.21	<p>Risk Management <i>Supporting paper presented by the Principal</i></p> <p>The Committee received the termly assurance report on risk management processes and an overview of the current approach to risk and the format of the risk register was provided for the benefit of new Committee members. The Executive Team had reviewed the risk register which had been refreshed and OP2 updated and advised currently there were no suggestions that scores should be changed.</p> <p>A discussion ensued around risks being faced by the Chairs Strategy group with social media risks and reputational if the new college development did not go ahead.</p> <p>CO asked if there was a need for specialist communications.</p> <p>FW advised that she was in discussions with a communications specialist as a precautionary measure.</p> <p>There were no further questions.</p> <p style="text-align: right;">The Committee received the report</p>	
11.22	<p>Private discussion - auditors and the Audit Committee</p> <p>The Auditors indicated that they did not wish to raise any matters confidentially with the Committee</p>	
9	<p>Dates of future meetings</p> <p>6 June 2017 at 6.00pm</p>	

10	Any other business KO advised that Bill Lumsden had left BDO and that the new contact would be Kyla Bellingall. There were no other urgent items of business.	
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The meeting closed at 7.14pm

Chair signature

Date