

SANDWELL COLLEGE

Minutes of a Meeting of the Audit Committee
held on Tuesday 20 March 2018
in the Principal's office, at Central Campus,
commencing at 8.00am

Present:- Mr. J. Britton (Independent)
Mr J. Uddin (Independent) (part)

In Attendance:-

Mr. D. Hawkins	Executive Director for Finance and Resources
Mr S. Morom	Interim Executive Director for Finance and Resources
Mrs. E. Scofford	Clerk to the Corporation
Ms L. Tweedie	RSM

Apologies

Ms. R. Jenkins	(Independent)
Mr T. Mahmood	(Independent)

The meeting was not quorate.

U18.7 Welcome
The Chair welcomed all present to the meeting.

U18.8 Declarations of Interest

There were no declarations of interest.

U18.9 Apologies

Apologies were received from Ms R Jenkins and Mr T Mahmood.

U18.10 Minutes of the meetings of the Audit Committee held on:
Tuesday 28 November 2017 (Informal Notes)
Monday 26 February 2018

The minutes were agreed as a true and accurate record and were signed by the Chair.

RESOLVED THAT:

U18.11 Matters Arising

Financial Year-End 2016/17 – the Clerk confirmed that the financial accounts for 2016/17 had been approved by Governors on 13 December 2017, had been signed and filed as appropriate.

U18.12 Internal Audit Reports 2017/18

18.12.1 Internal Audit Progress Report 2017/18

Ms Tweedie presented the report. Two reports have been issued in draft: Apprenticeships and IT which are both complex and high profile areas. The final versions of the reports will come through at the end of the year.

Apprenticeships - current issues facing the sector were outlined relating to evidence of negotiated prices.

IT – it was acknowledged this was an area which constantly evolved. The College acknowledged that the audit was likely to identify a number of recommendations related to IT security.

RESOLVED THAT: the Internal Audit Progress Report 2017/18 be received and noted.

- U18.13 SFA Annual Assurance Assignment – subcontracting controls 2017/18
Verbal update given by the Executive Director, Finance & Resources. A reassurance of sub-contracting controls is usually given at this time of year but Ms Tweedie advised that updated guidance would be issued later than usual as the ESFA intend to make changes to the scope of the audit work from due diligence to more detail on sub-contracted apprenticeships and more testing of learner related records. Governors noted that most colleges are reducing their sub-contracting commitments.

RESOLVED THAT: the update on the SFA Annual Assurance Assignment be noted.

- U18.14 Register of Outstanding Internal Audit Recommendations
The Executive Director, Finance & Resources, presented the report. Governors noted the contents. There were no areas of particular concern.

- 18.14.1 Marketing Annual Report – it was recognised that the Principal’s Report to Governors includes a regular marketing update and marketing is a regular area of focus for the Principal and SLT. Action to be amended to reflect that Hannah James, the new Head of Marketing, would take over this action point from Simon Griffiths, and would prepare a termly report to SLT which will be copied to Governors as necessary.

Clerk to amend Register.

Clerk

RESOLVED THAT: the Register of Outstanding Internal Audit Recommendations be received and noted.

- U18.15 Risk Management Report
The Executive Director, Finance & Resources, presented the report. Key points highlighted included:

- 18.15.1 The number of risks identified on the Register have been reduced in recent years but are increasing slightly now.

- 18.15.2 NFP
NFP

RESOLVED THAT: the Risk Management Report be received and noted.

- 18.16 Health & Safety Report

The Executive Director, Finance & Resources, presented the half-yearly update on Health & Safety. Key points included:

- 18.16.1 There have been 28 accidents to date so far this year. More reporting on accidents and incidents has been taking place.
- 18.16.2 Incidents have reduced. There has been a significant improvement in behaviour over the last few weeks. There is a security presence on every bridge, with Heads of Section also sitting on every bridge to ensure behaviour is kept under control.
- 18.16.3 Fire safety – ESFA representatives are to visit the College over the next few months to review the College’s cladding with a view to checking the report and steps taken by the

College. The Fire Engineer will be in attendance at the meeting.

- 18.16.4 Fire doors – the government has tested fire doors following the Grenfell Tower fire and has discovered that fire doors meant to be secure for 30 minutes only lasted 15 minutes. The recommendation is that fire certificates are in place for all doors.
- 18.16.5 The College is up to date and compliant in all areas thanks to the work of the Health & Safety Manager.

RESOLVED THAT: the Health & Safety Report be received and noted.

18.17 **Any Other Business**

18.17.1 NFP

19) Determination of Confidential Items

- QAA
- LEP funding

20) Date and time of next meeting
Tuesday 19 June 2018, 8.00am

The meeting ended at 8.50am