

Minutes of the meeting of the Audit Committee held on Tuesday 5 March 2024 at 4pm

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| Present:       | <p>Marie Lang (Chair &amp; Governor)<br/>         Carol Cooper-Smith (Governor)<br/>         Emma Dawson (Co-opted member)<br/>         Mark Fogarty (Governor)<br/>         George Graham (Chair &amp; Governor)<br/>         Matt Mills (Governor)</p>  |
| In attendance: | <p>Heather Jackson (Clerk) (by Teams)<br/>         Jason Barnard (Director of MIS)<br/>         Gavin Batty (Deputy CEO)<br/>         Shaun Cook (Vice Principal Curriculum)<br/>         Tony Johnson (Vice Principal Corporate Services)<br/>         Laila Lawton (Vice Principal Finance)<br/>         Jess Leech (Vice Principal Students) (by Teams)<br/>         Sue Slassor (Vice Principal Quality)<br/>         Lisa Smith (RSM)<br/>         Aaron MacDonald (RSM)<br/>         Richard Buckby (TC Group) (by Teams)</p> |

*PART I – For Publication*

| Minute             |  |
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| PROCEDURAL MATTERS |  |
| A24/001            | <p>Agenda Item No. 1: Quorum</p> <p>The meeting was quorate.</p>   |
| A24/002            | <p>Agenda Item No. 2: Election of New Chair &amp; New Member</p> <p>George Graham left the meeting at 4.05.</p> <p>The Director of Governance presented a paper on the election of a new Chair for the Audit and Risk Committee.</p> <p>George Graham was proposed as the new Chair and was duly elected by all Governors present.</p> |

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| Minute  |  |
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|         | <p>It was RESOLVED to elect George Graham as the Chair of the Audit and Risk Committee with immediate effect.</p> <p>George Graham returned to the meeting.</p> <p>Matt Mills left the meeting.</p> <p>Matt Mills was proposed and elected as a new member.</p> <p>Matt Mills returned to the meeting.</p> |
| A24/003 | <p>Agenda Item No. 3: Apologies for Absence</p> <p>There were no apologies.</p>  |
| A24/004 | <p>Agenda Item No. 4: Declarations of interest</p> <p>There were no declarations of interest.</p>  |
| A24/005 | <p>Agenda Item No. 5: Minutes of the meeting held on 28 November 2023.</p> <p>The minutes of the meeting held on 28 November 2023 were approved.</p>   |
| A24/006 | <p>Agenda Item No. 5: Matters arising.</p> <p>There were no matters arising.</p>   |
| A24/007 | <p>Agenda Item No. 6: Rolling Action List</p> <p>It was RESOLVED to note the Rolling Action List.</p>  |
| A24/008 | <p>Agenda Item No. 7: Notification of items of any other business</p> <p>There were no other items of business.</p>  |
| A24/009 | <p>Agenda Item No. 9.1: Progress Report</p>  |

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| Minute |   |
|        | <p>Lisa Smith presented the Progress Report. Two reports had been finalised since the last meeting. All audit dates had been agreed and would be completed by the end of the academic year.</p> <p>It was RESOLVED to note the Progress Report.</p> |

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| <p>A24/010</p> | <p>Agenda Item No. 9.2: Governance Audit</p> <p>Lisa Smith presented the Governance Audit. One low priority action had been identified to develop a formal action plan with owners and deadlines and it was noted that a Deep Dive on Governance was underway and that the action plan would be agreed and finalised as part of that process along with a recommendation to the Board to adopt the new Code.</p> <p>Governors discussed the differences between different types of audits and why no opinion was given.</p> <p>It was RESOLVED to note the Governance Audit.</p>   |
| <p>A24/011</p> | <p>Agenda Item No. 9.3: Key Financial Controls</p> <p>Lisa Smith presented the Key Financial Controls Audit. The review confirmed the presence of an appropriate control framework governing payroll processes within the College. Controls were being adhered to on a consistent basis and segregation of duties was clearly apparent throughout the processes.</p> <p>It was RESOLVED to note the Key Financial Controls Audit.</p>  |
| <p>A24/012</p> | <p>Agenda Item No. 10: Board Assurance Framework</p> <p>The Vice Principal Corporate Services presented the Board Assurance Framework.</p> <p>Governors noted that tenders for the IoT project were expected by the 19<sup>th</sup> of March and the Salix bid had been submitted. An ISO270001 surveillance visit had taken place and no issues had been recorded. The remote surveillance system for IT was now implemented.</p> <p>It was noted that progress was being made on apprenticeships quality although there was still a gap in income so risks remain high.</p> <p>The digital transformation project was now looking at AI and risks around data protection. The IT Team was addressing this.</p> <p>Governors discussed the GCSE English and Maths results and the recent deep dive. It was noted that attendance was not compulsory but there was a programme of sanctions that could be implemented where required. Governors noted that results were an issue across the country.</p> <p>The Deputy CEO updated governors on new guidance issued by the DfE which increases the number of hours required to be delivered for English and Maths. The Barnsley College model currently exceeds the sector but</p> |

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|         | <p>new requirements will require more staff. It was also noted that departments operated reward systems to celebrate attendance.</p> <p>Governors noted feedback from the recent assessment for the AoC Beacon awards around the residual scores. It was also noted that Governors had recently met with the Vice Principal Quality to discuss progress in CSTEM.</p> <p>Governors discussed the standardisation process for A Levels and whether it provided more confidence in predicted results. It was noted that the process had resulted in a large degree of agreement. The College was confident in predicted results.</p> <p>Recent union action was discussed and whether this should be included in the BAF. Governors noted progress in discussions between the Principal and the Union.</p> <p>It was RESOLVED to note the Board Assurance Framework and the assurance that it provides.</p>                                 |
| A24/013 | <p>Agenda Item No 11: Interim Health and Safety Report</p> <p>The Vice Principal Corporate Services presented the Interim Health and Safety Report.</p> <p>Accidents were lower than last year with one RIDDOR accident. There had been four near misses reported and this was felt to be too low. The Health &amp; Safety Team were supporting departments to ensure that all near misses were reported and learnt from.</p> <p>Governors noted that accidents remained too high within land based industries but they had not involved anti-social behaviour from animals this year. It was also noted that the link governor had undertaken two link visits this academic year and attended the health and safety committee.</p> <p>Governors discussed rolling data for students and it was noted that accidents also included the general public and staff.</p> <p>It was RESOLVED to note the Interim Health and Safety Report.</p> |
| A24/014 | <p>Agenda Item No 12: New Risk</p> <p>Governors noted that changes to the national living wage will adjust pay scales which may have an impact on industrial relations.</p> <p>It was also noted that the Office for Students (OfS) was undertaking a routine audit. The Director of MIS updated governors on the scope of the audit. Governors noted that OfS mostly operated in the HE sector and this brought challenges as HE in FE is a different model.</p>   |

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|         | <p>Governors also noted that OfS was currently reviewing the subcontracting relationships at Leeds Trinity. It was not expected that the College would be affected.</p> <p>It was RESOLVED to note the New Risks.</p>  |
| A24/015 | <p>Agenda Item No. 13: Clerks Monitoring of Audit Recommendations</p> <p>The Clerk presented the Monitoring of Audit Recommendations report.</p> <p>It was noted that there were twelve outstanding recommendations from the internal audits (learner records and procurement &amp; contract management). There were eighteen outstanding recommendations as a result of the subcontracting standard audit and two remaining from the external audit.</p> <p>Governors noted that feedback was still awaited from the ESFA regarding their audit and actions was being undertaken on all recommendations. It was also noted that <b>the College's subcontracting activity was small.</b></p> <p>It was RESOLVED to note the Clerks Monitoring of Audit Recommendations report.</p> |
| A24/016 | <p>Agenda Item No. 14: Updates</p> <p>Governors noted the updates. The global risk environment was discussed and it was noted that the Executive Team did consider global risks and influencing factors within which the College operates when producing the Board Assurance Framework. Cyber security was a recent consideration with significant risks from certain countries. <b>The focus for the College's IT team</b> was on interactions from IT systems outside the UK. The Executive team also considered inflation and the global economy.</p> <p>It was RESOLVED to note the Updates.</p>   |
| A24/017 | <p>Agenda Item No 15: Appointment of Internal Auditors</p> <p>The Vice Principal Finance updated the Committee on the Internal Audit Tender and presentations which had taken place earlier that day.</p> <p>It was recommended by the panel that RSM be appointed for up to four years (taking them to a total of ten years as internal auditors).</p> <p>Governors noted that proposed prices were increased by 10%.</p>   |

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|         | <p>It was RESOLVED to note the proposal and recommend its approval to the Board.</p> <p>The Executive Team left the meeting at 17.04</p> |
| PART II |  |
| A24/018 | See Part II minutes  |
| A24/019 | <p>Agenda Item No. 17: Any other business</p> <p>There were no other items of business.</p>  |
| A24/020 | <p>Agenda Item No. 18: Date and time of next meeting</p> <p>Monday 10 June 2024</p>  |

The meeting ended at 17:22

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