# GOVERNING BODY OF GODALMING COLLEGE

**Minutes of the Audit Committee**
**Virtual Meeting**
**Monday, 23rd November 2020 at 6.15pm**

Present:

| Hamish Cameron Blackie (HCB) | Geoff Howes, Chair (GH) | Shirley Price (SP) |
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| Helen Warren (HW) | | |

In attendance:

| Sarah Baudains, Finance Director (SB) | Sharon Harmon, Clerk (SH) |
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| Emma Young, Principal (ELY) | Scott McCready, Wylie & Bisset (SM) |
| Graham Gillespie, Wylie & Bisset (GG) | Zoe Longstaff-Tyrrell, RSM (ZLT) |

|  |  | Action |
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| **1** | **Apologies for Absence** | |
| | Apologies for absence were received from Kate Hart, External Consultant and Anne Wakefield. | |
| **2** | **Declarations of Interest** | |
| | There were no declarations of interest for any items on the agenda. | |
| **3** | **Report and Financial Statements to 31st August 2020 and Audit Findings Report** | |
| | Report and Financial Statements to 31st August 2019<br>The Committee reviewed the Report and Financial Statements to 31st August 2020.  ZLT drew the Committee's attention to areas of change in reporting.  These areas include the impact of the COVID pandemic on the College and the increased requirement in the Trustee's report around internal scrutiny and controls.<br><br>The Committee had no queries on the Report and Financial Statements.<br><br>**The Committee approved the Report and Financial Statements to 31st August 2020 for recommendation to the Full Board for approval.**<br><br>Audit Findings Report<br>The Committee received the RSM Audit Findings Report.  ZLT confirmed that all the audit work is now complete and there are no matters outstanding.   ZLT noted that the audit process has been somewhat different this year with the RSM staff continuing to work remotely.  ZLT recorded her thanks to ELY and the Finance Team for their input and assistance during the audit process.  The Committee reviewed the risks identified at the planning stage. ZLT reported that these risks had all been addressed satisfactorily and there are no additional issues arising from the audit.  ZLT noted one minor recommendation on internal controls around the tightening of the College's Procurement Policy.<br><br>SB confirmed that a full update of the College's Financial Handbook including the procurement procedures will be completed this academic year.  The Committee discussed measures that can be taken to test the robustness of the procurements procedures.<br><br>The Committee had no further queries on the Audit Findings Report. | |

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| | **The Committee approved the Audit Findings Report for recommendation to the Full Board for approval.** | |
| 4 | **Internal Audit** | |
| | Audit Needs Assessment<br>SB updated the Committee on the appointment of the internal auditors Wylie & Bisset.  SB introduced SM and GG from Wylie & Bisset to the Committee.  GG provided the Committee with a detailed overview of the Internal Audit Needs Assessment and Internal Audit plan for the next 3 years 2020/21 to 2022/23.<br><br>The Committee asked whether consideration had been given under the examination of risk management to the potential risk of future pandemics.  GG confirmed this would be considered when looking at disaster recovery and business continuity plan.<br><br>The Committee had no further queries on the Audit Needs Assessment.<br><br>**The Committee approved the Audit Needs Assessment.**<br><br>Annual Internal Scrutiny Report for the year 2019-20<br>The Committee reviewed the Annual Internal Scrutiny Report for the year 2019-20.<br>SB provided the Committee with an overview of the report.<br><br>The Committee had no queries on the Annual Internal Scrutiny Report for the year 2019-20.<br><br>**The Committee approved the Annual Internal Scrutiny Report for the year 2019-20 for recommendation to the Full Board for approval.** | |
| 5 | **External Auditors Confidential Discussion with Trustees** | |
| | (members of staff to left the meeting for this item)<br><br>The Committee Members and the external auditors RSM and Wylie & Bisset were provided opportunity for direct discussion. | |
| 6 | **Minutes of the meeting held on Thursday, 25ᵗʰ June 2020** | |
| | The minutes of the last meeting held on Thursday, 25th June 2020 were approved by the Committee as an accurate record. | |
| 7 | **Matters Arising** | |
| | Item 6 - SH confirmed an Audit Committee meeting is scheduled in the spring term 2021.<br>Item 7 – SB confirmed the Audit Committee had received an update on the appointment of an internal auditor and the proposed schedule of works had been shared with the Audit Committee for approval. | |
| 8 | **Documents for Approval** | |
| | Audit Committee Terms of Reference<br>The Committee reviewed its Terms of Reference (ToRs).  SH provided the committee with an explanation of the proposed revisions to the Committee ToRs and confirmed these took into account EFA guidance. The Committee discussed and agreed quorum at meetings.<br><br>The Committee noted 1 minor grammatical correction, 'financial statements auditor' should read 'financial statements' auditor'<br><br>The Committee had no further queries on the ToRs. | **SH** |

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| | **The Committee approved the revised Terms of Reference for the Audit Committee for recommendation to the Full Board for approval pending agreed correction.** | |
| | Risk Management Policy <br> The Committee reviewed the College's Risk Management Policy. ELY explained revisions to the policy. The Committee noted there are no substantive changes to the policy. <br><br> The Committee had no queries on the Risk Management Policy. <br><br> **The Committee approved the Risk Management Policy for recommendation to the Full Board for approval** | |
| 9 | **Risk Register** | |
| | The Committee reviewed the Risk Register. ELY explained the change to format of the Risk Register. ELY provided background to the identified the key risks. The Committee discussed the level of risk attached to the future of Applied General Qualifications. ELY agreed to give further consideration to the weighting of this risk. <br><br> The Committee discussed the colour coding of risks and agreed the colour coding should be applied to the gross risk and net risk columns to demonstrate the effect of the controls in place. <br><br> The Committee further discussed the risks associated to the COVID pandemic. <br><br> The Committee asked ELY to consider including a costed contingency to financial controls. <br><br> **Action:** ELY to update the Risk Register as agreed. <br><br> **The Committee approved the Risk Register for recommendation to the Full Board for approval pending agreed update.** | **ELY** |
| 10 | **Whistleblowing** | |
| | There have been no reports received. | |
| 11 | **AOB** | |
| | SB informed the Committee that since the Committee approved of the Data Protection Policy in June 2020, the College proposes some further updates to the policy relating to CCTV. SB explained that the College has upgraded its servers capacity over the summer which allows the College to extend the length of time that it stores CCTV footage. The College would also like to allow for specific members of staff to access footage from offsite. <br><br> The Committee agreed that proposed updates to the Data Protection Policy be emailed to the Committee for consideration and further advised that any change to the length of time CCTV footage is kept should be driven by demonstrated necessity rather than capacity. <br><br> **Action:** SB to email the Committee with proposed updates to the College's Data Protection Policy. | **SB** |
| 12 | **Dates of future meetings** | |
| | Monday, 8th March 2021 <br> Thursday, 24th June 2021 | |

The meeting closed at 7.35pm.

Signed …………………………………………………………… Date………………………………