

GOVERNING BODY OF GODALMING COLLEGE

**Minutes of the Godalming College Audit Committee
Virtual Meeting
Thursday, 25th June 2020 at 6.15pm**

Present:

Geoff Howes, Chair (GH)	Shirley Price (SP)	Anne Wakefield (AW)
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In attendance:

Sarah Baudains, Finance Director (SB)	
Sharon Harmon, Clerk (SH)	Kate Hart, External Consultant (KH)
Emma Young, Principal (ELY)	Joe Yeadon, Data Protection Officer (JXY) (For Item 5)

		Action
1	Apologies for Absence	
	Apologies for absence were received from Hamish Cameron Blackie.	
2	Declarations of Interest	
	There were no declarations of interest for items on the agenda.	
3	Minutes of the meeting held on Monday, 11th November 2019	
	The minutes of the last meeting held on Monday, 11th November 2019 were approved by the Committee as an accurate record.	
4	Matters Arising	
	<p>Item 6 – SNH confirmed the Terms of Reference for the Audit Committee had been approved but would be reviewed again in the autumn term 2020.</p> <p>Item 8 – SNH confirmed that the Board of Trustees and Committees Terms of References will be published on College Website following review in December 2020.</p>	
5	Documents for Approval	
	<p><u>Data Protection Policy</u> The Committee reviewed the updates to the Data Protection Policy. ELY noted that this policy will now be reviewed annually. JXY provided the Committee with an overview of the revisions to the policy and explained the reason for the updates. The committee noted there were no substantive changes to the policy and approved the revisions. The Committee agreed that annual review of the policy was appropriate. The Committee further noted that ensuring staff and trustees received appropriate Data Protection training was essential.</p> <p><i>The Committee approved the Data Protection Policy for recommendation to the Full Board for approval.</i></p> <p>Noted: JXY left the meeting at this point.</p> <p><u>Whistleblowing Policy</u> The Committee reviewed the updates to the Whistleblowing Policy. ELY explained there were no substantive changes to the content of the policy. The revision made were to</p>	

	<p>improve the clarity of the policy. The policy has been reviewed in line with other sixth from college policies.</p> <p>The Committee commented that the policy was well written and easy to navigate.</p> <p>The Committee discussed the name of the policy. It was suggested that the title 'Whistleblowing' may deter some from using the policy. The title 'Public Interest Disclosure Policy (Whistleblowing)' was proposed. The Committee agreed this point should be discussed at the next Full Board meeting on 6th July 2020.</p> <p><i>The Committee approved the Whistleblowing Policy for recommendation to the Full Board for approval.</i></p>	
6	RSM Audit Plan for 2019/20 year end	
	<p>The Committee reviewed the RSM Audit Plan for the 2019/20 year end. SB provided the Committee with overview of the Audit Plan and outlined areas where the plan differed from prior years. The Committee noted that the timing of the Audit Committee meeting in the autumn will be scheduled later in the term. Two extra risks have been added to the audit plan. The first risk relates to the Covid-19 pandemic and impact on going concern. The second is the risk associated with the change of accounting system. SB noted an increase in audit fees and explained the reason provide for the increase. SB confirmed the contract is scheduled to be retendered in the next academic year.</p> <p>The Committee reviewed the RSM Academies Emerging Issues report. The Committee noted there were no issues of concern within the report.</p> <p>The Committee agreed a spring term Audit Committee meeting should be included in the schedule of meetings going forward. Action: SH to schedule Audit Committee meeting in the spring term.</p> <p><i>The Committee approved the RSM Audit Plan for 2019/20 year end for recommendation to the Full Board for approval.</i></p>	
7	Internal Audit Update	
	<p>The Committee discussed the College's Internal Audit plan for 2020/21. The Committee endorsed the recommendation to appoint an external auditor to carry out the College's internal audit. SB advised the Committee that a tender is currently out to appoint an internal auditor. The tender submission window closes on 3rd July 2020. The Committee agreed a timeline for appointment of an internal auditor with the aim to make an appointment for the start of the academic year 2020/21. SB confirmed there were contingency plans in place should the current tender process not be successful. The Committee discussed the terms and conditions of the contract of appointment for the internal auditor. It was agreed that once an appointment has been made, SB will share the proposed schedule of works with the Audit Committee for approval.</p> <p>Action: SB to update the Audit Committee on the appointment of an internal auditor and share the proposed schedule of works with the Audit Committee for approval.</p>	SB
8	Risk Register	
	<p>The Committee reviewed the Risk Register. The Committee noted that Risk Register had not been updated since the Full Board meeting on 11th May owing to the ongoing changes due to the COVID-19 pandemic. ELY noted that the College is currently working with a full Health and Safety Risk Assessment for the reopening of College.</p>	

	<p>The committee discussed how the Risk Register would be used by the internal auditors and it was agreed that the Risk Register format should be reviewed by the internal auditors once appointed for guidance on best practice.</p> <p>The Committee formally recorded its thanks to College staff and the Student Union for all their hard work in supporting the College and students during these challenging times.</p>	
9	Whistleblowing	
	There have been no reports received.	
10	AOB	
	None	
11	Date of next meeting	
	TBC	

The meeting closed at 7.35pm.

Signed Date.....