

**Minutes of the Godalming College Audit Committee meeting  
held at the College on  
Monday, 10<sup>th</sup> June at 6.15pm**

Present:

Hamish Cameron Blackie	Geoff Howes	Nick Poulter (Chair)
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In attendance:

Sharon Harmon (Clerk to the Board of Trustees)	Kate Hart (External Consultant)	Emma Young (Principal)
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		Action
<b>1</b>	<b>Apologies for Absence</b>	
	Apologies for absence were received from Shirley Price.	
<b>2</b>	<b>Declarations of Interest</b>	
	There were no declarations of interest for items on the agenda.	
<b>3</b>	<b>Minutes of the meeting held on 12<sup>th</sup> November 2018</b>	
	The minutes of the last meeting held on 12 <sup>th</sup> November 2018 were approved by the Committee and signed by the Chair as an accurate record.	
<b>4</b>	<b>Matters Arising</b>	
	None. It was noted that all actions from the previous meeting were completed.	
<b>5</b>	<b>RSM Audit Plan for 2018/19 Year End</b>	
	The Committee reviewed the RSM Audit Plan for 2018/19 Year End. The Chair outlined where the plan differs from last year's Audit. The Committee discussed the proposed scope, timetable and approach of the Audit Plan and reviewed the proposed areas of focus. The Committee agreed the areas of focus where appropriate. The Committee considered the proposed fees and agreed these are fair.  <i>The Committee approved the RSM Audit Plan for 2018/19 Year End.</i>	
<b>6</b>	<b>Internal Audit Update</b>	
	The Principal updated the Committee on the Internal Audit process. The Principal reported that this year the College had conducted an internal audit of GDPR with an external peer reviewer. The report of the findings of the GDPR audit will be reviewed by the Committee under the next item. The Principal canvassed the Committee for their thoughts on any areas they feel should be considered for internal audit in the coming year. The Committee discussed any possible gaps in efficiency that could be reviewed. In light of the appointment of a new Finance Director the Committee agreed this could be a good time focus on Financial Systems. The Committee considered what criteria would trigger the need for review in any particular area.  <u>Action</u> The Chair and the Principal agreed to meet to discuss further plans for Internal Audit including consideration of triggers for review of area.	NP / ELY
<b>7</b>	<b>Data Protection GDPR Peer Audit Report</b>	
	The Committee reviewed the Data Protection GDPR Peer Audit Report as discussed in the previous item.	

	<p>The Committee discussed the findings of the report and noted recommendations and agreed actions as follows:</p> <ul style="list-style-type: none"> <li>• At the start of each academic year all staff will be given refresher GDPR training. A register of attendance at training will be kept. <b>Action</b> The Principal will investigate if there is relevant training the Board of Trustees can engage with in relation to GDPR.</li> <li>• Move to a non-paper based format of accessing student details on College trips.</li> <li>• The Principal confirmed that where USB sticks are used in College they must be encrypted and staff/student data should never be download. The Committee queried how the College would know if personal data had been download. <b>Action</b> The Principal to liaise with the Data Protection Officer to confirm what measures are in place to prevent and/or track personal data being downloaded.</li> <li>• Ensure the Data Protection Officer has a distinct role description and reports directly to the Principal on Data Protection.</li> <li>• Run a test subject access request. Hamish Cameron Blackie advised the Committee that when working on a subject access request an extension to the response deadline can be claimed when required.</li> <li>• Annual review of Data Protection Policy agreed.</li> </ul> <p>The Committee agreed overall the finding of the audit were reassuring.</p> <p><b>Noted</b> Kate Hart left at 7.15pm.</p>	<p>ELY</p> <p>ELY</p>
<b>8</b>	<b>Risk Register</b>	
	<p>The Committee reviewed the summer term updates to the Risk Register. The Principal reported that since the updated Risk Register was circulated to the Committee the College had been notified of potential strike action. Any potential action is not expected to happen until October at the earliest.</p>	
<b>9</b>	<b>Freedom of Information Policy</b>	
	<p>The Committee reviewed the Freedom of Information Act 2000 Publication Scheme. Hamish Cameron Blackie questioned whether the information was presented in the correct format and agreed to share an alternative model Freedom of Information policy with the Principal for consideration.</p> <p><b>Action</b> Hamish Cameron Blackie to forward Freedom of Information Policy to the Principal. The Principal to consider policy and bring back agreed Freedom of Information Policy to the next Audit Committee meeting for review.</p>	<p>HCB / ELY</p>
<b>10</b>	<b>Whistleblowing</b>	
	<p>There have been no reports received.</p>	
<b>11</b>	<b>AOB</b>	
	<p>Nick Poulter advised the Committee that he will not be at the Full Board meeting on Monday 8<sup>th</sup> July, Hamish Cameron Blackie agreed to report on the business of the Audit Committee meeting in his place.</p>	
<b>12</b>	<b>Date of next meeting</b>	
	<p>Monday, 11<sup>th</sup> November 2019 at 6.15pm.</p>	

The meeting closed at 7.25pm.

Signed ..... Date.....