



**NOTRE DAME CATHOLIC SIXTH FORM COLLEGE**

Minutes of the Audit Committee meeting held via Teams on:  
**Wednesday 27 September 2023 at 5.00PM**

**PRESENT** Paul Casey (Chair) TIA  
 John Barnes  
 Father Michael Hall

**IN ATTENDANCE:** Justine Barlow - Principal  
 Karen Petrillo - Director of Finance and Operations  
 David J Israel, Clerk

| 1.00 | <b>APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS</b>   | <b>ACTION</b> |
|------|---|---------------|
| 1.01 | Apologies were received and accepted from, Jo Lawton.   |               |
| 2.00 | <b>ELECTION OF COMMITTEE CHAIR</b>  |               |
| 2.01 | Paul Casey noted that he would be willing to stand again as committee Chair. The committee discussed his nomination.  |               |
|      | <b>Resolved:</b><br>To appoint Paul Casey as Chair for a one-year term.   |               |
| 3.00 | <b>TERMS OF REFERENCE /SCHEME OF DELEGATION</b>   |               |
| 3.01 | The committee noted the previously circulated terms of reference and scheme of delegation. The committee specifically recognised its ability to appoint external advisors for any piece of guidance or advice they needed, within a budget, without having to refer to the Corporation. They noted too that the scheme of delegation is in line with the recommendations received from Eversheds. |               |
| 3.02 | The committee held an extended discussion about elements of the scheme of delegation that they felt needing querying or amending. They recognised that, with a Governance Professional in place, this work could not be done at this point in time, as there was not the staff capacity to do it.   |               |
|      | <b>Resolved:</b><br>The committee agreed to continue working using its established areas of responsibilities, and to be guided by the master policy planner, which contains details of all dates for policy renewal, and the committees which should do this. This will also be reported to the Corporation Board.  |               |

#### 4.00 MINUTES OF THE LAST MEETING

4.01 Minutes from the Audit Committee meeting on 8 June, 2023 had been circulated as part of the meeting bundle.

Resolved:

**They were agreed as a true record and the Chair was authorised to sign them.**

#### 5.00 REVIEW ACTIONS AND MATTERS ARISING from the meeting on 27.09.22

##### 5.01 5.00 Audit reports

The Internal Audit reports will be verbally reported to Full Corporation on 12 October, 2023.

##### 5.02 5.01 Governance

Governor appraisals is being considered by Full Corporation on 12 October, 2023.

##### 5.03 5.02 Insurance

The amendments to the Financial Regulations have been completed. The DFO is seeking the correct terminology from the insurance brokers before circulating further details to staff. **Further review of the wording is required and will come forward to the next meeting.** The cyber insurance premium is reported on in agenda item 8.

##### 5.03 Payroll

Outsourced payroll provision forms part of the papers for this meeting.

##### 5.04 Recording of training

The housekeeping in relation to recording of training will be undertaken by the new Governance Professional once appointed.

##### 6.00 Risk register

The updates in a different colour to the risk register have been completed.

##### 7.01 College finance

The update regarding insurance to be made before the finance and physical resource meeting was completed.

#### 6.00 AUDIT REPORTS

##### 6.01 Final Safeguarding and Prevent Internal Audit

The committee noted, and welcomed, the substantial assurance in the report, and a couple of small items which are being addressed. They passed on their thanks to the safeguarding team in the College.

##### 6.02 Final Internal Audit follow-up review

The committee noted the three recommendations for the DFO to action. The timetable for the preparation of the management accounts has been completed; budget monitoring and statements is being actioned; and performance management and reporting, and the key performance indicators (KPIs), have been reviewed and approved.

## **7.00 RISK REGISTER**

- 7.01** The Principal noted that the senior leadership team (SLT) has received training to ensure that they are providing accurate risk scoring, and that it ties into its internal auditing. They revised the heat map to reflect this and, in the summary workbook to clarify the residual risks, with some changes from green to amber which are being addressed and mitigated.
- 7.02** The committee welcomed the reduction in risk around estates, achieved through increased staffing and the completion of a range of works. They asked about the increased risk in safeguarding? This is due to the growth of student numbers and the unpredictability around young people, and that this score better reflects the risk of the external environment.
- 7.03** On the increase in the risk sensitivity in legal, the College recognises that in spite of all the mitigations and actions they take and out in place, it can never fully account for any unexpected actions.
- 7.04** With IT, the increased risk of a cyber-attack can never fully be mitigated. This is also being supported by recruiting an additional IT staff team member to help the staff team improve the College's cyber security.
- 7.05** In estates, an asbestos report is being commissioned again to ensure there has been no change in the current understanding of where asbestos is on site.
- 7.06** The Principal noted that the SLT is cognisant that the College may well exceed or meet its full capacity next year for student numbers at enrolment, and is considering how it should manage this risk.
- 7.07** The committee was pleased to note that the register has clearly been fully reviewed and has had strong and purposeful scoring applied to it.

## **8.00 COLLEGE FINANCE**

### **8.01 Cyber security**

The DFO noted that the internal auditors had raised the issue of obtaining cyber security insurance. Cyber insurance may not always be good value for money and there are sometimes difficult issues about payment when a claim is made on such a policy. The review did suggest a solution around the sharing of files and folders through cloud computing to help further mitigate such an attack, and this is being actioned. In addition, there is cyber security insurance available through the service level agreement (SLAs) with CyberSecurity to the value of £25,000, and this is being increased to £50,000 for a small annual fee.

- 8.02** It was noted separately that a paper about the College's reserves will be submitted for the Corporation to review.

## **9.00 POLICY REVIEW**

There were no policies for the committee to review.

**10.00 ANY OTHER URGENT BUSINESS**

**10.01** The committee asked if there was any reinforced autoclaved aerated concrete (RAAC) present in the College? The DFO confirmed that, following a survey earlier this year, there isn't.

**10.02** The DFO noted that the recent finance audit had revealed the payroll system did not meet internal audit assurance. As a result, three tenders were received for the SLA, and EduPay was clearly the preferred supplier, both in terms of price and usability. This decision was approved in the finance committee, and the system will go live in April.

**11.00 DATE AND TIME OF NEXT MEETING**

**11.01** Joint Finance and Physical Resources meeting **in College** on **Wednesday 29<sup>th</sup> November 2022 at 5pm.**

The meeting closed at 6.44pm.