

NOTRE DAME CATHOLIC SIXTH FORM COLLEGE

Minutes of the **Audit Committee** meeting held via Teams on:
WEDNESDAY 8 FEBRUARY 2023 AT 5.00PM

PRESENT Paul Casey (Chair) Father Michael Hall
John Barnes

IN ATTENDANCE: Principal
Susan Francis – Governance Professional
AM – TIAA (Internal auditors)
Director of Finance and Operations
Christine Bosch – Foundation Governor
Jo Lawton – Associate Member
Ann Marie Mealey– Foundation Governor

		ACTION
1.00	APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS	
1.01	Apologies were received and accepted from Graeme Brown and SG – Wylie and Bisset. The new Governors were welcomed as observers.	
2.00	DECLARATION OF INTERESTS	
2.01	There were no declarations relating to any agenda item.	
3.00	MINUTES OF THE LAST MEETING	
3.01	Minutes from the Audit Committee meeting on 27 September 2022 and the Joint Audit/Finance and Physical Resources meeting on 13 December 2022 had been circulated as part of the meeting bundle. They were agreed as a true record and the Chair was authorised to sign them.	
4.00	REVIEW ACTIONS AND MATTERS ARISING	
4.01	<u>Minute 6.01 – Cyber Security</u> Completed: TIAA shared the reports with the Audit committee the following day.	Audit
4.02	<u>Minute 7.02 – Annual Report</u> Completed: The Annual Report was approved at the Full Corporation meeting on 13 December 2022.	
4.03	<u>Minute 7.04 – Wylie + Bisset Audit</u> Completed: The External Audit was carried out in December 2022.	
4.04	<u>Minute 7.05 – External Review of Governance (ERG)</u> Ongoing: The background to the requirement to have an ERG was given. The Corporation would look to book in an external review in early 2024.	
4.05	<u>Minute 8.01 – Risk Register</u> This would be covered under item 6.	

4.06	<p>From 13/12/22 <u>Minute 4.03 – Cyber Security</u> Ongoing: Information on the assurances around cyber security were given by the Principal. That the IT Manager was putting together an IT and Network three-year strategic plan. That TIAA would follow up on any proposed work recommended in the ICT Management Controls audit that was completed at the end of last year.</p>	
5.00	<p>AUDIT REPORTS Governors were asked to refer to following document which had been shared ahead of the meeting:</p> <ul style="list-style-type: none"> • Internal Audit Annual Strategy and Plan 2022/2023 	
5.01	<p>Governors were taken through the above document and the following national key emerging themes highlighted:</p> <ul style="list-style-type: none"> • Cyber Security and Information Governance • COVID-19 – post pandemic impact • Changes in the Post 16 Audit Code of Practice • Apprenticeships • Staff Shortages • Sustainability. 	
5.02	<p>Following a risk prioritisation review and a meeting with the Director of Finance and Operations, the following areas would form the strategic plan for 2022/23.</p> <ul style="list-style-type: none"> • Payroll • Insurance • Safeguarding and Prevent Duty • Strategic Control/Governance. 	
5.03	<p>It was noted by the Principal that the timings, during the busy exam season, may be problematic for some staff who would be involved with the reviews and asked TIAA to reconsider the dates set in the Plan.</p>	TIAA
5.04	<p>Information about the rationale of the plan was given to the new Governors who were attending as observers.</p>	
5.05	<p>The Committee were happy to approve the Internal Audit Annual Strategy and Plan 2022/2023.</p> <ul style="list-style-type: none"> • Resolved: That the Internal Audit Annual Strategy and Plan 2022/2023 be approved and recommended to Full Corporation. 	Ful Corp
6.00	<p>RISK REGISTER 6.01 The full risk register had been shared with the committee ahead of the meeting. It was noted that SLT (Senior Leadership Team) reviewed the risk register on a regular basis.</p>	

- 6.02 Progress notes, planned actions and target dates had all been updated. The heat map and summary workbook were scheduled to be updated shortly.
- 6.03 The Principal drew the attention of the governors to the fact that the risk register had been updated before news about the defunding of a number of courses was announced by the DfE (Department for Education). The defunding of these courses was a cause for concern for many FE Colleges, as it could have an impact on finances, staffing and student numbers. The Committee Chair added that the ongoing T Level journey in College would help to mitigate these risks.
The DfE curriculum changes were due to take effect in September 2024 and the Principal would keep Governors informed of any developments.
- 6.04 The risk register was shared on the screen and Governors looked at each section. The following points were noted:
- Funding for Academic Tutors would cease in July 2024 and College were looking at how this level of student support could continue beyond this time.
 - An updated database for statutory testing was being reviewed.
 - The impact of the ONS (Office for National Statistics) to reclassify Colleges from private to public sector was an increased risk.
 - National staff shortages were an issue. The relationship College had with Leeds Trinity University and their trainees helped to encourage applicants for College vacancies.
- 6.05 The Committee were satisfied with the risk register.

7.00 COLLEGE FINANCE

- 7.01 The Full Corporation had been provided with comprehensive and informative documents about the proposed T Level Bid Wave 5 with a 3 February deadline. Approval from the Full Corporation was given, and the bid had been submitted.

8.00 POLICY REVIEW

The following policies had been scrutinised by SLT. Any changes to a policy were highlighted.
Governors had received a copy of all policies in advance of the meeting.

- 8.01 The ICT Acceptable Use Policy for Staff had been shared in advance of the meeting. Governors were happy to approve it as per the scheme of delegation.
- **Resolved:** That the ICT acceptable Use Policy for staff be adopted.
- 8.02 The ICT Acceptable Use Policy for Students had been shared in advance of the meeting. Governors were happy to approve it as per the scheme of delegation.
- **Resolved:** That the ICT acceptable Use Policy for Students be adopted.

8.03 The Social Media Policy had been shared in advance of the meeting. Governors were happy to approve it as per the scheme of delegation. The Full Corporation would be informed. This would need to be uploaded to the website.

- **Resolved:** That the Social Media Policy be adopted.

8.04 The Social Networking Policy had been shared in advance of the meeting. Governors were happy to approve it as per the scheme of delegation. The Full Corporation would be informed. This would need to be uploaded to the website.

- **Resolved:** That the Social Networking Policy be adopted.

8.05 The Gifts and Hospitality Policy had been shared in advance of the meeting. Governors were happy to approve it as per the scheme of delegation.

- **Resolved:** That the Gifts and Hospitality Policy be adopted.

8.06 The Risk Management Policy had been shared in advance of the meeting. Governors were happy to approve it as per the scheme of delegation. The Full Corporation would be informed.

- **Resolved:** That the Risk Management Policy be adopted subject to a minor amendment.

UPDATE: Amendment made, and policy uploaded to SharePoint.

9.00 ANY OTHER URGENT BUSINESS

9.01 The Committee was given a brief update on the progress of the capital build project by the Principal. All was going to plan and on schedule with a pre-snagging handover date scheduled for 10 March 2023. It had been decided to call the building Saint Elizabeth.

10.00 DATE AND TIME OF NEXT MEETING

10.01 Tuesday 4 July 2023 at 5pm.

Full Corp

The meeting closed at 6.05pm.