



TRURO AND PENWITH COLLEGE CORPORATION



Audit Committee

Minutes of the Audit Committee held on Tuesday 7 June 2022 at Truro College

Members: Mrs L Batchelor, Ms D Skinnard (Chair) and Mr A Wheeldon

Also Present: Mrs L Briscoe (Director of Student Experience), Mrs A Bull (Director of Curriculum Developments), Mr J Burnett (Chair of the Corporation), Ms J Cashmore (Director of Operations), Mr S Cryer (Director of Finance), Mr L Glover (Haines Watts), Mrs L Langdon (Head of Finance), Mrs A Oliver (Bishop Fleming), Mr R Plowman (TIAA), Mr M Tucker (Principal) and Mrs A Winter (Clerk to the Corporation)

Apologies: Mrs S Sanderson and Mr R Townsend

| Item | Decision | Action |
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| 22/10 | <p>Minutes</p> <p>The Minutes of the meeting held on 23 November 2021 were APPROVED as a correct record.</p> | |
| 22/11 | <p>Matters Arising</p> <p>There were no matters arising that would not be covered elsewhere on the agenda.</p> | |
| 22/12 | <p>Internal Audit: Summary Internal Controls Assurance Report</p> <p>The Committee considered the report providing an update on progress with the internal audit work for 2021/22 and briefing on wider risk issues, including increased cyber crime.</p> <p>Of the seven key areas to be audited this year, four reviews had been completed, one was currently underway and the commencement of work for two reviews had been deferred until June/July.</p> <p>Completed reviews had been assessed as follows:</p> <ul style="list-style-type: none">• Governance: Corporation & Committees – Reasonable Assurance• Risk Management Mitigation – Reasonable Assurance• Key Financial Controls – Reasonable Assurance• Procurement – Substantial Assurance <p>Recommendations arising from the reviews were being actioned.</p> <p>Reports on the outstanding reviews would be presented to the Committee in the autumn.</p> <p>The Committee was pleased to NOTE the successful outcome of reviews.</p> | |

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| 22/13 | <p>Introduction of New Internal Auditor</p> <p>Governors noted that Haines Watt had been appointed as the College's Internal Auditors from 2022/23 and Lee Glover (Director, Haines Watt) was introduced to the Committee. Lee summarised the intended approach to the audit work and methodology. He confirmed that each review would be led by a member of the team with expertise relevant to the specific scope of the review.</p> | |
| 22/14 | <p>Internal Audit Strategy 2022/23</p> <p>The Committee considered the 3yr audit strategy and work plan based on a needs assessment, emerging risks for the sector and discussion with management. The plan would be reviewed at least annually and could be adapted and revised to take account of new risks and developments.</p> <p>During 2022/23 proposed reviews included Performance Management, Core Financial Controls, Student Records and an IT Health Check. The emphasis would be on fewer, in depth reviews with more extensive sample testing.</p> <p>Following consideration, the Committee RECOMMENDED to the Corporation approval of the Internal Audit Strategy for 2022/23.</p> | <p>Recommendation for Corporation</p> |
| 22/15 | <p>Management Annual Report 2021/22 and Plan 2022/23</p> <p>The Committee considered the annual risk management report reviewing the key issues identified for 2021/22, actual outcomes and assurance source. Overall, it had been a successful year, despite the ongoing impact of the pandemic. The embedded risk management controls had proved effective in dealing with the challenges faced by the College.</p> <p>In reply to questions, the Committee noted that IT developments focusing on student and staff needs included the transition from Moodle to Sharepoint learning portal and development of digital training, support and self-help guides.</p> <p>The Committee discussed the Risk Management Plan for 2022/23, Risk Register and mitigating actions and discussed the most significant risks identified.</p> <p>Although Cyber crime had become an increasing risk, it was not considered a 'significant risk' as extensive improvements had been made to the College's cybersecurity and a breach of systems was unlikely to cause major financial impact.</p> <p>Other rising risks included staff recruitment/retention as well as the impact of inflation and rising costs on College estates and facilities.</p> <p>Following consideration, the Committee RECOMMENDED to the Corporation approval of:</p> <ul style="list-style-type: none"> i. Risk Management Plan for 2022/23 (subject to minor amendments) ii. Risk Appetite Statement | <p>SC to amend Plan</p> <p>Recommendations for Corporation</p> |

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| 22/16 | <p>Health and Safety Annual Report 2021/22</p> <p>The Committee considered the Health and Safety Report and noted:</p> <ul style="list-style-type: none"> • although Covid absences had remained high, the pandemic was no longer dominating health and safety activity as it had done during the previous year • the Health and Safety Committee had met on five occasions to oversee arrangements – the Committee included representation from each department across the College • provision had been strengthened with Health and Safety officers at the Truro and Penwith campuses and First Responders who were able to assess the seriousness of incidents and coordinate the involvement of the emergency services when needed • other improvements included additional defibrillators on campus and a supply of EpiPens • comprehensive training and development had been completed by significant numbers of staff to provide good coverage throughout the College • the numbers of trips and visits had increased with international travel recommencing and all necessary risk assessments completed beforehand • the summary of accident reports indicated no specific concerns or gaps in arrangements. <p>Governors asked about the current impact of Covid and noted there had been some recent clusters of cases in particular departments. Other than a short period of hybrid delivery in Community Studies (due to staff absences) in spring 2022, all teaching was taking place in person.</p> <p>The Committee was pleased to note that a safe return to onsite teaching and learning had been achieved and that effective health and safety procedures were being maintained.</p> | |
| 22/17 | <p>Education & Skills Funding Agency Financial Health Grading</p> <p>The Committee was pleased to NOTE that confirmation had been received from the ESFA that the College’s financial health for 2020/21 (based on outturn) had been graded ‘Good’ and a grading of ‘Outstanding’ was forecast for the current budget year.</p> <p>Governors reviewed the ESFA dashboard data which confirmed the College remained in a very positive financial position.</p> | |
| 22/18 | <p>External Audit Interim Findings</p> <p>The Committee received feedback from the interim audit fieldwork and testing undertaken ahead of the main, year end audit. The Committee welcomed the report and was pleased to note progress at this mid-year stage.</p> <p>Clarification was provided about the fraudulent credit card transactions identified and governors noted that a full reimbursement had been provided by the card company.</p> <p>No concerns had been raised by the Auditor.</p> | |

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| 22/19 | <p>Post-16 Audit Code of Practice</p> <p>The Committee reviewed the changes to the Post-16 Audit Code of Practice for 2021/22 and, in particular, NOTED the requirements regarding the role of the Audit Committee.</p> | |
| 22/20 | <p>Review of Committee Terms of Reference</p> <p>The Committee reviewed the terms of reference in the context of the revised Post-16 Audit Code of Practice and concluded they remained fit for purpose and consistent with the Code.</p> | |
| 22/21 | <p>Any Other Business</p> <p>21.01 Ottery Building</p> <p>The Principal reported that a tender process was underway for completion of the core of Ottery. Two bids were expected which would be assessed by Capita prior to interviews with each contractor. The overall costs of the project were expected to increase significantly.</p> <p>Governor involvement in the interview panel was requested.</p> <p>It was hoped that the appointed contractor would commence work as soon as possible with completion due by Easter 2023.</p> <p>21.02 Thanks</p> <p>Governors thanked Alison Oliver (Bishop Fleming) for her many years of work with the College. Alison would be standing down as a lead audit partner in the autumn.</p> | ALL to note |
| 22/22 | <p>Date of Next Meeting</p> <p>The Committee would meet at 5.00pm on Tues 22 Nov 2022.</p> | ALL to note |