

# BARTON PEVERIL SIXTH FORM COLLEGE

## Audit Committee

Minutes of Meeting held on  
Tuesday, 21 March 2017 at 5.22 pm

**Present:**

Mr P Boote (Chair)  
Mr D Blenkarn  
Mr A Jackman  
Dr D Robinson

**In attendance:**

Mr M Chart (Assistant Principal (Finance and Resources))  
Mr G Miles (Director of Finance)  
Mrs J Miles (Clerk and PA to the Senior Leadership Team)  
Mr I Sharp (TIAA)  
Mrs N Peddell-Carr (Marketing and Communications Manager)

to 5.50 pm

**Apologies:**

Ms D Collins  
Mrs V Davies (TIAA)  
Mr R Bott (Mazars)

**Absent:**

None

		Action
<b>303</b>	<b>Preliminaries</b>  The Chair welcomed the Auditor Mr Ian Sharp of TIAA, who was attending in place of Mrs Vicky Davies and Mrs Tash Peddell-Carr the Marketing and Communications Manager.	
<b>304</b>	<b>Declaration of Interests</b>  No member of the Committee had anything to declare relating to the items on the agenda.	
<b>305</b>	<b>Presentation on Marketing from the Marketing and Communications Manager</b>	
<b>305.1</b>	Mrs Peddell-Carr gave a PowerPoint presentation on marketing and communications in the College, highlighting: <ul style="list-style-type: none"><li>▪ the consideration given to risk in the marketing of the College</li><li>▪ the promotion of positive publicity</li><li>▪ the move to ways of communicating digitally in order to reach more potential students, current students and parents via Facebook, Twitter, Instagram, Mumsnet (a recent Facebook post reached 8000 people)</li><li>▪ the ability to schedule posts so they are timed when the targeted audience is interacting</li><li>▪ the monitoring of external comments about the College</li></ul>	

- involvement with Partner Schools eg attendance at twenty five Year 10 Assemblies a year and a German Day in College which school children attended

**305.2** Questions were asked about:

- social media platforms
- ways of contacting the local press
- marketing the College to schools
- the public media profile versus those of other colleges

**305.3** The Chair thanked Mrs Peddell-Carr for an extremely interesting presentation.

**Agreed Action**

**The APFR would investigate ways to assist the Marketing department's interface with teachers**

APFR

**306 Election of the Chair**

Mr Boote was unanimously re-elected, unopposed, as Chair of the Committee.

**307 Confidential meeting with the Internal Auditor**

**307.1** The Assistant Principal (Finance and Resources) (APFR) and the Director of Finance (DF) left the meeting for two minutes and the Chair asked if the Auditor had any concerns or issues to report. In response to a question, the Internal Auditor stated that TIAA would not scrutinise the 'image' of the College unless they were auditing Marketing.

**307.2** No issues were raised and the staff managers returned to the meeting.

**308 Equality and Diversity Issues arising from the Agenda**

Members were reminded of the need to consider Equality and Diversity issues when discussing items on the agenda.

**309 Minutes**

**309.1** Minutes of the meeting held on Tuesday, 1 November 2016 were approved and duly signed by the Chair.

**309.2 Matters Arising from the Minutes**

All Matters Arising had been actioned.

**309.3** The updated Action Points sheet would be kept as part of the Committee's records.

**310 Internal Audit**

**310.1 Report form October Audit visit**

Mr Sharp presented the TIAA reports. The assurance for Equality and Diversity was 'Substantial'. In the Follow-up Review two items relating to minibus drivers were in

the process of being implemented. This would be monitored in the follow-up visit.

- 310.2 It was confirmed that the number of students receiving support was typical for the area.
- 310.3 **Report from January Audit visit**  
Learner Number compliance had been given 'Reasonable' assurance as there were some areas of non-compliance.
- 310.4 Offsite Activities had only 'Limited' assurance as there was potentially high reputational risk if an issue arose.
- 310.5 The APFR stated that a new MIS system was being installed and the database was almost complete. A new minibus had been bought which did not require drivers with a D1 licence and MIDAS training was going to be provided in-house. Other recommendations were in the process of being implemented.
- 310.6 The Chair added that the Risk Assessments College-wide were in the process of being reviewed and that the Health and Safety Committee was monitoring the progress. It was noted that the Principal reviewed all trips that were hazardous, residential or overseas in terms of risk.

**Agreed Actions**

- **When the Chair was in College for the next Health and Safety meeting he would discuss Risk Assessments further with the APFR**
- **A simple procedure to ensure that a First Aid kit was given out each time the keys of a minibus were collected would be put in place**

Chair  
APFR

**311 External Audit**

**311.1 Review of Performance Indicators (PIs)**

The APFR presented his paper, pointing out that the scores reflected the good service received from Mazars in 2015-2016 but that item 2.4 had received a score of 2 because of some issues with the handover of audit management when Mr l'Anson left Mazars. The Chair had added a comment at the end of the assessment.

**Agreed Action**

**Members unanimously AGREED the management's PI scoring for 2015-2016**

**311.2 Setting of PIs for coming year**

**Agreed Action**

**Members unanimously AGREED the proposed PIs for 2016-2017**

- 311.3 The APFR confirmed that Mazars had been appointed as auditors for 2016-2017 at the same price as 2016-2016, plus the cost of inflation.

**312 Annual Report on Data Protection Act and Freedom of Information Act Requests**

Members noted the content of the report on requests for information.

313	<b>Report on Complaints about Governance</b>	The Clerk advised members that there had been no complaints about Governance.	
314	<b>Outstanding items from previous Audit Reports</b>	The APFR reported no outstanding items from Audit reports prior to January 2017. The College was taking action on the Auditors' comments on off-site activities from the January 2017 audit visit. <b>Agreed Action</b> <b>The APFR would report back to the Committee at its next meeting on both licences for those driving the minibuses and on risk assessments for trips</b>	APFR
315	<b>Policy Review</b>	315.1 <b>Freedom of Information Policy (including Publication Scheme)</b> The APFR presented his paper, explaining that Information Commissioner's Office had recommended colleges to adopt its model policy.	
315.2	The APFR was asked whether the College had a Sustainability Policy to cover such areas as disposal of chemicals and kitchen waste. <b>Agreed Actions</b>	<ul style="list-style-type: none"> <li>• <b>Members unanimously APPROVED the Freedom of Information Policy (including Publication Scheme)</b></li> <li>• <b>The APFR would investigate the need for a separate Sustainability Policy with the help of the Internal Auditor</b></li> </ul>	APFR/TIAA
316	<b>Internal Audit Plan 2017-2018</b>	316.1 Members discussed the draft Internal Audit Plan for 2017-2018. Some days had been saved with a reduction to 17 days by moving back to the following year: <ul style="list-style-type: none"> <li>- ICT Data Assurance (reviewed the previous year)</li> <li>- Key Financial Controls (which has previously been strong)</li> <li>- Learner Numbers (which would be audited every other year)</li> </ul>	
316.2	However, the plan was flexible and could be adjusted according to needs. <b>Agreed Action</b>	<b>Members unanimously AGREED to recommend the Internal Audit Plan 2017-2018 to Corporation for approval</b>	Clerk
317	<b>Committee Business</b>	317.1 <b>Health and Safety Governor's Report</b> The Chair had looked around the College estate before the Health and Safety Committee meeting in January and had pointed out some areas of specific hazardous untidiness.	
317.2	<b>Annual Review of Committee's Terms of Reference</b>	The Clerk pointed out the proposed changes to the Committee's Terms of Reference.	

**Agreed Action**

**Members unanimously AGREED to recommend the revised Terms of Reference for the Committee to Corporation for approval**

**318 Standing Items**

**318.1 Risk Register (changes by exception) and Emerging Risks and including Top Ten Risks**

The APFR reported that the Risk Management Group was deliberating:

- the introduction of a Lock Down Policy
- the new Data Protection regime

**318.2 Confirmation of expenses claimed**

An expenses claims form had been signed.

**319 Information Exchange**

**319.1** This was Mr Blenkarn's last Audit Committee meeting as he would have to transfer to the Finance and Employment Committee as Chair of the Corporation and the Chair thanked him for his work on the Committee.

**319.2** It was noted that, with the departure of Mr Blenkarn, the Committee would need another member.

**320** ***Date of next meeting: Tuesday, 20 June 2017 at 5.30 pm in the Conference Room***

The meeting closed at 6.34 pm.