

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

AUDIT COMMITTEE

MINUTES OF A MEETING HELD ON WEDNESDAY 27 NOVEMBER 2024

Membership (5):	*	Charles Cardiff	External Member	Chair
	*	Beryl Huntingdon	External Member	
	*	Nicole Martin	External Member	Vice Chair
	*	Ian Ward	Staff Member	
	*	Pamela Woolgrove	External Member	
Quorum:		3 Members required	5 Members present	Meeting quorate
In Attendance:	*	Mark Bonnett	Finance Manager (FM)	
	*	Anthony Bravo	Principal	
	*	Simon Burrell	Clerk to the Corporation (Clerk)	
	i	Katrina Heath	Health & Safety Officer (HSO)	
	*	David Moir	Deputy Principal Finance & Resources (DPFR)	
		Kevin Moloney	TIAA (Internal Auditor: to 2023/24) (TIAA)	
	v	Ryan Pearce	Scrutton Bland (Internal Auditor: from 2024/25) (IA)	
Present at meeting:	*			
Via video link	v			
Minute 856 Only	i			

PART 1: NON-CONFIDENTIAL MATTERS

(5.31pm)		ACTION
848.	<p>APOLOGIES</p> <p>There were no apologies received.</p> <p>The Ctte expressed its concern that there was no representative from TIAA present or available online at the meeting.</p>	
849.	<p>DECLARATIONS OF INTEREST</p> <p>There were no Declarations of Interest made.</p>	
850.	<p>NOTIFICATION OF ANY OTHER BUSINESS</p> <p>There were no items of Any Other Business notified.</p>	
851.	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The Minutes of the meeting held on 12 June 2024 were confirmed as a correct record and were signed by the Chair.</p>	

852.	<p>MATTERS ARISING FROM THE MINUTES</p> <p>There were no Matters Arising discussed that were not due to be considered elsewhere at the meeting.</p>	
853.	<p>INTERNAL AUDIT SERVICE</p> <p>1. TIAA Internal Audit Reviews</p> <p>In the absence of TIAA, the DPFR took the Audit Ctte through the reports.</p> <p>i. Assurance Review of Learner Numbers</p> <p>TIAA assessed as ‘substantial Assurance’ and made no recommendations. The Ctte was very pleased to note that outcome.</p> <p>ii. Assurance Review of Staff Recruitment and Retention</p> <p>TIAA assessed as ‘Reasonable Assurance’ and had made 6 recommendations (3 x ‘Important’ and 3 x ‘Routine’). DPFR advised that actions in place to resolve matters raised. It was also noted that Scrutton Bland was undertaken a review of this area and that their final report would be presented at the next meeting. The Clerk was requested to include the TIAA report for comparison purposes.</p> <p>iii. Assurance Review of Student Recruitment</p> <p>Assessed as ‘Reasonable Assurance’. 4 recommendations made (1 x ‘important’, 2 x ‘routine’, 1 x ‘operational’).</p> <p>iv. TIAA Annual Report 2023/24</p> <p>The Annual Report was received and considered. The DPFR advised that TIAA had undertaken 30 days out of the agreed 35 days. It was also noted that one review (Cyber Security), reported as ‘Draft’ had not yet been received by the College. The DPFR would chase TIAA accordingly.</p> <p>It was RESOLVED to RECOMMEND to the CORPORATION that the Internal Audit Annual Report 2023/24 be agreed.</p> <p>2. Scrutton Bland</p> <p>i. Progress Report 2024/25</p> <p>The IA advised that there were three reviews planned to be reported to the next meeting of the Audit Ctte: i. HR (at draft stage), ii. Capital Projects (in progress), iii. Additional Learner Support (scheduled start Jan 2025).</p> <p>In response to a question from a Member, the IA confirmed that the Follow Up of Previous Recommendations review would include looking at recommendations made by TIAA over the previous two years.</p>	<p>Clerk</p> <p>DPFR</p>
854.	<p>FINANCIAL STATEMENTS AUDIT 2023/24</p> <p>Written reports were received and considered. The FM advised that the Regularity Self-assessment Questionnaire and the Letters of Representation were in a prescribed form, and had only had very minor updates from previous years versions.</p> <p>It was RESOLVED to RECOMMEND to the CORPORATION that the Regularity Self-assessment Questionnaire 2023/24 be agreed, and that the Letters of Representation for the Financial Statements and for the Regularity Assurance be agreed and signed.</p>	<p>Corp</p>

854. (cont)	It was noted that the FSA's audit management report 2023/24 had been reviewed at the preceding Joint meeting of the Audit and the Finance & Resources Cttes.	
855.	<p>RISK MANAGEMENT AND RISK REGISTER</p> <p>A written report was received for information and noted. The DPFR advised that the College's risk register had been reviewed and risk scores refreshed to reflect the current position and plans for 2024/25. He reported that five risks had reduced risk scores, no risks had increased risk scores, and no new risks had been added to the Risk Register. The five risks with reduced scores were:</p> <ol style="list-style-type: none"> 1. Closure of the FSC, Bordon: implemented and fully provided 2. LGPS contribution rates: scheme now fully funded and government guarantee in place 3. Campus security arrangements: new CCTV installed 4. Uncompetitive pay levels: market has now softened 5. Recruitment of staff with specialist skills: nearly all positions filled <p>The DPFR highlighted that the College had a very good Ofsted rating, strong finances, growing full-time student numbers, a fully operational and updated IT system, and that the risk profile was lower now than it had been for a long time and continued to decline. However, with the prospect of a 20% increase in the 16-19 demographic between 2025 and 2027 the risk profile would move towards quality of provision, capacity issues and the student experience. IT security would continue to remain a high risk.</p> <p>Looking towards the future, it was noted that there were a number of senior staff that would be leaving the College over the next few years through retirement and/or natural progression, and that that could bring about a loss of knowledge and continuity in the not-too-distant future.</p> <p>In addition, the Principal advised that that there was also a continuing reduction in Level 3 students, with a corresponding increasing in the number of Level 2 students, including those requiring higher levels of support, and that this would put greater strain on staff and facilities. In response to a question from a Member he advised that this change was being seen across the whole of the FE sector.</p>	
856.	<p>HEALTH & SAFETY ANNUAL REPORT 2023/24</p> <p>A written report was received and considered. The HSO took the Audit Ctte through her report and outlined key areas from it. In particular:</p> <ul style="list-style-type: none"> • A decrease in College-related injuries from 93 to 89 • Reviews of key policies undertaken: Health & Safety, Site Security, CCTV • New policy on Children on College Premises developed • Statutory insurance inspections undertaken, portable appliance testing conducted • A new advanced communication system (Audiebant) installed across the College campuses • Fire risk assessment undertaken with no immediate actions required • Regular fire drills conducted • A health & safety training agenda developed for 2024/25 • A wide range of estates improvements undertaken, • Two RIDDOR incidents reported to HSE • A large increase in the number of off-site activities undertaken <p>The Audit Ctte sought clarification on several matters raised in the report and was satisfied with the reassurances given.</p>	

856. (cont)	The Audit Ctte was pleased to receive a good and comprehensive health and safety annual report. It was RESOLVED to RECOMMEND to the CORPORATION that the Health & Safety Annual Report 2023/24 be received and agreed.	Corp
857.	AUDIT COMMITTEE'S ANNUAL REPORT 2023/24 A written report was received and considered. The Clerk advised that the Annual Report reflected on the work of the Audit Ctte during the year and included the assurances from the Internal Auditor's annual report, the Financial Statements Auditor's completion report, the Health & Safety Annual Report, and on risk management and the risk register. It was RESOLVED to RECOMMEND to the CORPORATION that the Audit Committee's Annual Report 2023/24 be received and agreed.	Corp
858.	USE OF COLLEGE SEAL The Clerk advised that the College Seal had not been used in the period since the previous meeting of the Audit Committee.	
859.	POST-PROJECT REVIEWS There had been no post-project reviews undertaken since the last meeting of the Audit Committee. It was noted that Scrutton Bland were currently undertaking a review of the F Block project and that their report would be presented at the next meeting.	
860.	ANY OTHER URGENT BUSINESS There were no items of Any Other Urgent Business discussed.	
861.	DATES OF FUTURE MEETINGS Wednesday 12 March 2025 Wednesday 11 June 2025	
(6.35pm)	Meeting closed	

Confirmed as a correct record		12 March 2025
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