

# BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

## AUDIT COMMITTEE

**Minutes of a Meeting held on Wednesday 11 March 2009 at 5.00pm**

<b>Membership:</b>	<ul style="list-style-type: none"> <li>* Charles Cardiff</li> <li>* Andrew Bishop</li> <li>Donna Kitchen</li> <li>* Lynden Jones</li> <li>* Andy Williams</li> <li>* Pamela Woolgrove</li> </ul>	<ul style="list-style-type: none"> <li>Member</li> <li>Member</li> <li>Staff Member</li> <li>Member</li> <li>Co-opted Member</li> <li>Member</li> </ul>	<ul style="list-style-type: none"> <li>Chairman</li> </ul>
<b>Quorum:</b>	3 Members required	5 present	Meeting quorate
<b>In Attendance:</b>	<ul style="list-style-type: none"> <li>i Judith Armstrong</li> <li>i Bill Blythe</li> <li>i Simon Burrell</li> <li>i Gill Livingstone</li> <li>Chris Mantel</li> <li>i David Moir</li> </ul>	<ul style="list-style-type: none"> <li>Principal</li> <li>Head of Finance (HOF)</li> <li>Clerk to the Corporation (Clerk)</li> <li>Bentley Jennison (Internal Auditor)</li> <li>Tenon (External Auditor)</li> <li>Deputy Principal - Finance &amp; Resources (DPFR)</li> </ul>	
	<ul style="list-style-type: none"> <li>* Present</li> <li>i From Minute 134</li> </ul>		

### PART 1 – NON CONFIDENTIAL MATTERS

#### 133. PRE MEETING DEVELOPMENT SESSION

The Committee held a 'Members Only' pre-meeting development session.

(5.30pm)

#### 134. APOLOGIES FOR ABSENCE

Donna Kitchen, Chris Mantel (Tenon).

#### 135. DECLARATIONS OF INTEREST

The Clerk declared an Interest in Agenda Item 7.1.i PAYE Review (Page 10 of the report).

#### 136. NOTIFICATION OF ANY OTHER BUSINESS

There were no items of Any Other Business notified.

#### 137. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 26 November 2008 were confirmed as a correct record, and were signed by the Chairman.

#### 138. MATTERS ARISING

There were no Matters Arising discussed.

**139. PROGRESS REPORT ON THE IMPLEMENTATION OF RECOMMENDATIONS FROM PREVIOUS AUDIT REPORTS**

A written report was received and considered. The DPFR advised that of the 31 recommendations contained in the report, 17 had now been completed. The DPFR and the HOF took Members through the remaining recommendations and updated them on progress made.

In particular, the DPFR advised that with regard to the outstanding recommendation relating to the Business Continuity Plan, the recent bad weather conditions had led to the Plan being part-implemented. However, some weaknesses had been identified. These related to areas not foreseen at the time the Plan was drafted, eg. the inability of key staff to travel in the (then) adverse road and weather conditions etc. A number of key communications issues had been highlighted, and work was in progress to resolve these matters. The DPFR also confirmed that it was planned to undertake testing of different aspects of the Plan in the near future.

Members were pleased to note the progress achieved on completing outstanding recommendations.

**140. INTERNAL AUDIT SERVICE**

**1. Internal Audit Progress Report 2008/09**

A written report was received and considered. The Internal Auditor took Members through the report and highlighted the internal audit work already undertaken or planned during the current year. She advised that although achievement of the planned work was slightly behind schedule owing to staff illness, she anticipated the agreed annual plan being completed within the current year.

**It was AGREED that completed reports would be circulated to all Members between meetings.**

**141. FREEDOM OF INFORMATION (FOI) ACT**

A written report was received and considered. The DPFR advised that the FOI policy had been reviewed and updated.

**It was RESOLVED to RECOMMEND to the CORPORATION that the updated Freedom of Information Act policy be agreed.**

**142. RISK MANAGEMENT**

A written report was received and considered. The DPFR advised that SMT had reviewed the Risk Register and identified a number of additional risks to the College, as follows:

- Low success rates and value-added measures on National Diploma programmes.
- The future structure and funding of vocational qualifications within the Qualifications Credit Framework and the impact of the Diplomas on the status of equivalent BTEC qualifications.
- HE funding arrangements following cessation of the HE Consortium.
- HE learner numbers.
- Level of student withdrawals since Sept 2009.
- Non-achievement of industrial placements target for staff.
- Impact on learner success rates with closure of Chineham Learning Centre and negative publicity/complaints.
- Impact on the property strategy created by the LSC capital funding availability issue.

The DPFR gave Members a brief indication of the potential adverse effects that the above could have on the operation and funding of the College.

A revised copy of the Risk Register would be presented to the Ctte at its next meeting.

**ACTION: DPFR/Clerk**

**143. USE OF COLLEGE SEAL**

The Clerk advised that the Seal had not been used in the period since the last meeting.

**144. ANY OTHER BUSINESS**

There were no items of Any Other Business discussed.

**145. DATE OF NEXT MEETING**

Wednesday 17 June 2009

6.10pm

**PART 2 – CONFIDENTIAL MATTERS**

**146. EXCLUSION OF OFFICERS**

All Non Members (except the Clerk) were excluded from the meeting.

**147. OPPORTUNITY FOR INTERNAL AND FINANCIAL STATEMENTS AUDITORS TO COMMENT ON ANY ASPECTS OF AUDITS**

There were no matters raised by the Internal Auditor.

(Meeting closed at 6.15pm)

Confirmed as a correct record

Signed:..... Date:.....

Audit minutes 090311.

Chair's  
Initials:.....