

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

AUDIT COMMITTEE

MINUTES OF A MEETING HELD ON WEDNESDAY 12 JUNE 2019

Membership (7):	*	Charles Cardiff	External Member	Chair
		Nicole Martin	Co-opted Member	
	*	Chris Moore	External member	
	i	Martin Slatford	External Member	
	*	Pamela Woolgrove	External Member	Vice Chair
		Vacancy (TS)	Member	
		Vacancy (MM)	Member	
Quorum:		3 Members required	3 Members present	Meeting quorate
In Attendance:	*	Anthony Bravo	Principal	
	*	Simon Burrell	Clerk to the Corporation (Clerk)	
	*	Vicky Davies	TIAA (Internal Auditor) (IA)	
	*	David Moir	Deputy Principal Finance & Resources (DPFR)	
Present at meeting:	*			
From Minute 647:	i			

PART 1: NON-CONFIDENTIAL MATTERS

(5.15pm)		ACTION
643.	APOLOGIES FOR ABSENCE Nicole Martin.	
644.	DECLARATIONS OF INTEREST There were no Declarations of Interest made.	
645.	MINUTES OF THE PREVIOUS MEETING The Minutes of the meeting held on 13 March 2019 were confirmed as a correct record and were signed by the Chair.	
646.	MATTERS ARISING 1. Audit Ctte's Contingency Allowance (Minute 636.1) The IA advised that the review requested by the Audit Ctte had been delayed owing to illness and was now scheduled to be undertaken later that week.	Internal Auditor

<p>648.</p>	<p>RISK MANAGEMENT AND RISK REGISTER</p> <p>A written report was received for information and noted. The DPFR advised that whilst the trend in recent reviews had seen the overall College risk profile reduce, three new risks had been added that had increased the overall risk profile. Those new risks were:</p> <ul style="list-style-type: none"> • Devolution of adult funding (risk score 29) • The introduction of T-levels (risk score 28) • The impact of Brexit on the college’s operation (risk score 12) <p>The DPFR advised that as well as the new risks, the main areas of risk for the college group were:</p> <ul style="list-style-type: none"> • Funding changes that had been implemented and were outside of the College’s control • The continuing decline in 16-18 full-time learner numbers, the impact that was having on the College’s finances, and the continued viability of some parts of the curriculum • GDPR breaches • Below average achievement rates for 16-18 and 19+ Education & Training programmes, early leaver rates were too high • Three-year decline in apprenticeship achievement rates • Insufficient monitoring and students’ value added/progress made measures • Development of Higher Education programmes • Reliance on some key staff with hard to replace skills • The length of the college’s commitment to the Future Skills Centre at the end of the initial three-year period of the lease <p>The DPFR outlined those areas of opportunity for the College group that included:</p> <ul style="list-style-type: none"> • Capital funding: three project bids were being made to Enterprise M3 LEP (Digital Futures, Electric Vehicle Training, Special Educational Needs into Employment) • Growth in apprenticeships and adult courses • Building on BCoT’s growing reputation as a leader and innovator in the use of digital technologies in teaching, learning and assessment • Higher Education development <p>The Ctte proposed that it would review a different section of the Risk Register at each meeting, and that those individuals responsible for those sections should make a short presentation to the Ctte on how they were mitigating the risks.</p>	<p>DPFR</p>
<p>649.</p>	<p>REVIEW OF COMMITTEE TERMS OF REFERENCE AND DELEGATION OF RESPONSIBILITIES</p> <p>A written report was received and considered. The Clerk advised that the terms of reference and the delegation of responsibilities were due for their three-yearly review. He advised further that there were no known changes that were required to be made.</p> <p>The Ctte reviewed the terms of reference and delegation of responsibilities and agreed that there were no changes required to either.</p>	
<p>650.</p>	<p>USE OF COLLEGE SEAL</p> <p>The Clerk advised that the Seal had not been used in the period since the previous meeting.</p>	

651.	<p>ANY OTHER BUSINESS</p> <p>There were no items of Any Other Business discussed.</p>	
652.	<p>DATE OF FUTURE MEETINGS <i>(Meetings commence at 5.00pm unless stated)</i></p> <p>Wednesday 27 November 2019 Wednesday 18 March 2020 Wednesday 10 June 2020</p>	
653.	<p>EXCLUSION OF OFFICERS</p> <p>No Officers were excluded from the meeting.</p>	
654.	<p>AUDITORS' ONLY</p> <p>The Internal Auditor advised that she had no matters to raise.</p>	
(6.30pm)	Meeting closed	