BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

AUDIT COMMITTEE

MINUTES OF A MEETING HELD ON WEDNESDAY 10 JUNE 2026

Membership (5):	*	Charles Cardiff	External Member	Chair
	*	Beryl Huntingdon	External Member	
		Nicole Martin	External Member	Vice Chair
	*	Pamela Woolgrove	External Member	
		Vacancy (IW)	Staff Member	
		Vacancy (CB)	External Member	
Quorum:		3 Members required	3 Members present	Meeting quorate
In Attendance:	*	Simon Burrell	Clerk to the Corporation (Clerk)	
	*	Gary Clark	Director of Finance (DoF)	
		Greg Devereux-Cooke	Asst Principal Corporate Services (APCS)	
	*	Lorraine Heath	Principal	
	v	Paul Goddard	Internal Auditor (Scrutton Bland) (IA)	
		Chris Mantel	Financial Statements Auditor (Alliotts) (FSA)	
Present at meeting:	*			
Present via video link:	v			

PART 1: NON-CONFIDENTIAL MATTERS

(5.17pm)		ACTION
912.	**WELCOME** Lorraine Heath (Principal) was welcomed to the meeting. **APOLOGIES** Nicole Martin, Greg Devereux-Cooke (APCS), Chris Mantel (Financial Statements Auditor). **MEMBERSHIP OF THE AUDIT COMMITTEE** It was noted that Caroline Baker had resigned from the Corporation and from the Audit Committee.	
913.	**DECLARATIONS OF INTEREST** There were no Declarations of Interest made.	
914.	**MINUTES OF THE PREVIOUS MEETING** The Minutes of the Meeting of the Audit Committee held on 4 March 2026 were confirmed as a correct record and were signed by the Chair.	

915.	**MATTERS ARISING FROM THE MINUTES** There were no Matters Arising discussed that were not due to be considered elsewhere at the meeting.	
916.	**INTERNAL AUDIT SERVICE** Written reports were received and considered. The IA took the Ctte through his reports: **1. Procurement, Payments and High Value Purchases** The IA advised that the review had been assessed as 'Reasonable Assurance'. A total of 4 recommendations had been made (one graded 'medium risk' and three graded 'low risk'). He took the Ctte through his recommendations. It was noted that a number of matters related to purchases around the estates function. The DoF advised that this was primarily as a result of the Estates Dept responding to matters requiring urgent attention. In addition, the IA highlighted that there had been several instances where purchase orders had not been raised, nor had sufficient quotes been obtained in line with the Financial Regulations. He had noted some high-level expenditure where no quotes had been sought. He stressed the need to evidence the reasons why quotes were not sought in such instances. The DoF advised that the new financial accounting system currently being implemented included the need for managers to record valid reasons why quotes had not been sought. The IA also highlighted the lack of a centralised contract register and the potential risks that entailed. He stressed that College Management should agree an approach to be taken regarding the management of a contract register and whether this should be overseen centrally for better management and control purposes. **2. Learner Records Funding Assurance (Classroom, ASF and Apprenticeships)** The IA advised that the review had been assessed as 'Substantial Assurance'. One recommendation had been made (graded as 'low risk'). Overall, he considered that the College demonstrated a strong level of compliance with DfE funding guidance across both classroom-based provision and apprenticeships. He advised further that the review found that compliance remained effective in the majority of areas tested, with no systemic issues identified. **3. Internal Audit Progress Report 2025/26** It was noted that initial work on the final audit review for 2025/26 (Apprenticeships Recruitment and Employer Engagement) was ongoing and that that report and the Follow-up of Previous Recommendations review would be presented at the Autumn Term meeting. **4. Internal Audit Plan 2026/27** In developing the proposed Internal Audit Plan the IA advised that he had reviewed the College's risk register, the range of previous reviews undertaken, recommendations arising from previous reviews, and discussed matters with College Management.	

916. (cont)	Following his reviews, the IA proposed that the Internal Audit Plan 2026/27 be based on: • Apprenticeships Delivery, Efficiency and Effectiveness (5 days) • DfE Funding Assurance (6 days) • Safeguarding (5 days) • Risk Management (4 days) • HR: Performance Management (4 days) • Follow-up on Previous Recommendations (2.5 days) • Planning and control (3 days) • Audit Ctte preparation and attendance (3 days) • Total IA = 36.5 days Plus, the Audit Committee's own allocation of 5 days (areas to be determined at the next Audit Cttee Pre-meet) The Principal and the DoF suggested that the Audit Ctte might like to consider a review of Estates & Facilities function as part of its allocation, as there had been 'management issues' following the departure of the (then) Head of Estates, and the use of a number of interim/temporary staff. **It was RESOLVED to RECOMMEND to the CORPORATION that the Internal Audit Plan 2026/27, based on 36.5 days (plus the Audit Ctte's 5-day allocation) be agreed.**	**Audit Ctte** **Corp**
917.	**FINANCIAL STATEMENTS 2025/26: OUTLINE AUDIT PLAN** A written report was received for information and noted. The DoF highlighted the audit plan proposed by the FSA in respect of the Financial Statements 2025/26.	
918.	**RISK MANAGEMENT AND RISK REGISTER** A written report was received, considered and noted. In the absence of the APCS, the DoF advised that the five most significant risks facing the College were: 1. Curriculum reforms and their impact (S8) 2. Viability of apprenticeship delivery (S9) 3. Failing to guarantee continuity of effective management through succession planning (H2) 4. The financial implications of data errors if they occur (S2) 5. The threat to IT security, either through malicious attack or hardware/software failure (R8)	
919.	**POST PROJECT REVIEWS** **1. F Block Project Review** The DoF advised that there were still some snagging issues still to be completed by the contractor. The DoF advised further that he had now received the final account from the contractor but that he was with-holding funding until all outstanding works had been completed.	
920.	**USE OF COLLEGE SEAL** The Clerk advised that the College Seal had not been used in the period since the previous meeting.	

921.	**ELECTION OF CHAIR OF THE AUDIT COMMITTEE** The Clerk called for nominations for Chair of the Audit Committee. One nomination was received. **It was RESOLVED that Charles Cardiff be elected Chair of the Audit Committee for a two-year term of office commencing 15 June 2026.** (Proposed by Beryl Huntingdon, Seconded by Pamela Woolgrove)	
922.	**DATES OF FUTURE MEETINGS** Meetings commence at: MEMBERS ONLY: 5.00pm SCHEDULED MEETING: 5.15pm Wednesday 25 November 2026** Wednesday 3 March 2027 Wednesday 16 June 2027 **NOTE:** ** = Includes joint meeting (5.15-5.45pm) with F&R Ctte to review FSA audit report on the Financial Statements 2025/26	
(6.00pm)	Meeting closed	

Confirmed as a correct record		25 Nov 2026