BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

AUDIT COMMITTEE

MINUTES OF A MEETING HELD ON WEDNESDAY 4 MARCH 2026

Membership (5):	*	Charles Cardiff	External Member	Chair
		Caroline Baker	External Member	
	*	Beryl Huntingdon	External Member	
	*	Nicole Martin	External Member	Vice Chair
		Pamela Woolgrove	External Member	
		Vacancy (IW)		
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	Acting Principal (AP)	
	v	Ryan Pearce	Scrutton Bland (Internal Auditor) (IA)	
Present at meeting:	*			
Present via video link:	v			

PART 1: NON-CONFIDENTIAL MATTERS

		ACTION
903. (5.20pm)	**APOLOGIES** Pamela Woolgrove	
904.	**DECLARATIONS OF INTEREST** There were no Declarations of Interest made.	
905.	**MINUTES OF THE PREVIOUS MEETING** The Minutes of the Joint Meeting of the Audit Committee and the Finance & Resources Committee held on 26 November 2025 were confirmed as a correct record and were signed by the Chair. The Minutes of the meeting of the Audit Ctte held on 26 November 2025 were confirmed as a correct record and were signed by the Chair.	
906.	**MATTERS ARISING FROM THE MINUTES** There were no Matters Arising discussed that were not due to be considered elsewhere at the meeting.	

907. (5.22pm)	**INTERNAL AUDIT SERVICE** Written reports were received and considered. The IA took the Ctte through his reports: **1. HR Sickness Absence Monitoring** The IA advised that the review had been assessed as 'Substantial Assurance'. He advised further that the review noted that the College had established a sufficient sickness absence management framework. A total of 5 recommendations had been made, all graded as 'low risk'. **2. Learner Recruitment** The IA advised that the review had been assessed as 'Substantial Assurance'. He advised further that the review had identified that there were opportunities to continue to strengthen oversight and strategic alignment in the learner recruitment framework for HE and ASF. A total of 6 recommendations had been made, 1 graded as 'medium risk' and 5 graded as 'low risk'. **3. Cyber Security** The IA advised that the review had been assessed as 'Substantial Assurance'. He advised further that the review noted that the College's IT Service Team had developed an effective cyber risk management framework, and that there was effective management of the College firewall and anti-virus system. A total of 5 recommendations had been made, all graded as 'low risk'. **4. Internal Audit Progress Report 2025/26** It was noted that a further three reviews (i. Purchasing to Payment and High Value Purchases, ii. Apprenticeships Recruitment and Employer Engagement, iii. Learner Numbers - Funding Assurance were scheduled to be reported at the next meeting of the Audit Committee, and the Follow-up of Previous Recommendations review would be presented at the Autumn Term meeting. The Chair noted that in the previous 3-4 years the areas reviewed above had been deemed to be weak, and that the latest reviews had confirmed that there had been substantial improvements and changes made to elicit such good reviews. He congratulated all those concerned in the achievement of such good results. The Chair highlighted that the benchmarking data included in the reports was very beneficial to the Audit Committee in assessing how the College was performing across the FE sector.	**Internal Auditor**
908. (5.40pm)	**RISK MANAGEMENT AND RISK REGISTER** A written report was received, considered and noted. The APCS advised that there had been a number of significant changes since the last risk report had been presented to the Audit Committee, namely that the Principal had retired, the Deputy Principal Finance & Resources had semi-retired, the Head of Estates was absent on long term sick leave, and the F Block window/cladding project has been completed. The APCS advised further that in reviewing and updating the risk scores four risk scores (shown in the report) had increased. He highlighted the most significant	

908. (cont)	risks (also listed in the report) currently facing the College and outlined the actions being taken to mitigate them. In response to a challenge by a Member, the APCS advised that short-term changes within the College Management could have had a de-stabilising effect on the College but that appropriate actions had been put in place to deal with such changes. In response to a question from a Member the APCS advised that following the long-term absence of the Head of Estates an interim replacement had been appointed in order to ensure that current and planned projects continued to progress. The Chair raised the question of whether there was a risk of a 'predator organisation' seeing the College in a potentially vulnerable position. The AP advised that, to date, she was not aware of any instances from external sources. She stressed that the College was in a very good position, finances were strong, staffing was stable, and that students had not been impacted following recent events, and flet that the College was not in a vulnerable position.	
909. (5.49pm)	**POST PROJECT REVIEWS** **1. F Block Project Review** A written report was received for information and noted. The APCS advised, overall, that there had been a number of 'lessons-learnt' following the completion of the F Block project that would be taken-forward when planning future projects. The APCS advised further that Phase 1 had been undertaken fairly well. However, during Phase 2 the sub-contractors appointed by ACS Professionals in Construction Ltd had been the main cause of the issues faced. Despite all the problems faced during Phase 2 the classrooms had been completed and returned to use on time with limited disruption to teaching. In response to a question from a Member the APCS advised that most of the matters highlighted during the 'snagging process' had been rectified during the recent half-term break, but there were two items outstanding that were in-hand. In response to a further question from a Member the APCS was confident that the final account for the overall project would be within budget, and that the final account would be reported to the Audit Committee at its next meeting.	**APCS**
910.	**USE OF COLLEGE SEAL** The College Seal had not been used.	
911.	**DATES OF FUTURE MEETINGS** Wednesday 10 June 2026 Wednesday 25 November 2026 Wednesday 3 March 2027 Wednesday 16 June 2027	
(5.58pm)	Meeting closed	

Confirmed as a correct record		10 Jun 2026