

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

AUDIT COMMITTEE

MINUTES OF A MEETING HELD ON WEDNESDAY 26 NOVEMBER 2025

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	4 Members present	Meeting quorate
In Attendance:	*	Simon Burrell	Clerk to the Corporation (Clerk)	
	*	Greg Devereux-Cooke	Head of Data and Funding (HDF)	
	*	Paul Goddard	Scrutton Bland (Internal Auditor) (IA)	
	*	Chris Mantel	Alliotts (Financial Statements Auditor) (FSA)	
	*	David Moir	Deputy Principal Finance & Resources (DPFR)	
Present at meeting:	*			

PART 1: NON-CONFIDENTIAL MATTERS

889. (5.45pm)	<p>HEALTH AND SAFETY ANNUAL REPORT 2024/25 (Presented by Katrina Heath, Health & Safety Officer (HSO))</p> <p>A written report was received and considered. The HSO took the Audit Cttee through her report and outlined key areas from it. In particular:</p> <ul style="list-style-type: none"> • H&S Policy reviewed to ensure ongoing compliance with current legislation • Emergency Evacuation, Educational Visits, CCTV policies reviewed and revised • H&S Cttee met twice, continues to operate effectively with strong representation from across the College • With the UK national threat level at “substantial” a ‘Run Hide Tell’ video had been produced and added to student and staff induction programs. • A test of the College’s ‘lock-down’ procedures conducted • A Fire Safety Inspector conducted a fire safety audit and raised five areas for action • A H&S Consultant had been appointed to assist in undertaking detailed reviews and risk assessments • H&S training continued across the College covering a wide range of activities • 144 incidents resulting in injury recorded; one RIDDOR-reportable incident recorded 	
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889. (cont)	<p>At the end of the presentation, the Audit Ctte sought clarification on several matters raised in the report and was satisfied with the assurances given.</p> <p>In response to a question from the IA regarding reviewing departmental risk assessment and actions arising from them, the HSO advised that she and the H&S Consultant undertook a range of checks to review and monitor progress. Outcomes were added to the College Dashboard.</p> <p>The Audit Ctte was pleased to receive a good and comprehensive health and safety annual report.</p> <p style="text-align: center;">It was RESOLVED to RECOMMEND to the CORPORATION that the Health & Safety Annual Report 2024/25 be received and agreed.</p> <p><i>(The HSO left the meeting)</i></p>	Corp
890. (6.02pm)	<p>WELCOME</p> <p>Greg Devereux-Cooke (Head of Data and Funding) and Paul Goddard (Internal Auditor) were welcomed to the meeting.</p> <p>APOLOGIES</p> <p>Anthony Bravo.</p>	
891.	<p>DECLARATIONS OF INTEREST</p> <p>There were no Declarations of Interest made.</p>	
892.	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The Minutes of the meeting of the Audit Ctte held on 11 June 2025 were confirmed as a correct record and were signed by the Chair.</p>	
893.	<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>	
894. (6.04pm)	<p>INTERNAL AUDIT SERVICE</p> <p>Written reports were received and considered. The IA took the Ctte through his reports:</p> <p style="text-align: center;">1. Internal Audit Progress Report 2025/26</p> <p>The HR sickness absence monitoring review had commenced that week, the Learner Recruitment review scheduled for Dec 2025, and the Cyber Security review in Jan 2026 (all three reviews would be reported to the March 2026 Audit Ctte). Three further reviews were scheduled and would be reported at the June 2026 Audit Ctte meeting.</p> <p style="text-align: center;">2. Industrial Placements Review</p> <p>An update review had been undertaken following the receipt of further information that was not available at the time of the previous review. The IA's assurance opinion for governance, risk management and control arrangements provided 'reasonable' assurance that the material risks reviewed were managed effectively. He had made three recommendations, two graded 'medium' and one graded 'low'.</p>	

<p>894. (cont)</p>	<p>3. Funding Assurance Review</p> <p>The review had covered two areas:</p> <ol style="list-style-type: none"> 1. Classroom-based Provision: The IA's assurance opinion for governance, risk management and control arrangements provided 'strong' assurance that the material risks reviewed were managed effectively. 2. Apprenticeships: The IA's assurance opinion for governance, risk management and control arrangements provided 'significant' assurance that the material risks reviewed were managed effectively. <p>The IA had made a total of three recommendations, all graded 'low'.</p> <p>4. Follow-up of Previous Recommendations</p> <p>The IA advised that of the 11 previous recommendations reviewed, 8 were deemed to have been 'implemented/superseded', 2 were 'part implemented/in progress', and 1 was 'unable to conclude'.</p> <p>In response to a question from a Member the IA advised that actions related to the recommendations highlighted in the various reports would be reviewed as part of the next Follow-up review.</p> <p>5. Internal Audit Annual Report 2024/25</p> <p>The IA advised that, in his opinion, the College had:</p> <ul style="list-style-type: none"> • adequate and effective risk management processes • adequate and effective governance processes • adequate and effective control processes • adequate and effective processes surrounding efficiency and effectiveness <p>The IA advised further that, during the year concerned, he had undertaken 6 specific internal audit reviews: 1 graded 'strong', 3 graded 'significant' and 2 graded 'reasonable'. The Follow-up review was graded 'reasonable progress'.</p> <p>It was RESOLVED to RECOMMEND to the CORPORATION that the Internal Audit Report 2024/25 be agreed</p>	<p>Corp</p>
<p>895. (6.24pm)</p>	<p>FINANCIAL STATEMENTS AND REGULARITY AUDIT 2024/25</p> <p>There were no further matters raised following the Joint Meeting of the Audit Cttee and the Finance & Resources Cttee held before the Audit Cttee meeting.</p> <p>It was RESOLVED to RECOMMEND to the CORPORATION that the Regularity Audit SAR and the Letters of Representation be agreed and signed on behalf of the Corporation by the Chair of the Corporation and the Principal.</p>	<p>Corp</p>
<p>896. (6.27pm)</p>	<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 updated to reflect the current position and plans for 2025/26.</p> <p>The DPFR advised further that following another very good enrolment and the completion of a pilot Ofsted inspection at the beginning of the academic year,</p>	

896. (cont)	<p>the risk profile had been reduced. Recent government announcements had also been very positive about the role and value of Further Education colleges, and there were strong indications that funding would at least keep up with the rate of inflation for the next few years.</p> <p>However, there were still some significant risks around:</p> <ul style="list-style-type: none"> • Curriculum reforms and their impact • The threat to IT security • The financial implications of data errors if they occurred • The viability of apprenticeship delivery <p>In response to a question from a Member the DPFR advised that there was still a lot of uncertainty surrounding the final curriculum reform proposals. However, the College was anticipating that any changes would be fundamental, and likely to be implemented in September 2026 or 2027.</p> <p>A copy of the College Risk Register was received and noted.</p>	
897. (6.45pm)	<p>AUDIT COMMITTEE'S ANNUAL REPORT 2024/25</p> <p>A written report was received and considered. The Clerk advised that the Annual Report reflected on the work of the Audit Ctte undertaken 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 from the risk management and risk register reports.</p> <p>It was RESOLVED to RECOMMEND to the CORPORATION that the Audit Committee's Annual Report 2024/25 be received and agreed.</p>	Corp
898. (6.47pm)	<p>ELECTION OF VICE CHAIR OF THE AUDIT COMMITTEE</p> <p>The Clerk called for nominations for Vice Chair of the Audit Ctte for a two-year term of office. One nomination was received.</p> <p>It was RESOLVED that Nicole Martin be elected Vice Chair of the Audit Ctte for a two-year term of office.</p>	
899.	<p>USE OF COLLEGE SEAL</p> <p>The College Seal had not been used.</p>	
900.	<p>POST-PROJECT REVIEWS</p> <p>There had been no post-project reviews.</p>	
901.	<p>DATES OF FUTURE MEETINGS</p> <p>Wednesday 4 March 2026 Wednesday 10 June 2026</p>	
902.	<p>DAVID MOIR: DEPUTY PRINCIPAL FINANCE & RESOURCES</p> <p>The Chair advised that this was the last meeting for David prior to his retirement. On behalf of the Audit Ctte the Chair thanked David for all his help, advice and co-operation to the Audit Ctte and wished him a long and happy retirement.</p>	
(6.48pm)	Meeting closed	