

## **BOSTON COLLEGE**

### **MINUTES OF THE MEETING OF THE AUDIT COMMITTEE HELD ON THURSDAY 15 MARCH 2018**

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#### **PRESENT**

Mr D Hanson (Chair), Mrs H Wright, Mr S Brown

Also in attendance: Ms J Maher (Principal), Mrs J Hemmant (Vice Principal Corporate Services), Miss S Hill (Clerk to the Audit Committee), Mr J Creed (ICCA),

Meeting attendance: 75%

#### **1. APOLOGIES**

Apologies for absence were received from Mr A Atkins and Mr R Lewis.

#### **2. ACTION LOG**

There were no items on the Action Log.

#### **3. MINUTES OF MEETING HELD 23 NOVEMBER 2017**

The minutes were signed as a true record.

#### **4. INTERNAL AUDIT**

- **Apprenticeship Strategy – Follow up**

Mr Creed said that this was Follow up of the Apprenticeship Strategy done last year. Substantial assurance was given and 4 of the 5 recommendations had been fully implemented. One remains outstanding, but it is not yet at due date for completion. Mrs Wright asked about the cost of end point assessments and the Principal gave some clarification. The Principal said that there was a major Apprenticeship Conference planned which she was going to try to attend. Mrs Wright asked if there was an Apprenticeship Strategy available and the Principal said she would make this available to her.

Mr Hanson asked about item 3.3 on the report relating to a staff skills mapping exercise to ensure staff have the correct skills and knowledge to deliver the new standards. The Principal said that this was implemented by her predecessor and stated that staff would be trained as required. Mr Hanson said that it was a good report.

- **Learning Support Funding & High Needs Students**

Mr Creed explained the procedure to the Committee relating to Additional Learning Support and high needs students and confirmed that the report conclusion was Substantial Assurance with no recommendations at all. The Principal said that it was expensive provision with currently 49 high need students. Mr Creed said that they had sample tested approximately 50%. Further discussion took place and Mr Creed commented that it was quite an involved audit and a good report for the College.

- **External Assurance of Sub-contracting Controls**

Mr Creed explained to the Committee that the report shows evidence that a test has been done to ensure contractual requirements are being met between the College and Sub-contractors. He said that it was very positive for the College to have a dedicated manager handling £1.4 M of funding, when some Colleges just add this on to another post.

Mrs Wright asked how often Sub-contracting needs to be audited and Mr Creed confirmed that it is annually and then a certificate is issued. The report showed two low priority recommendations, one of which had already been implemented.

## **5. RISK MANAGEMENT**

Mrs Hemmant presented a routine report, and the risk register which is shown in priority order; she said that the register was not very different from the previous version, except for the inclusion of GDPR. The Principal said that there is a free, online GDPR course/certification for Managers. The Principal also commented on the top risk on the Register which is Significant Funding Allocation Variance, which is the main risk for all Colleges. The Principal also said that the Senior Leadership Team look at risk management every week. Further discussion took place. Mr Hanson asked how difficult it would be to show movement of priorities and Mrs Hemmant said she would produce a document for him showing this.

## **6. ANY OTHER BUSINESS**

There was no other business.

## **7. DATE OF NEXT MEETING**

Thursday 21<sup>st</sup> June