

MILTON KEYNES COLLEGE

AUDIT & RISK COMMITTEE

Minutes of the meeting held on 19th March 2020, G6, Chaffron Way Campus,
08:30 to 09:40

Committee Members	Attendance Record 2019-2020	Present at this meeting
Richard Bartlett-Rawlings (joined 3/10/19)	2 of 2	Richard Bartlett-Rawlings*
Alan Cook (Chair)	2 of 2	Alan Cook
Peter Cox	1 of 2	
Luke Ferebee	2 of 2	Luke Ferebee
Mat Gotkowski	2 of 2	Mat Gotkowski*
Kuldip Kaur	2 of 2	Kuldip Kaur
* attended via MS Teams		
Total percentage attendance this meeting	83%	5/6
Total percentage attendance year to date	92%	11/12

In attendance: Karen Brown, Imelda Galvin* (in part), Marc Gillham (in part), Will Gordon (in part), Steve Lake*, Elucidate (in part), Julie Mills* (in part)

* attended via MS Teams

CONFIDENTIAL SESSION

The first part of the meeting was a confidential session with no management present (confidential minutes A). This is a standing agenda item.

Julie Mills, Imelda Galvin, Marc Gillham and Will Gordon joined the meeting at 08:40

PROCEDURAL

- 1.0** The Committee Chair welcomed everyone to the meeting. Due to COVID-19 all governor meetings will be held online from 23rd March until further notice. This was therefore an opportunity for governors to trial MS Teams (although some members were present in the room).

Apologies had been received from Peter Cox.

- 2.0** There were no Declarations of Interest.

MINUTES OF LAST MEETING: 20th June 2019

- 3.1** *The Committee approved the minutes (previously circulated as Paper 3.1A, 3.1B and 3.1C)*

Matters arising:

Date raised	Action	Status
28 th November 2019	Audit Progress report – add implementation dates	Complete Agenda item 4.2
20 th June 2019	1. The final version of the Estates Strategy will be available by the end of August for approval (previous audit recommendation)	On hold pending IoT decision (IG)
	3. Circulate the operational Risk Register to the Committee for information.	Superseded by agenda item 4.3
	8. The Committee asked for assurance that there is an effective Business Continuity Plan in place and that simulations have been carried out. There is an audit planned for 2020/21. The Committee asked that the College consider running simulations affecting operational issues (such as inability to access one site and the practical implications).	Complete The current Business Continuity Plan is being enacted to respond to the COVID-19 pandemic through the Resilience Group (which is meeting daily). The plan is effective in enabling curriculum and business support operations to continue to function when the College closes on 20 th March. The College's Business Continuity Plan is next due for review in April 2020 (and the review by Will Gordon and Steve Lake has already started).

2019/20 ASSURANCE

4.1 4.1.1 Internal Audit 2019/20 (previously circulated as Paper 4.1A)

a) Internal Audit Progress Report

Steve Lake advised that in light of government advice to close schools and colleges from 20th March 2020, the schedule of remaining audits will be revised. The audits for Strategic and Financial Planning and Budgetary Control and Reporting may go ahead remotely.

Since the last meeting, two audits (Network & System Access & User Rights and Safeguarding) have been completed and published.

b) Network & System Access & User Rights

The opinion is that the systems and controls provide '**moderate assurance**'.

There was one 'significant' recommendation (which has since been implemented) and one 'merits attention' recommendation. The report has been accepted by College management.

c) Safeguarding

The opinion is that the systems and controls provide '**satisfactory assurance**' (highest level of assurance).

There were no recommendations. The report has been accepted by College management.

d) Curriculum Planning

The fieldwork is almost complete but the exit meeting with Chris McLean has not yet taken place. The two findings so far are:

- 1) When the curriculum planning process was presented to the Board in December 2019, the flowchart referred to an Academic Board which does not exist.
- 2) The forecast growth in the curriculum plan is not in line with the demographic data held by the Marketing Team.

Steve responded to questions from the Committee:

Why did the catering audit stop because the College was considering outsourcing catering? What learnings can be taken forward with a new supplier?

The stock control system (Symphony) is not being fully used to manage stock. The audit did not start at management's request because consideration was being given to outsourcing catering and an outsourcer would have their own stock control system.

Will Gordon and Imelda Galvin added that purchases are currently entered into Symphony (i.e. when stock is delivered) but staff are not using Symphony to record day to day sales hence the figures are inaccurate.

The College has not yet made a firm decision on outsourcing and options are being explored. Other colleges adopt a range of different systems and the College will work with internal audit to ensure that the solution is appropriate.

The Committee noted the report and approved the management responses.

The Committee noted the internal audit progress report and approved the management responses

4.1.2 Internal Audit Satisfaction Questionnaires (previously circulated as Paper 4.1B)

There is a high level of satisfaction.

The Committee noted the satisfaction questionnaires relating to item 4.1.1

4.2 Progress in implementing recommendations from previous audit reports (previously circulated as Paper 4.2)

Will Gordon updated the Committee on the progress in implementing previous audit recommendations. There are 2 outstanding recommendations as at March 2020 relating to:

- recording Health & Safety staff training (implementation date revised from 31st December 2019 to 30th April 2020)
- manual administration of network accounts for third parties (implementation date 1st April 2020)

The Committee requested an extra column be added to the table in the Executive Summary to explain why a recommendation has not been actioned where the original implementation date has passed. This Committee will approve any extensions to implementation dates.

Action 1: Will Gordon

The Committee reviewed the report and noted progress

4.3 Risk Management & Board Assurance *(previously circulated as Papers 4.3A, 4.3B and 4.3C)*

There are nine strategic risks of which three are currently red (highest priority) and six are amber (medium priority). The Committee reviewed the risks.

Imelda Galvin reminded the Committee of the College's approach to risk management. The Operational Risk Register (ORR) is a 'work in progress' tool which underpins the Strategic Risk Register (SRR). The College's Risk Management Group (RMG) owns the ORR and focuses on a different risk at each meeting. RMG meetings are minuted and the minutes are used to update the Strategic Risk Register. The RMG reviews the internal audit reports.

The Committee will have an in-depth discussion on risk management at the next meeting to include the most recent RMG minutes and the ORR. The College will also consider how impact and probability scores (in simple terms) inform the RAG ratings.

Action 2: Imelda Galvin

The Committee recommended the Strategic Risk Register to the Board for approval

4.4 GDPR *(previously circulated as Paper 4.4)*

Marc Gillham updated the Committee on GDPR. There are no concerns and no reportable data breaches. A response to a subject access request was delayed by one day.

The current focus is on preparing the organisation to remotely when schools and colleges are ordered to close from tomorrow e.g. use of technology, storing information etc.

The Committee noted the assurance on GDPR

4.5 College Financial Regulations *(previously circulated as Paper 4.5)*

The following sections of the Financial Regulations have been reviewed:

- Section 5: People Services and Payroll (change to a job title)
- Section 9: Credit Management (no change)
- Section 13: Capital Projects (no change)

The Committee reviewed the three sections and recommended these to the Board for approval

ANY OTHER BUSINESS

5.1 COVID-19

Julie Mills outlined the College's response to COVID-19

- The Business Continuity Plan is being enacted through a Resilience Group. The Resilience Group and ELT have daily meetings.
- The College has followed government advice to maintain business as usual whilst also preparing for a government announcement (which has now come) to close schools and colleges. Preparations have included:
 - Special considerations for some business areas e.g. prisons (we are following MoJ advice)
 - Moving teaching and learning online
 - Some staff supporting business operations are already working from home
 - Closing commercial activities e.g. The Brasserie, Sports Central etc.
- From Monday, the student timetable remains in place but students will be learning online.
- The College had not anticipated being required to stay open for specific students (children of key workers / young people with an EHCP / most vulnerable e.g. in receipt of free meals / bursary). Chaffron Way may stay open but the default for staff will be working from home. The College will continue to respond to government advice.
- Departments have been making their own plans for remote working and there has been a daily communication for staff. Some teams are more prepared / digitally enabled than others – the Quality Team will continue to support remotely.
- Currently is not clear how the ESFA / MoJ will deal with finance. We are seeing a slowdown in apprenticeships and adult education.
- Will Gordon has spoken to the College bankers about cashflow (the College could apply for an overdraft facility).
- External visits / visitors have been restricted.
- Interviews (staff and students) will be held online / remotely.
- Yesterday 98 staff were self-isolating which is starting to impact learning. Some departments are affected more than others e.g. all staff in the motor vehicles department are off (e.g. self-isolating), so students are already learning remotely.
- Laptops are being issued to staff and students.
- A big challenge is free meals and bursaries – we are identifying learners and working out how to distribute funds.
- Expectations are being set e.g. team meetings and keeping in touch. Staff wellbeing is important.

Governors will want to see the financial modelling when there is more clarity e.g. the impact on apprenticeships income.

Imelda Galvin assured the Committee that the 2019/20 budget should be achieved. The Finance Team will be undertaking a sensitivity analysis when there is more information from the ESFA and MoJ. The Governors' Finance Group is meeting on 23rd March ahead of the Board meeting on 25th March to review the potential risks and mitigating actions to 2019/20 and beyond.

The Committee noted the update on the College's response to COVID-19 and closure of the College from 20th March.

NEXT MEETING: 18th June 2020

Alan Cook thanked Steve Lake for attending and he left the meeting