

## **Audit Committee**

### **Minutes of the meeting held on Wednesday 24<sup>th</sup> May 2023**

Present: Steve Cook, Dr Geetha Karunanayake, Cllr Denise Thompson, Trevor Wray

In attendance: Katy Hind (Smailes Goldie), Gary Parkinson (College Business Manager),  
Colin Peaks (Principal), Laura Skarratt (Clerk)

#### **37. Apologies for absence** (agenda item 1)

*Resolved:* No apologies were received.

#### **38. Declarations of interest** (agenda item 2)

*Resolved:* No declarations of interest were received.

#### **39. Minutes of the previous meetings:** 6<sup>th</sup> March 2023 (agenda item 3)

*Resolved:* The minutes of the meetings held on 6<sup>th</sup> March 2023 were received and confirmed, the chair was authorised to sign.

#### **40. Matters arising from the minutes / action schedule (if applicable)** (agenda item 4)

The Chair advised the members that the recommendations made by the Committee on the 6<sup>th</sup> March 2023 were taken to Corporation for approval on the 29<sup>th</sup> March 2023.

It was agreed that the Committee would return to AI 4 later in the meeting (under AoB), owing to technical issues with on-screen sharing.

*Resolved:* All matters arising are complete or will be covered elsewhere in the agenda.

#### **41. External Audit Plan for the Year Ended 31 July 2023** (agenda item 5)

It was agreed that minute 41 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year (**SEE SECTION B**).

#### **42. Risk Register 2022-23 and Board Assurance Framework** (agenda item 6)

It was agreed that minute 42 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year (**SEE SECTION B**).

#### **43. Audit Committee Commissioned Business: Update** (agenda item 7)

It was agreed that minute 43 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year (**SEE SECTION B**).

#### **44. Rolling Implementation of Audit Recommendations** (agenda item 8)

It was agreed that minute 44 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

**45. T Levels update** (agenda item 9)

It was agreed that minute 45 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

**46. Policies** (agenda item 10)

- a) Data Breach
- b) Data Protection

The Assistant Principal advised that there are no changes recommended to either policy.

**Recommended:** The Data Breach and Data Protection policies were recommended to Corporation for approval.

**47. Audit Committee Terms of Reference** (agenda item 11)

The Clerk outlined the Audit Committee Terms of Reference paper, noting that the last review was complete by the committee in 2022. Compliance against the ACoP 2023 requirements has been completed by the Clerk and no changes are recommended by the Clerk. The Business Manager confirmed that further to the updated ACoP no changes are recommended.

**Recommended:** The Audit Committee Terms of Reference are recommended to the Corporation for approval.

**48. Freedom of Information and Data Breach Report** (agenda item 12)

It was agreed that minute 48 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

**49. Proposed Annual Cycle of Business for 2023-24** (agenda item 13)

The Clerk presented the proposed Annual Cycle of Business for the Committee for 2023/24 noting that the full cycle of business has been presented but with plans for academisation in the early spring term 2024 the cycle of business will likely not be completed by the Committee. She reminded members that the cycle of business is 'live' and can be updated to be responsive to requirements. The members discussed the cycle of business for the MAT Audit and Risk committee.

**Recommended:** The proposed Annual Cycle Of Business for 2023-24 was recommended to the Corporation for approval.

**50. Annual Committee Self-Assessment for 2022-23** (agenda item 14)

The Clerk presented the annual committee self-assessment document and as a group, the committee members completed the self-assessment exercise and comments were recorded within the document to be received by the Corporation in July 2023.

Resolved: The members completed the annual committee self-assessment for 2022/23.

### **51. Any other business** (agenda item 15)

In order to demonstrate the tracking system on screen, Governor Geetha Karunanayake (virtual) left meeting at 17:34 [the meeting was still quorate]. It was agreed that an update and screen shots would be shared with Geetha after the meeting.

#### a) Matters Arising from the Minutes (Agenda Item 4)

The Principal demonstrated the tracking system on screen for careers engagement. The Committee heard that 187 one-to-one meetings between learners and the Careers Manager have been completed. The Principal demonstrated how the tracking system shows the focus of the meeting and the change of this focus throughout the year, for example UCAS counselling during the application window. Staff can access this important information via Cedar. So far 1089 learners have attended employer events, and this equates to 8404 meaningful interactions with employers. The Assistant Principal advised that the College is on track to meet its personal target of 10,000 meaningful engagements. Around 71% of all students have attended 4 or more activities which is significantly above the Gatsby benchmark of 2. Only 15 students haven't attended any employer event, but this number will reduce as four of those 15 attended an event last week. The Principal gave assurance that those learners who have not yet engaged are known and are being appropriately tracked and engaged with. With regards to external verification, the Compass Tool is externally verified and an external audit will be complete in October for Careers. The Assistant Principal advised that the College is planning to introduce an employer industry board to meet once per term and described the importance of industry and the curriculum. The Chair gave thanks for the update and assurances given to the Committee.

#### b) Artificial Intelligence (AI)

The Chair sought update and assurance from the Principal on the risk of AI and how the College is tackling or plans to tackle this risk. The Principal advised that the College is aware of the risks relating to AI and the use of AI by learners within their assessments. He gave assurance that this is not an issue faced solely by the College and is across the sector and beyond. He advised that a group from NorVIC plans to consider this further and make recommendations if they are able.

*Resolved:* Any other business was received.

### **52. Confidential Items** (agenda item 16)

*Resolved:* It was agreed that minutes 41-45 and 48 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government and associated reports are therefore not available for circulation to the public, college staff or students (excluding senior post holders).

### **53. Date of next meeting** (agenda item 17)

*Resolved:* The next meeting of the Audit Committee will be held on the 15<sup>TH</sup> November 2023 (tbc)

### **Action schedule:**

<b>Min. no.</b>	<b>Title</b>	<b>Action by</b>	<b>Action</b>
51	Any Other Business	Clerk	Share minutes and screen shots from demonstration of Careers tracking system to Governor G. Karunanayake.

**Audit Committee**

**Confidential Minutes of the meeting held on Wednesday 24<sup>th</sup> May 2023**

*It was agreed that the following minutes should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government and associated reports are therefore not available for circulation to the public, college staff or students (excluding senior post holders).*