



GREENHEAD COLLEGE CORPORATION
Minutes of the Audit & Risk Committee meeting held virtually using Zoom
Monday 11th May 2020, 4.30pm

Govs present: Gurveer Birdi; Ruth Baker; Pete Woodcock (Chair); Richard King; Stuart Hillary

In attendance: Rosalind Armstrong (internal audit); Mike Benson (external audit); John Blake; Simon Lett (Principal); Ian Leedham (Clerk)

Apologies: none

AGENDA ITEM	DISCUSSION	ACTION
1. Apologies, declarations	No apologies. No declarations of pecuniary/ prejudicial interest.	
2. Minutes 18/11/19	<p>2.1 Minutes 18/11/19, previously circulated. Mike Benson suggested amendments to minute 2, bullets 2 & 3:</p> <ol style="list-style-type: none">bullet 2 should say: concern that there were insufficient staff in the Finance Team, to support JBLbullet 3 should say: Discussion of what the external audit accounts should contain. Mike Benson pointed out that accounts do vary, dictated by Governors, that Sir John Deane's College provides a good example worth looking at, and that Governor-DfE dialogue is important. <p>2.2 Subject to the above amendments, minutes agreed by Committee, signed-off by Chair, returned to Clerk for amending and filing.</p> <p>2.3 Matters arising not covered on agenda:</p> <ol style="list-style-type: none">(18/11/19 min 2, related to min 2.1 above): format of March 2020 management accounts and narrative appears to be consistent with latest good practice; SLE pointed out that College had been recommended Association of Colleges narrative format as an exemplar; JBL pointed out he is happy to amend narrative format(18/11/19 min 6): PWO requested that Clerk find & circulate minutes of previous meeting 4/3/19(18/11/19 min 8): now clear on timescales for remainder of academic year.	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
3. New risks posed by COVID-19	<p>3.1 SLE summarised key risks and mitigation, set out in 3.2 to 3.4 below.</p> <p>3.2 Current A1 students:</p> <ol style="list-style-type: none">quick move to remote learninggenerally positive feedback from Heads of Department about mixes of approaches being used: Zoom lessons	

going well; engagement generally high; keeping in touch with students regularly

3. College intends to lobby local MPs, Ofqual, and examination boards to ensure there are concessions made to all students in next year's A Level exams in light of significant disruption to current A1 learning and progression
4. current A1's could potentially return to College at some point in June, for mixture of face-to-face learning and ongoing remote learning – will need to make physical adjustments to facilitate this, including a reduced timetable, one-way systems, and appropriate protective provision for staff and students.

3.3 Current A2 students:

1. Centre Assessed Grades (CAGs) process reflects guidance from Ofqual and examination boards
2. CAGs are being worked up in fair and robust way for submission to Ofqual by 12/6/20
3. Autumn exams will probably be for students who have narrowly missed an entry requirement for their destination of choice
4. there will be an appeals process
5. as with other colleges/schools, College keen that its CAGs are seen as being credible and robust and so not open to external challenge and the reputational damage that could accompany this.

3.4 Prospective A1 (current Y11) students:

1. not knowing Y11 CAGs brings a risk of over-subscription 2020/21
2. additional issues around (1) potentially holding places until Autumn exams for students who don't quite make their entry grades and (2) some students potentially wanting to repeat their A1 year.

3.5 JBL pointed out additional risks that will need to be considered in Risk Register:

1. potential 2021/22 funding cuts looming in post-COVID context, so finance could remain an issue in medium-long term
2. student market could shrink in that students might be more inclined to study more locally to where they live
3. supply costs could increase
4. (also noted that Ofsted inspection likely to be delayed).

3.6 PWO asked about everyday building/estate risks & mitigation: JBL/SLE explained that Caretaker conducts daily checks; College has been opened up at pre-agreed times for staff to collect key materials; Locala COVID testing in car park but this is kept separate from the buildings.

3.7 PWO asked about Governors' role in College's COVID response plan. SLE emphasised that COVID-related risks,

	relating to academic standards, finance, estates, H&S, etc , cut across all areas of College business and thus every Committee. He will continue to keep Governors in the loop, e.g. by means of his regular written updates and through COVID risks & mitigation being an item on every Committee agenda going forward (and feeding into next Corporation meeting).	SLE Clerk re agendas
4. Alps system robustness	RKI pointed out that whilst Alps is a useful tool, it is not subject to internal audit and review. Committee agreed to request that Q&S Committee consider this going forward.	Clerk re Q&S agenda
5. Progress with internal audit plan & audits planned	Rosalind Armstrong presented and Committee discussed Internal Audit Progress Report, previously circulated, including methodological and scheduling amendments due to COVID-19 restrictions. Key points include: <ol style="list-style-type: none"> 1. new, remote testing methodology generally working well 2. Recruitment Policy & Procedures audit requires evidence to be scrutinised on site, so paused until possible to visit site 3. Staff Absence Management audit: some evidence has been collected, but testing has been paused owing to College staff pressures; Rosalind will contact College lead in June 4. Applications & Enrolments audit: Rosalind proposed to defer to next academic year due to College staff pressures – Committee approved this 5. Cyber Resilience audit has not started yet, but initial contact made with College IT Manager 6. all existing audits, with exception of Applications & Enrolments, to be reported to next Audit & Risk Committee meeting. 	Clerk re agenda
6. Risk Register	<p>6.1 RKI asked why the many and considerable COVID-related risks summarised in minute 3 above are not in the Risk Register, previously circulated. JBL argued that current Register is deliberately pitched at a high level of generality. Committee discussed appropriate Register format and level of detail. Agreed:</p> <ol style="list-style-type: none"> 1. RKI, Mike Benson & Rosalind Armstrong to send Register exemplars from other organisations to JBL for him to review 2. JBL to review Risk Register in light of COVID-related risks summarised in minute 3. <p>6.2 PWO keen on arranging a further meeting this term, prior to Corporation (6/7/20), to review Risk Register in greater detail – see minute 12.</p>	RKI, Mike, Rosalind; JBL JBL

7. Risk mangt approach/system	See minute 6 regarding further development of Risk Register.	
8. Policies	No policies/procedures to review on this occasion.	
9. Updates	No further legal, regulatory, sector updates.	
10. Urgent AoB	<p>10.1 RKI requested that minutes be circulated more quickly following a meeting – Clerk reported that he had previously discussed this with Richard Armstrong in respect of all Committees, and that he will look to circulate draft minutes around a week following a meeting (to help follow through on agreed actions).</p> <p>10.2 RKI asked about ESFA key audit themes paper and how this is used to inform audit activity – Mike Benson explained that this paper essentially comprises a ranking of standard audit issues that are already being covered.</p> <p>10.3 External audit strategy memorandum (Mike Benson), previously circulated. Mike highlighted:</p> <ol style="list-style-type: none"> 1. this is similar to last year's document, 2. principal focus on financial statements, use of public funds, audit progress 3. overall, College assessed as low risk, and auditors comfortable they have a good picture upon which to base this assessment 4. the significant risks highlighted on p.4 of the memorandum are consistent across all Sixth Form Colleges 5. new financial risks in respect of changes in the student market and funding regime noted 6. proposed timetable on p.5 of memorandum is similar to previous years. 	Clerk
11. Confidentiality	No confidential minutes or papers identified.	
12. Date next mtg	PWO to check with Richard Armstrong & Clerk re potential meeting prior to Corporation (6/7/20); otherwise will be scheduled for new academic year.	PWO > Clerk

Minutes prepared by Ian Leedham (Clerk to the Corporation) on 13/5/20

Signed off by Richard King, Chair, at Audit & Risk Committee 23/11/20