

**GREENHEAD COLLEGE CORPORATION**  
**Minutes of the Audit & Risk Committee meeting held in Upper Greenhead House**  
**Monday 27th February 2023, 4.30pm**

**Govs present:** Chris Kneale; Mark O'Connor (Chair); Richard King (Vice Chair)

**In attendance:** Wayne Brown (internal audit); Mike Benson (external audit); Mark Jones; Leah Linden; Simon Lett (Principal)

**Apologies:** Alison Jones; Elliot Gill; Haris Khan; Michelle Lister; Mohammed Usman; Stuart Irving; Sharon Roper

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>1. Welcome, Apologies</b>	Participants welcomed. Apologies as above.	
<b>2. Declarations</b>	No declarations of pecuniary/ prejudicial interest.	
<b>3. Minutes 14/11/22</b>	<b>3.1</b> Minutes 14/11/22, previously circulated, agreed by Committee, signed-off by Chair, returned to Clerk for filing.  <b>3.2</b> No matters arising.	Clerk
<b>4. ESFA – Assurance Review Report</b>	The Review, previously circulated, was summarised by SLE. This was a periodic review by ESFA undertaken in September. For the Review we weren't classed as a complex organisation as we don't offer apprenticeships or subcontracting and receive straight forward funding from ESFA. They reviewed over 2700 learning agreements. The audit went well, there being two key observations and recommendations: <ul style="list-style-type: none"> <li>i) 5 learners had learning agreements which did not specify a planned end date.</li> <li>ii) 29 students had learning agreements that had been signed by the student after the start date of their course.</li> </ul> In order to address these recommendations: <ul style="list-style-type: none"> <li>i) The MIS team has been expanded and there are measures in place to ensure each learner record is checked before submission of the ILR.</li> <li>ii) Students will now be asked to sign their Learning Agreements on Induction Day and there will be a flag in place for those students who late enrol,</li> </ul>	

	<p>and they will sign the agreement on their first day in college.</p> <p>MBE said that PDI was on top of his job and felt this was a good report but pointed out if the student signs the agreement on Induction Day, they may subsequently change courses. SLE said there is a system in place to pick this up.</p> <p>WBR noted that it was a clean report.</p>	
<p><b>5. Risk management &amp; mitigation</b></p>	<p>Committee considered College Risk Register and New Build Risk Register, all previously circulated.</p> <p><b>5.1 College Risk Register:</b>  MJO has reviewed the Risk registers. There is impact for us in the change in ONS classification and issues with transport links seems a permanent problem.  CKN asked if travel could be added to the interview process when speaking to potential students to try and mitigate the travel issues.  SLE said that students from Dewsbury often say they cannot attend because of rail strikes but there are alternatives like the bus service.  Students with mental health issues may use remote learning, but some students want to use this as their permanent learning method. Remote learning needs building into the IT Strategy, to ensure there is flexibility in the model by implementing remote learning in cases of genuine need.  MJO is looking into other transport options for students like a college bus, especially for the Dewsbury area which has the most complaints.  MBE asked how much of an issue transport was before the strikes, SLE said it's been an issue which has got worse since covid, and we need to find a way to mitigate it.  MOC said offering a hybrid approach to study is more inclusive for all students.  The consensus was there is more to college than just the lessons.  RKI asked how many students does travel impact and does it affect their results. SLE said in future the numbers need recording accurately but student and parent/carers complaints average three per week.  RKI asked why VAT is a risk on the register when the college has never been able to reclaim VAT.  SLE said that MJO will be working on the register and if governors have any ideas that they want including please send MJO an email.  MOC asked about risk 4b, 'banned substances in college lead to reputational harm and downturn in results'. He thinks this score needs raising, although he agrees there would be a reputational risk, he thinks a more caring attitude to the students is also required.  Also, Item 6, Regulatory, the outcome seems low.</p>	<p>Governors</p>

	<p>SLE confirmed SLT will review and change the register if needed.</p> <p><b>5.2 New Build Risk Register:</b>  Item 1.3, 'Demolition works affect teaching and learning, and make the college unsafe'. MJO is working on what this will involve with GT, and where the hoardings will be sighted.  Item 1.5, 'Parking is not sufficient for staff and visitors'. JNO has created an additional 10 spaces however the site still does not have enough spaces. The extra parking we rented at Park Avenue is no longer available, although we are speaking to the council about potentially renting this land from them. The main issue is for part time staff who struggle to park nearby. MOC felt this wasn't a risk but a problem to resolve. Kirklees council would likely suggest car sharing or cycling to help with sustainability.  GT wish to complete their programme by the end of August. If the build must stop because of noise during exam season this could delay them by a month. They have said they can concentrate on internal works during this period. They have been made aware it's a risk for them and us.  Item 5.9, MJO is now the SLT contact with GT.  Item 5.10, 'the end design does not meet college needs or fits the strategic brief or what was planned'. During the site visit to the Hirst Building, Reprographics felt that their space was not big enough for their machinery. MJO said this space can be made to work and equipment will be moved to create enough space.  Item 5.11, 'Change of leadership impacts the progress of the project'. MJO is not aiming to change anything.</p> <p><b>5.3 Risk management, SLE discussed water and fire safety.</b>  The premises manager and his team have been working through JBL's files since he left the college. They have found a lot are out of date. Water Safe have carried out an external full risk assessment which has resulted in a number of actions that need to be addressed by us and external companies.  The fire risk assessment is also out of date, an external company will be asked to do a full review.  An external company is PAT testing all GC's electrical equipment, this may be done inhouse in future.  SLE briefed F&amp;E committee on the above issues, they asked him to provide a written position statement for them and the A&amp;R committee outlining what is being done to ensure we have Health &amp; Safety compliance with regard to fire and water. Going forward assessments will be available annually and MJO will produce a yearly report that will be reviewed by SLT, F&amp;E and A&amp;R.  This remedial work has resulted in a significant overspend in the Premises budget of approximately £50,000 but this is essential health and safety expenditure.</p>	SLT
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	MJO to review the position statement along with SLE.	MJO/SLE
<b>6. Internal audit</b>	<p>Wayne Brown gave an update on Internal Audit.</p> <ol style="list-style-type: none"> <li>1. The Internal Audit Annual Report was forwarded to the clerk in December.</li> <li>2. Strategic and Business Planning Audit and the Safeguarding Audit have been started in college.</li> <li>3. Follow Up Report: the college said 22 recommendations had been implemented, after collating evidence it appears 16 have been fully implemented. Business continuity was partially implemented, the document had been prepared but having a plan in place over a specific period on a rolling basis was missing. Two recommendations not implemented are integrating HR and finance systems (these systems do not talk to each other), and the other was to modify cash flows in short term investments. GC has confirmed that F&amp;E committee are happy with how this is done. Covid is not relevant, and Reserves Policy is ok.</li> <li>4. Wayne confirmed that from other recommendations, 2 are complete and 12 are outstanding.</li> </ol>	MJO
<b>7. External audit</b>	Mike Benson will ask one of his directors to arrange a meeting with MJO as he is new to role.	
<b>8. Policies</b>	None on this occasion.	
<b>9. Confirm new chair</b>	<p>MOC has been a GC governor for 9 years and will step down in May 2023. SLE said an advertisement for a new governor will be sent out asking for someone with audit experience. MOC recommended a colleague from his workplace to become a governor. MOC will be chair for the last time at the meeting on 24/4/23.</p>	
<b>10. Legal, regulatory, sector updates</b>	<p>Mike Benson gave a verbal update:  Following the ONS reclassification, key changes are in relation to managing public money, a new handbook is likely to be issued Autumn 2023 which will be similar to the academy handbook.  Applications for borrowing can be made to the ESFA/Government.  We cannot reclaim VAT.  There is likely to be some impact on internal and external auditing.</p>	

	SLE said that GC completed a borrowing request in November, the DfE will not comment on this until it's known if the capacity fund bid has been successful.	
<b>11. AoB</b>	None.	
<b>12. Confidentiality</b>	No confidential minutes or papers identified.	
<b>13. Date next mtg</b>	Date of next meeting: Mon 24 Apr 4.30pm.	All: note

**Minutes prepared by Sharon Roper (Clerk to the Corporation) on 14/3/23**

**Approved & signed by Richard King, Vice Chair dated 24/4/23**