

The Bournemouth and Poole College

MINUTES OF THE MEETING OF THE AUDIT & RISK COMMITTEE HELD ON 1 MARCH 2022

Members Present:		
Dan Tout	Board Member & Chair of the Audit & Risk Committee	
Ian Jones	Board Member	
Saba Rubaei	Board Member	
Neethu Stephen	Co-opted Audit Committee Member	
In attendance:		
David Ford	Chair of the Corporation	In attendance for item 024-2122
Michael Johnson	Chief Operating Officer	
Marianne Barnard	Director of Governance	
Paul Judd	Director of IT Services	

PART A

		Actions
020-2122	APOLOGIES FOR ABSENCE No apologies for absence were received.	
021-2122	DECLARATIONS OF INTEREST There were no declarations of interest noted.	
022-2122	MINUTES OF THE LAST MEETING & MATTERS ARISING The minutes of the meeting held on 30 November 2021 were confirmed as an accurate record and approved by the Committee. The committee reviewed the latest Audit Committee Tracker and it was confirmed that Multi Factor Authentication for students would be introduced in September 2022. RESOLVED: The committee approved the minutes of the meeting held on 30 November 2021 and the latest Audit Committee Tracker.	
023-2122	COLLEGE FOLLOW UP & AUDIT PLAN (TIAA) The COO noted the latest position on the internal audit plan, it was noted that two audits were planned during 2021/22, but were yet to take place. The Key Financial Controls audit was scheduled to take place in May 2022 and the Subcontracting one in June 2022. The COO presented the latest Audit follow-up report which detailed actions from TIAA internal audits, the ESFA funding audit and also the internal apprenticeship review that had been undertaken recently. The COO was now proposing that only that only the formal TIAA audit recommendations should remain on the tracker and TIAA had agreed with this approach, the report would be updated and the tracker would be presented again at the June Audit Committee meeting.	

	<p>The COO confirmed that the Key Financial Controls Audit took place annually but had a slightly different focus each time.</p> <p>The Turning Lights Green document from RSM was noted, this document had been shared with committee members and provided some assurance on the committees current processes. The guidance included detail on assessing committee effectiveness, which would be worth reviewing. The Director of Governance would consider this.</p> <p>RESOLVED: Committee Members noted the tracker update.</p>	Director of Governance
024-2122	<p>RISK MANAGEMENT</p> <p>The COO presented the latest version of the Risk Register. It was noted that under the new governance structure, risks were being discussed in Committee meetings and feedback from those meetings would be used to inform changes to the risk register. A column had been added to the register which stated a proposal on the committee that would 'own' each risk and Committee members' views on this were sought.</p> <p>Committee Members discussed the following Risk Register entries:</p> <p>Risk 1) Delivery is affected by staff vacancies because we are unable to attract new staff to vacant posts.</p> <p>It was noted that for a number of years, the college had struggled to recruit and retain staff in some areas of construction (primarily plumbing and electrical) and across the whole of engineering. Despite paying premium salaries, the issue remained. The worst case would be having to repeat what happened a number of years ago when the college had to stand down full time student recruitment in engineering because there were only enough staff to teach apprentices. It was noted that should this happen again, it would have a financial impact.</p> <p>It was confirmed that a range of activities were being undertaken to support staff recruitment, including the staff referral scheme, research on job adverts that had attracted good levels of applications, better use of staff networks (and alumni), along with improving information provided to potential applicants on staff benefits.</p> <p>It was requested that data be shared with the Human Resources Committee on the key areas where recruitment of staff was most critical and also detail on the age profile of current college staff across these areas. If areas where recruitment was difficult also had an ageing population, then some additional action would be needed. It was agreed that the COO would request data for review by the HR Committee.</p> <p>It was agreed that the HR Committee would own this risk.</p> <p>Risk 2) Risk of significant loss of data and disruption through a cyber attack</p> <p>It was reported that a range of mitigation was in place, including: Annual network penetration tests to highlight risks, Multifactor Authentication introduced for all staff in September 2021 and planned for students in September 2022, periodic all staff simulated phishing campaigns including training and termly cyber-security briefings for staff.</p>	COO

	<p>External assurance was provided through: internal auditors TIAA, who covered this regularly, the college re-gaining Cyber Essentials accreditation in May 2021 and insurance cover for cyber security.</p> <p>It was agreed that some additional training for heavy users of phones in the college such as reception staff and in the finance team, to cover risks around voice phishing would be beneficial and it was agreed this would be arranged by the Director of IT.</p> <p>Committee Members asked about any guidance/policy on staff using personal email addresses and it was noted that this was part of the college's safeguarding policy.</p> <p>It was agreed that the Audit & Risk Committee would own this risk.</p> <p>Risk 3) The College becomes financially unsustainable in the short-medium term</p> <p>This item is recorded in Part B</p> <p>Risk 4) The College's decision to exit the shared service (WESS) causes issues with levels of service and impacts negatively on our relationship with Brockenhurst College</p> <p>The COO noted the timescales, the Management Information & Funding team had transferred across in November 2021, the HR team moved on 1 February 2022 and the Finance team were transferring on 1 March 2022. It was planned that the Payroll team would transfer on 1 May 2022.</p> <p>It was agreed that the Commercial, Finance & Resources Committee would own this risk.</p> <p>Risk 5) Students do not feel safe</p> <p>It was noted that Ofsted had looked at this topic with students during the recent inspection and that no issues had been identified.</p> <p>It was agreed that the Curriculum, Quality & Standards Committee would own this risk.</p> <p>Risk 6) We breach funding rules with regards study programmes; specifically numbers of students participating in work experience and students not studying maths and English.</p> <p>It was reported that no issues had been raised following the ESFA funding audit.</p> <p>It was agreed that the Curriculum, Quality & Standards Committee would own this risk.</p> <p>Risk 7) We fail to maintain college equipment appropriately, including keeping an updated maintenance log</p> <p>It was noted that there had been no issues identified.</p> <p>It was agreed that the Audit & Risk Committee would own this risk.</p>	Director of IT
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Risk 8) Failure to maintain a robust Health and Safety Framework

It was noted that there had been no issues identified.

It was agreed that the Audit & Risk Committee would own this risk.

Risk 9) We have a serious accident and an investigation reveals we failed to train our staff appropriately on the use of college equipment, including maintain a register of the training

It was noted that there had been no issues identified.

It was agreed that the Audit & Risk Committee would own this risk.

Risk 10) A member of our staff breaches GDPR regulations through cyber fraud or accidental loss

It was noted that there had been no issues identified.

It was agreed that the Audit & Risk Committee would own this risk.

Risk 11) Staff don't follow our safer recruitment policy

It was noted that Ofsted had completed a full review during the recent inspection and that no issues had been raised.

It was agreed that the Human Resources Committee would own this risk.

Risk 12) Insufficient management capacity to manage change effectively - especially in the context of Covid-19

It was noted that the new Principal & CEO had considered this issue and was very confident that the Executive team was of an appropriate size. It was agreed that this item could be removed from the Risk Register.

Risk 13) Increased level of hoax terror attacks makes us complacent about our security .

It was reported that there had been a hoax threat in the past.

It was agreed that the Commercial, Finance & Resources Committee would own this risk.

Risk 14) Disruption to student learning as a result of Covid-19 and the wider impact on student outcomes such as achievement and work experience

The VP Curriculum had requested that this item remain on the register for the remainder of 2021/22. Feedback from Ofsted was that arrangements during the Covid pandemic had been well managed.

It was agreed that the Curriculum, Quality & Standards Committee would own this risk.

Other Risks

Committee Members noted the DFE Building project and questioned where risks around this project were being identified and monitored? The COO

	<p>responded that a Risk Register specifically relating to the new building project was being developed. It was agreed to add to the main college Risk Register a single item referring to risks around the building project and sign posting to the Project Risk Register which would include the detail covering: Financial risks, legal risks and potential issues around disruption to learners. Another potential area for consideration was noted around T-Levels. It was agreed that the COO would update the Risk Register as discussed.</p> <p>RESOLVED: The committee noted the current Risk Register and the items discussed.</p> <p>David Ford, Chair of the Corporation left the meeting.</p>	COO
025-2122	<p>CYBER SECURITY REPORT</p> <p>The Director of IT presented the Cyber Report. It was noted that this was one of many tools used to provide assurance. It provided a visual tool and acted as a prompt for renewals.</p> <p>RESOLVED: The Committee received and noted the latest Cyber Security Report.</p>	
026-2122	<p>FRAUD REGISTER</p> <p>The COO presented the College Fraud Register, it was noted that this was maintained to record all instances of actual and attempted fraud and the report was presented to the Audit & Risk Committee annually.</p> <p>It was reported that during the period between January 2021 and January 2022 there were no instances of fraud or attempted fraud, and that this was the fourth consecutive year where there had been no reported instances.</p> <p>Assurance was provided that there were various ways in which College staff were kept briefed of instances of fraud elsewhere and that these were shared with relevant College and WESS staff:</p> <ul style="list-style-type: none"> • Directors of Finance in the FE sector shared risks on a shared email address (jiscmail) • Both of the college banks (Lloyds and Natwest) shared updates with the COO • The college's internal auditors (TIAA) sent updates periodically <p>It was reported that this was also the fourth consecutive year where there had not been any fraudulent activity on any of the College's credit cards.</p> <p>RESOLVED: The Committee received and noted the Fraud Register.</p>	
027-2122	<p>ANY OTHER BUSINESS</p> <p>Managing access to information was discussed, it was noted that a number of staff required access to student records in order to track progress of and co-ordinate support for students, however it was noted that some areas of the record were locked down to specific staff.</p> <p>Committee Members agreed that college alumni, BPC students who had gone on to complete further study at Bournemouth University and University PhD students, could be considered for some teaching positions.</p>	

	It was noted that the Director of IT at Bournemouth University could be a useful link on training, and it was agreed that Ian Jones would share the contact details with the COO.	Ian Jones
028-2122	<p>DATE OF NEXT MEETING:</p> <p>The next meeting of the Audit Committee would be held on Tuesday 14 June 2022, via Teams.</p> <p>It was agreed that an in-person meeting in the autumn term 2022 would be useful.</p>	
029-2122	<p>EVALUATION</p> <p>It was noted that the Committee had undertaken the required activities.</p>	
030-2122	<p>CONFIDENTIALITY</p> <p>Items to be recorded confidentially were noted.</p>	