

The Bournemouth and Poole College

MINUTES OF THE MEETING OF THE AUDIT & RISK COMMITTEE HELD ON 13 JUNE 2023

Members Present:		
Dan Tout	Board Member & Chair of the Committee	
Ian Jones	Board Member	
Saba Mohammed	Board Member	In attendance for items 040-047
Neethu Stephen	Co-opted Audit Committee Member	
Michael Johnson	Chief Operating Officer	
In attendance:		
Paul Judd	Director of IT Services	
Marianne Barnard	Director of Governance	
Chris Mantel	Alliotts, External Auditors	
Lesley Heasman	TIAA, Internal Auditors	

PART A

		Actions
034-2223	APOLOGIES FOR ABSENCE No apologies for absence were received.	
035-2223	DECLARATIONS OF INTEREST There were no declarations of interest noted.	
036-2223	MINUTES OF THE LAST MEETING & MATTERS ARISING The minutes of the meeting held on 7 February 2023 were confirmed as an accurate record and approved by the Committee. There were no matters arising for discussion. RESOLVED: The Committee approved the minutes of the meeting held on 7 February 2023.	
037-2223	COLLEGE FOLLOW UP (TIAA) TIAA presented the follow up action plan: TIAA had recently met with college staff to discuss outstanding recommendations from previous reviews, many of which it was reported had now been implemented. The current status of the 27 recommendations on the tracker was: <ul style="list-style-type: none"> • 4 were no longer applicable • 16 had been implemented Other recommendations would continue to be monitored and would be closed off as soon as possible. Committee Members agreed it was good to see the tracker looking in better	

	<p>shape and thanks were expressed to TIAA and college staff for the work completed to get the document updated.</p> <p>RESOLVED: The committee received and noted the reports from TIAA.</p>	
038-2223	<p>INDICATIVE AUDIT STRATEGY 2023/26 AND ANNUAL PLAN 2023/24</p> <p>TIAA presented the Audit Strategy 2023/26 and Annual Plan for 2023/24:</p> <p>The COO noted that the plan included four days for TIAA to complete a review of learner records, however it was confirmed that the ESFA funding audit had recently been completed and the college would therefore like to focus the days on apprenticeships and for TIAA to do some benchmarking and look at ways for the college to ensure apprenticeship provision made a higher contribution. This change to the TIAA draft plan was approved by the committee.</p> <p>Committee Members requested that some detail on previous internal audits be included and it was agreed that this would be added and an updated document issued.</p> <p>RESOLVED: Committee Members noted the TIAA document.</p>	TIAA
039-2223	<p>FINANCIAL STATEMENTS AUDIT PLANNING MEMORANDUM (ALLIOTTS)</p> <p>Alliotts presented the External Audit Plan for the Year Ended 31 July 2023. The document summarised the planning, testing and reporting approach in relation to the audit of the Bournemouth & Poole College (BPC) and its subsidiaries accounts for the year ended 31 July 2023.</p> <p>Key items for the attention of the Audit & Risk Committee was noted:</p> <ul style="list-style-type: none"> • Cash flow was solid • The development of the Lansdowne Campus provided a risk around the potential sale of buildings taken out of use • Capital grants for other projects • The Redlands lease de-lapse, early surrender of the building might mean the de-lapse was not needed <p>Regularity Matters – it was highlighted that the College was required to comply with the ESFAs guidance on regularity, propriety and compliance. The reclassification to ‘Public’ sector has meant additional restrictions were in place over delegated authority and the need to seek pre-approval from the SoS via the ESFA. It was confirmed that materiality hadn’t changed because of the change to public sector - as income had not changed. It was agreed to share the latest version of the Alliotts document.</p> <p>Alliotts noted that the biggest risk to sector was the possible change to the year end and that this was being kept under review.</p> <p>The Fixed Asset Register was discussed. It was noted that a lot of the colleges assets were inherited, but that there were some simple fixes to withdraw assets as required, for example a cost per square footage. It was confirmed that Kier had recently completed a fixture and fitting audit at Lansdowne – which recorded all of the kit and its condition.</p> <p>The Confirmation letter was noted and it was confirmed that an updated version had now been received, which clarified the position on fraud cases.</p>	

	<p>The letter was confirmation from the Board that the COO was the informed management to take instruction from. The committee confirmed their support for the signing of the letter by the Principal on behalf of the Board and this approach was approved by Alliotts.</p> <p>RESOLVED: The Committee noted the report from Alliotts.</p>	
040-2223	<p>RISK REGISTER</p> <p>The COO presented the updated Risk Register.</p> <p>At the previous Audit & Risk Committee the Risk Register was reviewed in detail and members gave their view as to whether adequate assurance could be derived that the College was managing the risk effectively. Members felt they had adequate assurance on all risks apart from the risk related to the large-scale Department for Education (DfE) funded building project. It was confirmed that the college was maintaining a separate register for the project.</p> <p>The COO noted the following items:</p> <p>Health and Safety – the current position was noted.</p> <p>Changes in marketing/business development: Staffing changes in the Marketing and Business Development (previously BASE) teams resulted in fewer applications to college courses and apprenticeships - some targeted recruitment recently had improved the situation.</p> <p>Staffing issues: College business was affected by staff vacancies because the college was unable to attract new staff to vacant posts - it was noted that the IT and Finance teams had both had a number of staff resign recently. It was confirmed that the budget for 2023/24 included a 3% cost of living rise and a £200k fund to support recruitment into difficult to recruit areas.</p> <p>Estates Risk Register: It was noted that the temporary works planning application had been approved. The Meyrick Estate documents had been signed very recently and the DfE/Kier were now on site.</p> <p>It was noted that the college was still awaiting an outcome on the planning application for the permanent building at Lansdowne.</p> <p>RESOLVED: The committee received and noted the Risk Register updates.</p>	
041-2223	<p>CYBER SECURITY</p> <p>The Cyber Threat Report was presented by the Director of IT:</p> <p>It was confirmed that the College had gained Cyber Essentials Plus accreditation in June 2022 and planning was in place for the renewal. It was noted that the college was not applying for Cyber Essentials Plus yet, as it came at a significant cost.</p> <p>Annual phishing test – it was reported that this was overdue but it was proposed to be completed in the autumn term 2023, as the current end of term activities supporting students were consuming for staff and this had to be their focus.</p> <p>The Key Technology Questions were presented to the committee:</p> <p>In the FE Commissioner Spring 2023 Newsletter - Key Technology questions college leaders should ask, as advised by Jisc were set out. The Director of IT presented the colleges answers to the Commissioner’s questions and these</p>	

	<p>responses were noted by the Committee. It was confirmed that it was very re-assuring to see the detail and the committee were grateful for the report.</p> <p>RESOLVED: The Committee received and noted the latest Cyber Security Report.</p>	
042-2223	<p>FRAUD REGISTER</p> <p>This item is recorded in Part B</p>	
043-2223	<p>COMMITTEE TERMS OF REFERENCE & WORK PLAN – 2023/24</p> <p>The committee noted the latest version of the Committee Terms of Reference and Work Plan for 2023/24.</p> <p>RESOLVED: The Committee noted the Committee Terms of Reference and Work Plan for 2023/24.</p>	
044-2223	<p>ANY OTHER BUSINESS</p> <p>There were no items of any other business.</p>	
045-2223	<p>DATE OF NEXT MEETING:</p> <p>The next meeting of the Audit & Risk Committee would be held on Tuesday 28 November 2023.</p>	
046-2223	<p>EVALUATION</p> <p>It was noted that the Committee had undertaken the required activities.</p>	
047-2223	<p>CONFIDENTIALITY</p> <p>Confidential points were recorded in Part B minutes.</p>	