



**Minutes of the Audit Committee Meeting
held on 15 September 2021 at 5.30pm via video conference**

Present:	Kevin Moss Andrew Thomas Anna Entwistle	Chair External Governor Co-opted Governor
In Attendance:	Lee Probert David Hawkins Catherine Duro Chris Courtine	Chief Executive and Principal Vice Principal, Finance and Professional Services Interim Director of Governance Finance Manager
	Item 3 Martin Halliday Lucy Francis	Director of Young People's Learning Director of Student Experience
	Apologies for Absence / Declarations of Interest	Action
	Apologies for absence were received from Janet Dean and John Ennis. There were no declarations of interest.	
3	<i>Deep Dive – Student Experience</i>	

<p>3.1</p>	<p>Deep Dive – Student Experience</p> <p>This item was covered at the start of the meeting with the relevant managers present to deliver the paper.</p> <p>The Committee was very well informed and given management assurance through an informative presentation from the new Director of Student Experience detailing the initial issues, challenges and hurdles facing the student support areas and the detailed and well-resourced plan in place to overcome them during this academic year. This detail was enhanced by the presentation from the Director of Young People’s Learning detailing the progress coach’s breadth of team, roles and priorities for the coming year.</p> <p>The committee was assured that the plans in place aligned with the overarching strategic plan.</p> <p>The Committee heard detail of the review and reporting processes embedded in the plan; for managers to receive student voice feedback every 6 weeks, with the impact on the student experience will be recorded monthly with 4 review points through the year. The Committee was reassured that the impact of the activity was to be tracked regularly.</p> <p>The Committee gave thanks for a well-considered piece of work that was massive in scope.</p> <p>Managers were asked what the key priorities to be measured were. The Committee was advised that the key priority of the work was consistency, which would bring significant change and a holistic student experience. The example was given to the committee that the project would be successful if any student asked knew to contact the ‘Your Experience’ team for any support, advice or guidance, and that staff know who they need to speak to.</p> <p>The diverse progress coach team was praised by the committee and the strength it brought recognised. The challenges of embedding such diverse experience in the short term were also recognised.</p> <p>A member probed further how success could be measured. Whilst it was recognised that there were many contributing factors, it was hoped that through the implementation of these processes fewer students would reach a critical point in their education or wellbeing before seeking help. The Committee was informed this could be measured. It was reiterated that student voice would be critical in measuring success, which would seek student views on; the holistic ‘Your Experience’ approach,</p>	
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	<p>accessing one point of contact, the holistic student experience and development opportunities going beyond the qualification.</p> <p>The Committee thanked the managers again for such an informative and useful presentation. The Committee will look forward to feedback on the success after year end, recognising it takes time to reflect on such a new process.</p> <p>Action: Feedback report to be added to Sept 2022 Committee workplan.</p> <p><i>LF and MH left the meeting.</i></p>	DoG
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1.	Minutes of Previous Meeting – 21 June 2021	
	<p>The minutes of the meeting held on 21 June 2021 were reviewed.</p> <p><i>The Committee resolved to approve the minutes.</i></p>	
2.1	Matters Arising	
2.1	<p>Action Summary</p> <p>The action summary was noted; the majority of items had been completed or were substantive agenda items. Items 3.5 and 4.1 to carry forward as ongoing actions</p>	
2.2	<p>Any other matters</p> <p>There were no other matters raised.</p>	
4.	Internal Assurance – College Assurances	
4.1	<p>Strategic Risk Monitoring</p> <p>The Committee appreciated this extra meeting allowing the deep dive, picking up on an identified area of risk and asked that a deep dive of a risk area be introduced to each Audit Committee meeting, with the exception of the December meeting due to the heavy finance agenda. Action – SLT to confirm deep dive areas.</p> <p>Clarification points and questions were invited on the circulated risk monitoring report.</p> <p>A member sought information on this year's enrolment numbers. The Committee was informed that whilst it takes 6 weeks to be confirmed, numbers are on track to be around last years figures for FE, with HE slightly down.</p> <p>It was asked if the Covid disruption had settled down. The Committee was assured that the usual routines were in place, Covid tests were available but only 8 had been taken on site with students now familiar with the process to self-test from home.</p> <p>A question was asked around risk 8 which remained red even after mitigating actions had been taken. The Committee was reassured that a comprehensive action plan was in place. All agreed that even with mitigation activity continuing, due to the external nature of the risk it was appropriate that it remained red.</p> <p><i>The Committee resolved to note the report.</i></p>	DH
4.2	<p>Update of other assurance received – VAT report</p> <p>The Committee was advised that RSM had been commissioned to undertake a review of the VAT processes as an extra service, for assurance.</p>	

	<p>The key points were highlighted for the committee.</p> <p>The Committee were comforted by the report. All acknowledged some useful lessons had been learnt and it had been a useful experience. Management confirmed an improvement plan was in place to tighten up on the couple of areas identified. The Committee had no significant concerns and received the overriding message of general compliance.</p> <p><i>The Committee resolved to note the report.</i></p>	
5.	Policy and Other Matters	
	Policy Reviews	
5.1	<p>Subcontracting Fees and Charges</p> <p>The Subcontracting Fees and Charges paper was received with an explanation that there were no changes to the previous year.</p> <p>A member asked if subcontracting could be a distraction to college business. The Committee was assured that subcontracting was kept to a minimum and benefited the usual college business.</p> <p>The range in fees was challenged. It was explained to the committee how the different fee levels were reached and what they included. The Committee was assured the fee range was appropriate.</p> <p><i>The Committee resolved to recommend the policy for approval by the Governing Body.</i></p>	DH/DoG
6.	Other matters	
6.1	<p>Additional Services from Audit Providers</p> <p>The Committee was advised to note that the VAT Audit had been completed as shared earlier in the meeting.</p> <p>The Committee was informed that the £100k threshold for a subcontracting audit to be required had not been met but that York College had been randomly selected for a funding audit.</p>	
6.2	<p>Update on year-end progress and any issues raised</p> <p>The Committee heard that year end was progressing well, draft financial statements were ready, with the final audit due to be completed the following week. The Committee was advised that there may be some adjustments due to uncertainty in some areas</p>	

6.3	<p>for example AEB clawback but that any changes would be reported to the committee.</p> <p>Committee Workplan</p> <p>The workplan was received and recognised as routine business for this committee.</p> <p>The Committee resolved to accept the workplan, with the addition of a year-end feedback report on the ‘Your Experience’ activity</p>	
7.	Key Meeting Outcomes and/or Actions	
7.1	<p>Matters for reporting to the Governing Body (if any)</p> <ul style="list-style-type: none"> - Chair’s report to summarise discussions - Advise the board that the college had been selected for a funding audit - Present the subcontracting fees and charges paper for approval 	
8	Any Other Business	
	There was no further business.	
9.	Date of Next Meeting – Wednesday 1st December 2021	
Signed		
Name:	Kevin Moss (Chair)	
Date:		