

## GOVERNING BODY OF GODALMING COLLEGE

Minutes of the Audit Committee  
Monday, 26<sup>th</sup> June 2023 at 4.30pm

Present:

Geoff Howes, Chair (GH)	Lee Henderson (LH)	Julie Wagerfield (JW)
Kate Hart ((KH) Associate)	Helen Warren (HW)	

In attendance:

Sarah Baudains, Assistant Principal (SB)	Ken Kehoe, Clerk (KK)
Emma Young, Accounting Officer/Principal (ELY)	Graham Gillespie, Wylie Bissett
Joe Yeadon, Director of IT (JY) (Items 1 - 9)	

		Action
1.	Apologies for absence There were no apologies for absence.	

### Catering Audit

GG introduced the Internal Audit Report on Catering, noting that the audit had provided a Strong level of assurance. There were only two low level recommendations.

Trustees welcomed the Strong Assurance judgement, noted that there was nothing in the Report to affect the Risk register scores and commended the Catering and Finance Managers for their work.

### Follow-Up Report

GG introduced the Follow-Up Report, noting that all 5 recommendations from previous Internal Audit Reports had either been closed off or superseded.

Trustees questioned whether it was a management decision that a recommendation had been superseded. GG said that it was but that he agreed with the decisions made.

The Committee welcomed the Report.

### Annual Report

GG introduced the Annual report, noting that this report would be submitted to the ESFA. The overall judgement was that the College did have sufficient risk management, control and governance arrangements in place to meet its objectives and secure value for money. There were fewer recommendations than for similar organisations, and each of the Key Performance Indicators had been met.

Trustees questioned whether the ESFA might be concerned that the report was too good; GG assured the Committee that the ESFA would be happy with this type of Report.

The Committee welcomed the commendable Report.

### Internal Audit Plan

GG introduced the proposed Internal Audit Plan for 2023/24, covering risk management, cyber-security, Health and Safety, and prior year follow-up. Trustees debated whether staff wellbeing and disaster management should be covered in the work programme.

The Committee approved the Plan. The Committee also agreed that disaster management should be

	The fees were rising by 8.8%, reflecting inflation and additional compliance work. This was reasonable.	
	The Committee approved the External Audit Plan.	
8.	Disaster Management Strategy	

ELY introduced the draft Disaster Management Strategy, noting that it replaced several previous documents such as the major incident plan, the snow and cyber incident plans. The purpose was to have a comprehensive but flexible strategy. It covered estates, cyber and personnel. Detailed plans for specific issues such as evacuations would sit under the strategy.

Trustees asked the following questions:

- < How would it be kept up to date? -O PA would check the details of the external contacts annually, the SLT would look at the Strategy annually and would take a view on whether it needed to come back to the Committee.
- < Would it be checked with external stakeholders? ELY advised that it should be checked with the Police and Surrey Council. A draft had also been shared with S7 Colleges;
- < How are emergency practices reviewed? ELY explained that the outcomes were reviewed by management, and reports were made to the Finance and Estates Committee.
- < Where would it be stored? ELY explained that each member of the SLT would have a physical copy of the



