



# Notre Dame

CATHOLIC SIXTH FORM COLLEGE

## NOTRE DAME CATHOLIC SIXTH FORM COLLEGE

**Principles:** *Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership*  
**Virtues:** *Trust, Wisdom, Kindness, Justice, Service, Courage, Optimism*

Minutes of the Audit Committee held on Microsoft Teams on:  
**Tuesday 18 June 2024 at 5.00PM**

**PRESENT** Paul Casey (Chair)  
 John Barnes  
 Father Michael Hall

**IN ATTENDANCE:** Justine Barlow - Principal  
 Karen Petrillo - Director of Finance and Operations  
 David Robinson – TIAA  
 Scott Gillon – Wylie Bisset (from 5.30pm)  
 Denise Hark – Clerk to Corporation

		ACTION
<b>1.00</b>	<b>APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS</b>	
<b>1.01</b>	There were no apologies for absence received from governors.	
<b>2.00</b>	<b>DECLARATION OF INTERESTS</b>	
<b>2.01</b>	There were no declarations of interest made regarding items on the agenda.	
<b>3.00</b>	<b>MINUTES OF THE PREVIOUS MEETING</b>	
<b>3.01</b>	The minutes of the previous meeting held on 6 March 2024 were <b>agreed</b> as a correct record and are <b>approved</b> for signature.	
<b>4.00</b>	<b>REVIEW ACTIONS AND MATTERS ARISING from the meeting held on 6 March 2024</b>	
<b>4.01</b>	<u>Planned Maintenance</u> The planned maintenance survey had been completed and the report would be shared with governors in due course.	
<b>5.00</b>	<b>INTERNAL AUDIT REPORTS</b>	
<b>5.01</b>	The internal audit reports completed this year were presented by David Robinson from TIAA.	

- 5.02 GDPR**  
The audit had provided Reasonable Assurance with two priority 2 recommendations and two priority 3 recommendations. All recommendations made had been accepted by the college. The implementation timescales vary with the one regarding the addition of data confidentiality clauses to staff contracts to be completed by 2025. The DFO noted that the college uses the standard SFCA contract, which once they update, Notre Dame would also update. The Principal added that deviating from the standard SFCA contract would put the college at risk.
- 5.03** The Records Management policy has been updated and will be presented to Corporation for approval in July.
- 5.05 Estates Compliance**  
The audit had covered the following areas: Legionella, periodic electrical testing, fire risk assessments, asbestos and lifts. The audit report provided Limited Assurance with 3 priority 2 recommendations and 3 priority 3 recommendations.
- 5.06** TIAA have agreed to share exemplar documents regarding the recommendation for an overarching Health & Safety policy with supporting procedures for each of the required areas.
- 5.07** All recommendations made have been accepted by the college with the completion timescales from May to December 2024.
- 5.08** **Q:** Has the lack of policy documents or logs caused any occasions to be missed.  
**A:** In respect of recommendation 5 regarding electrical inspections there had not been any evidence that some of the C2 inspections had been carried out. The DFO clarified that it was the Further Investigations element that had not been carried out.
- 5.09** The Chair commented that the lack of the log had not resulted in any significant breaches. The college had been carrying out the work and internal audit had recommended some operational improvements.
- 5.10** The Principal reported that there had been substantial staffing changes in the Estates Department since October 2022, and having the audit had identified different areas for improvement. The DFO added that it had been a good audit which has now put the department on the right path.
- 5.11** The Principal noted that a report will now be given to SLT, at least monthly, via the DFO to give evidence that the checks are being tracked and evidenced.
- 5.12 Student Experience**  
The audit had provided Substantial Assurance and there had not been any recommendations. An area of good practice identified was that the college has Student Executives, and this provides a platform for students to volunteer help and assists in the collection of student views on matters of concern. Other findings were that a defined structure is in place for student well-being and pastoral care which forms part of the overall student experience. The Principal noted that the

tutorial system had been introduced in 2018/19 with the tutor and senior tutor model being put in place. This had been positive and resulted in accountability, monitoring and tracking all working well.

- 5.13** **Q:** Is this outcome from this report typical of that seen in other colleges?  
**A:** It is not an audit that is done at every college. TIAA had only carried out around 6 audits on student experience, and not all had received substantial assurance.
- 5.14** The Chair commented that it had been helpful having an internal audit to give an external view.
- 5.15** A governor suggested that it would be worth referencing the chaplaincy link meeting in the Catholic inspection meeting. The Principal agreed to add this to the document.
- 5.16** The Chair congratulated staff on the work carried out which had resulted in a successful audit outcome.
- 5.17** **Corporate Health and Safety**  
The audit had provided Reasonable Assurance in this area with two recommendations.
- 5.18** The two recommendations were regarding Health & Safety training, which showed 87.4% completion in February 2024, and the other one concerned a RIDDOR incident in May 2021 which had been reported just outside the 10-day recommendation. It was noted that this had been during Covid restrictions.
- 5.19** The Chair commented that it was important that the RIDDOR reporting was timely and added that Corporation was ultimately responsible. The DFO replied that the late reporting had been due to a staff absence. She had spoken to the Health & Safety Officer and had been assured that this would not happen again.
- 5.20** **Follow-up Review**  
There had been 14 recommendations in the year 2022/23, 10 recommendations have been implemented, one considered, and 3 were outstanding which related to Payroll, Insurance and Strategic control.
- 5.21** There have been fundamental changes to payroll with the college moving to Edupay for HR as well as for Payroll. The recommended checks have been completed during the parallel payroll runs. The Chair noted that there had been a delay in implementation, but this was for a good reason.
- 5.22** The recommendation regarding staff to be informed of types of incidents that could result in a public liability insurance claim would be covered with staff at INSET days at the start of the academic year 2024/25.
- 5.23** The outstanding Smartlog training to be completed with governors would be followed up. The requirement for governors to complete some of the courses had been removed to reduce the demand on governors.

- 5.24** **Q:** When would the programme for internal audit next year be agreed?  
**A:** There is a 3-year plan in place which will need to be reviewed and brought to governors for agreement next term.
- 5.25** The DFO noted that there had been 4 internal audits carried out within one month and requested that they be spread out over the year. TIAA noted that there had been some staffing sickness related issues but agreed to try and spread the audits out over terms 2 and 3.
- 6.00** **EXTERNAL AUDIT ARRANGEMENTS 2024/25**
- 6.01** Scott Gillon from Wylie Bisset presented the External Audit Annual plan for consideration by the Audit Committee.
- 6.02** Wylie Bisset had stated that the audit would follow the same format as in the previous year.
- 6.03** The risks highlighted in the report included the following 5 risks: override of internal controls, revenue recognition, pension funding and accounting, financial viability, and regularity. It was noted that these risks were sector risks and not Notre Dame specific.
- 6.04** Income recognition and the ability of management to override controls are based on the historical knowledge of the client and the sector and are mandated as high. The other risks are assessed as low based on prior assessment.
- 6.05** A timetable for the audit was provided which allows for approval of the financial statements in December.
- 6.06** Wylie Bisset had confirmed independence from the college.
- 6.07** The fees for the audit had been set with reference to the fees for the previous year and would be increased by RPI at the prevalent rate in July 2024
- 6.08** The Chair commented that there had not been much change to the Audit Code of Practice this year. SG agreed and said that there had been a period of little change following the ONS reclassification. He added that the Managing Public Money document was affecting some colleges more than others.
- 6.09** A governor noted that the college could evidence that some of the college surplus would be spent on property repairs. SG agreed and added that the college also would also be able to demonstrate the need for a cash balance.
- 6.10** There was no change in terms of scope of the audit and no change on the pension work.
- 6.11** **Q:** Will it be the same team carrying out the audit?  
**A:** Three out of the four auditors would be the same as in the previous year.

*(SG left the meeting at this point – 5.50pm)*

## **7.00 COLLEGE FINANCES**

### **7.01** Post-16 Audit Code of Practice

Committee members had received the updated Post-16 Audit Code of Practice with the papers for the meeting. The Committee noted the changes to the document.

**7.02** The DFO reported that there had only been minor changes this year, mainly around terminology used. Reference to Funding Agreement have been replaced by Accountability Agreement and all references to Covid have been removed.

## **8.00 RISK MANAGEMENT**

The DFO reported that the changes to the risk register had been highlighted in green on the report. Details of planned action and progress notes had been included.

**8.01** The requirements following the estates review would affect the cash balance. The capacity review had been presented at the Governors' Strategy Day held during the previous week. The original plan to create additional teaching spaces by moving the library and IT suite would not create enough capacity as there would still be a need for additional learning resource space. Pupil numbers would not be able to increase after 2025/26 without impacting on other areas of the college.

**8.02** The Principal noted that there would need to be a review on how students are enrolled and accepted and to look at the strategic direction of the college as there would no longer be the opportunity to increase the surplus to re-invest in the estate.

**8.03** The Chair noted that the capacity report had benchmarked against other colleges who have a longer day. It was noted that this had not been considered as the college is bound by the 1265 teaching hours. There was also a national agenda around teacher workloads.

**8.04** It had been agreed at the Strategy Day to set up a small group of Foundation Governors to look in details at the advantages and disadvantages of academisation in the current education landscape.

**8.05** It was agreed that academisation should be added to the risk register under the finance heading in context of the national picture.

## **9.00 COMMITTEE ANNUAL WORK PLANNER**

**9.01** Governors received the draft committee annual work planner. The Chair noted that this was a very helpful document and asked where the Internal Audit Annual Report would best fit. DR noted that TIAA are only able to issue their Annual report after the end of the financial year. He agreed that it could be made available in September ready for discussion at the next Audit Committee meeting.

<b>9.02</b>	The Chair requested that the Clerk amends the committee’s annual work planner accordingly and adds the Internal Audit Annual report as an agenda item for the next meeting.	<b>Clerk</b>
<b>10.00</b>	<b>ANY OTHER BUSINESS</b>	
<b>10.01</b>	There were no items of Any Other Business raised.	
<b>11.00</b>	<b>DATE AND TIME OF NEXT MEETING</b>	
<b>11.01</b>	The next meeting will take place on Wednesday 25 September 2024 at 5.00pm on Teams.	

The meeting at closed at 6.16pm.