**The Corporation of Newham Sixth Form College**

**Audit & Risk Committee**

**Minutes of the Meeting held on 8 March 2023**

**Members**

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| Kofo Ladele (Chair) | Independent Member | Present |
| Chris Folorunso | Independent Member | Present |
| Avnesh Pandya | Independent Member | Present |
| Simon Mayfield | Co-opted Member | Apologies |

**Non-Members invited to attend**

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| Leisyen Cox | Scrutton Bland | Present |
| Michael Gainlall | Vice Principal Finance and Operations (NewVic) | Present |
| Mandeep Gill | Principal & Chief Executive | Present |
| Robin Jones | Clerk to the Corporation | Absent |
| Melita Nyantakyi | Interim Principal Officer – note taker | Present |

**1 MEMBERSHIP OF THE AUDIT & RISK COMMITTEE**

The Committee noted the following with regard to membership of the Audit & Risk Committee:

* Avnesh Pandya had been appointed to serve on the Committee
* Miklos Sarosi had resigned from membership of the Corporation and the Committees due to a change of employment which involved overseas travel.

The Members acknowledged the contribution of Mr Sarosi to the work of the Committee and wished him well in the future.

As a result of the resignation of Mr Sarosi it would be appropriate to consider at the next meeting the appointment of a new Vice Chair of the Committee.

**2 APOLOGIES FOR ABSENCE**

The apologies for absence submitted by Simon Mayfield due to urgent commitments at this own place of work were not received until after the meeting but are recorded in the Minutes.

**3 DECLARATION OF INTERESTS**

The Members and others present confirmed that there were no declarations of interest to be recorded on this occasion although, for the sake of transparency, KL made known, once again, that Scutton Bland acted as the Internal Auditors and Buzzacott the Financial Statements Auditors to the College where she is employed.

**4 Meeting of the Audit & Risk Committee held on 23 November 2022**

The Minutes of the meeting of the Committee held on 23 November 2022 were confirmed to be a correct record subject to the correction of a typo in item 10 on Internal Audit Reports - *range of issuers* to be corrected to *range of issues.*

There were no matters arising from the Minutes of the last meeting addressed at this point as they were covered by other items or will be progressed at future meetings.

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**5 Audit & Risk Committee conduct of business; as agreed at the last meeting following a review of performance to discuss future approaches**

Item 18 from the last meeting, members agreed to review the conduct of the business and to explore different ways in which it could be done.

KL mentioned she will be attending the AoC Finance & Audit Committee Chairs Network on Monday, 13th March and also explore other Chairing training sessions.

The Principal & Chief Executive stated that though it is not directed at this meeting, due to the paperwork involved for meetings, consideration should be given to spreading out the meetings to give enough time for paperwork to be compiled.

It was noted meeting dates and frequency are proposed by the Committee before the draft Calendar goes to Corporation for approval, and thus the issue needs to be discussed there.

**6 Risk Register Update**

The Committee received and discussed the report of the Vice Principal Finance & Operations and the updated Risk Register. This links back to matters arising from the previous minutes for the reworking of how it was presented.

The high risks have been categorised, and placed at the top in descending in order (in column K)

**7 Internal Audit Recommendations; progress**

The standard document has been updated with the outstanding recommendations.

More details to be added to the Staff Wellbeing section.

A Member asked if the lists of employees who have not completed the key training were sent out regularly? It was explained that the College subscribes to the iHasco training system where it is recorded which staff have completed training and those who have not are sent reminders for completion.

Mandatory training is linked to CPD days.

**8 Internal Audit Reports including Risk and Assurance Report**

The Committee was asked to receive and consider the following reports prepared by the Internal Auditors:

* Environmental, Social and Governance
* Risk and Assurance Progress Report

It was explained that the review of Environmental, Social and Governance had been undertaken as an advisory piece of work.

The Committee noted the Auditors had raised 14 areas for improvements for consideration

There is an action plan in place to develop working group to put strategies in place and ESG to be embedded in there

The Principal & Chief Executive asked the Internal Auditors how the tendering process works with contractors re sustainability. It was explained the supplier provides evidence of their sustainability, for example, by recruiting local people, and also look at their supply chains and if they provide value for money.

The Committee agreed one specific action - the savings at the College re environment and sustainability to be monitored.

**9 Cyber Security Update**

The College started this academic year with a cyber-attack, however, our data was protected.

The College was supported by JISC – they provided a specialist team who assisted us daily and looked into details of who was trying to get into our system. They recommended an application for protection against servers and devices which the college has now implemented. The College was now rolling out a 2- factor authentication, as well as phishing tests are currently being progressed to see how staff respond to possible vulnerabilities.

Training is aimed initially at staff. Students are less of a risk in terms of what they access, however phishing tests will be rolled out to students at some point in future.

In addition awareness training was a consideration at different times during the year.

The Committee agreed to suggest to the Executive that smaller bit size chunks of training, lasting between 10-15 mins to help keep it fresh in people’s minds.

**10 Training and development for Committee Members**

Members of the Committee were asked whether they have booked on any of the training courses that were circulated from time to time.

The Committee agreed that as and when any training was undertaken this would be made known to the Clerk to the Corporation so that it could be recorded .

**11 Any Other Items of Urgent Business – if** **necessary**

This item provides the opportunity to raise any issues requiring urgent attention which have arisen since the Agenda was published

As noted earlier as a result of the resignation of Miklos Sarosi a new Vice Chair needed to be appointed – this would be addressed at the next meeting.

**12 Date and time of next meeting of the Audit & Risk Committee**

The final meeting of the year was now scheduled to take place on Tuesday 27 June at 5.45pm.