**The Corporation of Newham Sixth Form College**

**Audit & Risk Committee**

**Minutes of the Meeting held on 26 February 2020**

**Members**

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| --- | --- | --- |
| Jay Nair (Chair) | Independent Member  | Present  |
| Sohidul Hoque | Independent Member  | Present  |
| Daniela Jung  | Co-opted Member  | Present  |
| Julianne Marriott  | Independent Member  | Present |
| Martin Oakeshott | Independent Member  | Present  |

**Non-Members invited to attend**

|  |  |  |
| --- | --- | --- |
| Adrian Cottrell | Interim Director of Finance & Resources  | Present  |
| Mandeep Gill | Principal & Chief Executive  | Present  |
| Robin Jones | Clerk to the Corporation  | Present  |

**1 APOLOGIES FOR ABSENCE**

The Committee noted that all Members were present on this occasion.

**2 DECLARATION OF INTERESTS**

The Members and others present confirmed that there were no declarations of interest to be recorded on this occasion.

**3 MINUTES OF THE MEETING OF THE AUDIT & SCRUTINY COMMITTEE HELD ON 13 NOVEMBER 2019**

The Minutes of the meeting of the Audit & Scrutiny Committee held on 13 November 2019 were agreed to be a correct record and were signed by the Chair.

**4 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE AUDIT & SCRUTINY COMMITTEE HELD ON 13 NOVEMBER 2019**

The Committee:

1. reviewed the actions agreed at the last meeting which had been progressed
2. agreed that there were no matters arising from the Minutes of the last meeting which required attention at this time.

**5 INTERNAL AUDIT**

The Committee noted that, although a review had been carried out as part of the revised Internal Audit Plan for 2019/20, the report of the Auditors was not yet available.

The representative of the Internal Auditors had offered to attend the meeting to provide an update but it was thought that it was a better use of time to wait until the report was available. For this reason it was proposed to have an additional meeting of the Committee and the date of 22 April 2020 had been proposed.

The Agenda for 22 April 2020 would include a review of the College Register as well as items relating to past and recent Internal Audit reports.

**6 WHISTLEBLOWING POLICY**

The Committee received and reviewed the proposed updated version of the Whistleblowing Policy.

In response to a question from a Member the Principal & Chief Executive confirmed that the Whistleblowing Policy was available to all staff via the College intranet together all other policies and procedures and when any updates were made an alert was provided. The mention of the Whistleblowing Policy during the staff induction programme would be checked and if not covered it would in the future. It was recognised that the vast majority of staff concerns could be dealt with via line management discussion or submitting a complaint or grievance.

There were relatively few known examples of whistleblowing being used in the FE sector but it was essential that robust and understood arrangements were in place.

The Committee AGREED following discussion:

1. To welcome the opportunity to comment on the proposed update to the Whistleblowing Policy
2. To ask the Executive to review the document so as to make the contents as accessible to staff as was possible having regard to the practice in other colleges and organisations and then present to the next meeting of the Committee for referral on to the Corporation

**7 REVIEW OF THE PERFORMANCE OF THE AUDIT & SCRUTINY COMMITTEE (AS WAS)**

The Committee reviewed the summary prepared by the Clerk following receipt of the comments provided by Members and the Principal & Chief Executive on the performance of the Audit & Scrutiny Committee as it was designated until recently.

 The Committee AGREED:

1. that the summary was an accurate reflection of the review of the performance of the Committee in 2018/19 and the Autumn Term 2019
2. to recognise that changes and improvements were being made such as the review of the Terms of Reference and the dropping of the former scrutiny role.

**8 CALENDAR OF MEETINGS – 2019/20**

The Committee noted the revised calendar of meetings scheduled to take place in 2019/20:

* Wednesday 22 April 2020
* Wednesday 10 June 2020

Meetings are scheduled to commence at 6.30pm

**9 CONFIDENTIAL DISCUSSION**

The Members of the Committee had a discussion which was regarded as being confidential at least for the time being.

The Minute setting out the outcome of the discussion would be available only to Members of the Corporation and designated Members of the Executive.

Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_