

**FARNBOROUGH COLLEGE OF TECHNOLOGY**

**A U D I T   C O M M I T T E E**

**MINUTES OF MEETING HELD ON FRIDAY 15<sup>TH</sup> FEBRUARY 2008 AT 2.00PM**

**PRESENT**

Mr A Lloyd – Chair of Audit Committee  
Mr O Reeves  
Mrs J Charlick  
Mrs C Powell  
Mrs M McClure

**IN ATTENDANCE**

Mrs I Bond – IAS – Hampshire Internal Audit Services  
Mr C Mantel – FSA - Tenon  
Mrs C Davis – Principal  
Mr P Brady – Deputy Principal  
Mr P Hill- Acting Director of Finance & Resources  
Mrs Y Hughes- Clerk to the Corporation

Mr Lloyd opened the meeting at 2.05pm and welcomed all present.

<b>Agenda Item</b>	<b>Minute</b>	<b>Action by:</b>
<b>2.1/07.08</b>	<b><u>Apologies for Absence</u></b>  Apologies received from the Dr Oduneye.	
<b>2.2/07.08</b>	<b><u>Declarations of Interest</u></b>  There were no new or amended interests declared.	
<b>2.3/07.08</b>	<b><u>Minutes of the meeting held November 2007</u></b>  Minutes agreed as a true and accurate record and signed by the Chair.	
<b>2.4/07.08</b>	<b><u>Matters arising</u></b>  Covered within the agenda.	
<b>2.5/07.08</b>	<b><u>Internal Audit Services – Hampshire Audit Services</u></b>	

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**Farnborough College of Technology**  
**Internal Audit Report & College Response December**  
**2007**

Mrs Bond of Hampshire Internal Audit Services reported that that unfortunately due to the flood that occurred in December 2007 during the internal audit visit, they had agreed to postponed the audit.

A verbal update was given on the areas visited during the December 2007 audit:

IT – a report will be presented at the next Audit Committee meeting.

Capital – this will be reviewed during the June 2008 audit visit.

Financial Planning and Governance – It was reported that this particular area was all covered during the Provider Financial Assurance inspection in November 2007 and having reviewed the evidence provided during the inspection that no further work was required.

***The Provider for Financial Assurance report to be presented at the next Board meeting.***

**Board**

***The Committee accepted the verbal update and looked forward to receiving the report in June 2007.***

**2.6/07.08**      **Outstanding Internal Audit Action Points**

***The Committee accepted the report on outstanding internal audit points.***

**2.7/07.08**      **Learner Number Audit**

The Deputy Principal presented the report on the Learner Number Audit.

**Withdrawals and Transfer Accuracy**

From a targeted sample it was identified that over 50% of withdrawal dates had been inaccurately recorded of which 5 crossed a census date. Recommendations were made and it was felt that a universal electronic registration system would be the solution to the problem as well as checking and re-checking.

The Deputy Principal went onto explain that with the new funding methodology changes coming into effect in the next

**Board**

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year, these difficulties would be cutback due to a simplification. The only area in which there would still be a risk of this nature would be in NVQ run courses.

The College were comfortable that the recommendations were being achieved.

#### Transfers from group to group

The Deputy Principal explained that this area-identified learners would had transferred between groups, which had in turn been inaccurately recorded.

#### Eligibility

This related to students not completing the enrolment forms in full.

Staff were being trained to check the enrolment forms and the forms have also been altered. He added that online applications would alleviate this particular problem.

The Committee went through the report in detail and accepted the recommendations that had been made as well as the explanations on how action would be taken.

***The Committee accepted the Learner Number Audit and would make recommendations to the Board accordingly.***

**2.8/07.08**

#### **Risk Management Update – February 2008**

The Acting Director of Finance & Resources presented the update on the Risk Management Plan.

The Principal stated that sometime ago a query had been lodged asking about a trial College Disaster Recovery exercise and was pleased to inform the Committee that an exercise was planned to take place within the term.

The Acting Director of Finance & Resources commented on the staffing risk especially in relation to Aldershot College and added that although this caused concern it was encouraging to note that things were improving.

Governors queried some of the risks listed under item 7a and 7c as well as 1c to 1e and asked that the wording be amended to read 'Senior Management Team met fortnightly' and that the Deputy Principal met with all Heads of School monthly to review the risk register.

***It was proposed that a Governor Training session be held on the new Funding Methodology.***

**Board**

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**2.9/07.08     Any other Business**

None

**2.10/07.08     Date and Time of Next Meeting**

10<sup>th</sup> June 2008 at 2.00pm

Mr Reeves gave his apologies in advance for this meeting.

**2.11/06.07     Meeting closure**

**Meeting closed at 3.12pm**

**MINUTES AGREED AS BEING A TRUE AND ACCURATE RECORD.**

**SIGNED**

**DATED**

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