Brooklands College

Minutes of the Audit Committee held at 10.00am on 30th November 2016,
Room MC5.

Present: Clare Watling   Chair
Terry Lazenby
Richard Shaw
Jerry Loy
Steve Brice
Gail Walker   Principal

In Attendance: Shereen Sameresinghe   Vice Principal
Josephine Carr   Clerk

Item 1	**Action in the event of fire**
A/11/16/1	Action in the event of fire was noted.

Item 2	**Welcome and apologies for absence**
A/11/16/2	No Apologies were received.

Item 3	**Declarations of interest**
A/11/16/3	There were no declarations of interest.

Item 4	**Minutes of the meeting held on 12th October 2016**
A/11/16/4	The minutes of the meeting held on 12th October 2016 were approved as a correct record.
A/11/16/5	It was confirmed that Richard Shaw would attend Resources Committee and not Audit Committee as previously discussed.

Item 5	**Matters Arising**
A/11/16/6	The Clerk has yet to receive a response from the Internal Auditors regarding clarification with regard to Brooklands' number of Audit recommendations compared to the cohort of Mazzars' FE clients.
A/11/16/7	The Sub-contracting Audit (SFA Requirement) will be undertaken in January 2017. No decision regarding extending the scope of this audit has been made.

Item 6	**Risk register 2016/17 Term One Update**
A/11/16/8	The meeting noted that the changes requested had been incorporated in the update and thanked the Vice Principal.
A/11/16/9	The telephone and IT problems at the new Ashford campus were discussed. The Principal assured the meeting that the orders were placed with BT within the correct timescales. BT did not deliver the service as agreed. The Principal advised the meeting that the BT lines were now operational as were the IT hardware and wifi.
A/11/16/10	The meeting discussed IT provision throughout the College and asked if additional resources were required. It was agreed that IT problems had reduced significantly in the last 18 months compared to previous years. However, there is a pot -pourri of issues remaining. Going forward the College needs to establish a balance between the IT wish list and the reality of a constrained budget. The IT company, Chrome has been tasked to develop a College IT strategy looking at all aspects including

hardware, software, Wifi and teaching and learning needs and development. This will include a benchmarking exercise comparing Brooklands IT with that of other FE Colleges. The Strategy will consider the next 5 years, but with the ever-changing pace of IT is more realistically a 3 year plan.

A/11/16/11   The £70K IT element of the Capital budget 2016/17 has been allocated to improving the College firewall and ongoing infrastructure work. It was noted that IT has many similarities to the electrical improvement work at Weybridge – it is imperative to invest in the key areas to ensure the system may encompass future developments: Cat 6 cabling has been installed throughout the new Ashford campus.

The meeting asked if any more funds from the sale of the old Ashford site may be utilised for the improvement of IT. There are other more pressing projects currently taking precedence – the collapsed sewer, replacement boilers and the Mansion House.

A/11/16/12   The meeting agreed that IT expert was required to assess the College IT and prioritise the needs and developments going forward.

A/11/16/13   The meeting agreed that the Head of IT should report each term to Resources Committee (a standard Agenda Item). Action Clerk

A/11/16/14   A report from Chrome is anticipated by the end of January 2017. The Principal confirmed that Chrome will be meeting with a series of user groups before the Christmas break.

A/11/16/15   The College successfully countered a cyber-attack yesterday morning. An email purporting to be a finance invoice was sent to numerous staff. The whole IT system (including all mobile devices) was closed down for about 45 minutes and then restarted using the last back-up so only 2-3 hours of work were lost. SLT and the duty managers went to every classroom and office instructing everyone to shut-down their PCs and portable devices

The College will continue with its awareness campaign with staff and students warning them not to open rogue or unusual emails. The "rogue" email yesterday was very plausible.

Item 7   Internal Audit Report HR Sickness Reporting
A/11/16/16   Daniel Canham of Mazzars was unable to attend this additional meeting and had sent his comments to the Vice Principal.

A/11/16/17   There are no significant recommendations resulting from this audit.

Item 8   Chair's Business

Item 8.1   Review of committee business for emerging risks

A/11/16/18   There were no new emerging risks from the meeting

Item 9   Any Other Business

A/11/16/19   There were no matters.

Item 10   Date of next meeting

AR/11/16/20 The next meeting of the Audit Committee is scheduled for 8th February 2017 at 8am.

<u>Committee Decisions</u>

1.   The meeting agreed that the Head of IT should report each term to Resources Committee (a standard Agenda Item).

<u>Action Points</u>

1. The Clerk to add IT as a standing agenda item to the Resources Committee.
2. Vice Principal agreed to make a note of any capitalised salaries in the October and November Management accounts.

Chairman……………………………………………………………………..

Date ……………………………………………………………………..