

VARNDEAN COLLEGE

MINUTES OF THE RISK MANAGEMENT GROUP MEETING

HELD ON TUESDAY 7TH MAY 2019 AT 9.00 A.M.

Present: Randall Anderson, Elaine French,

In Attendance: Louise Pennington

Apologies: Ayas Fallon-Khan, Philip Harland and Donna-Marie Janson

In the Chair: Randall Anderson

1. Apologies for Absence

As given above.

2. Declaration of Interests

None.

3. Minutes of the Meeting held on 29th October 2018 (and copy of Audit Committee November 2018 included for information and were noted)

The Risk Group meeting minutes were approved and signed by the Chair as a correct record of the meeting.

4. Matters Arising

a) Action Points from last the last meeting

Emerging Risks – investigate insurance options regarding terrorism and associated risks – take forward.

IT Strategy – It was recognised that this was outstanding (due Autumn Term 2018) and now urgent and Elaine French agreed to follow this up as a matter of urgency with Philip Harland and the IT Department. It was resolved that a report should be made to the Audit Committee meeting – **ACTION: Elaine French/Philip Harland**

b) Rolling Action Plan from Audit 2018-2019

The progress since the last meeting was noted and the following additional points recorded:

- Review and Date column: comment included “DONE awaiting report” – Elaine French explained that following the recent internal audit visit, the report from this will include the comments made by auditors and reported to Governors via the next Audit Committee. She confirmed that nothing significant had arisen and reported by the auditors from their audit visit. **ACTION: Elaine French**
- Item 8 – to support the College’s corporate planning processes, we would recommend that it establishes an IT strategy or annual operational plan to identify key priorities and

projects and to provide a method by which progress can be judged – outstanding. Refer too Matters Arising above. **ACTION: Elaine French/Philip Harland**

- Item 9 – establish and promote a formal IT Security Policy and will provide guidance to support development of the College’s own. Elaine French advised that she would be taking this action forward. The Policy itself has been drafted and will be presented to the next Audit Committee. It was also explained that Mazars (Internal Auditors) had advised that following their GDPR work, a GDPR compliance check would be arranged in the Autumn Term 2019. At this point reference was also made to the action from the November 2018 Audit Committee meeting minutes whereby it was resolved that the Risk Group would consider whether GDPR should be classified as an emerging risk. It was resolved that this would be taken forward for consideration, post the GDPR compliance check by Mazars. **ACTION: Elaine French**

5. Review of Risks – Risk Register and Emerging Risks

The Group considered the latest risk register and the following changes to the register were recommended for approval. **ACTION: Elaine French**

A Category Risks

Risk HR2 Staff morale deteriorates as a consequence of heavy workload etc: - risk unchanged. The Meeting discussed the Principal’s absence owing to ill-health and noting that a further update would be provided in due course. In the meantime, SLT Members were managing any urgent matters in the Principal’s in his absence.

National pay award – the Support Staff award has been agreed and advised to Staff (approximately 1%) and that regarding Teachers, the details would be advised to Corporation at its meeting next week. Elaine French explained the award breakdown, namely staff on pay points 1-6 would receive a 3% increase, staff on pay points 7-9 would receive 1.5% and those on the management and leadership spine would receive 1%. Overall the impact upon the College’s budget will be approximately 1.5% (1% allocated in the budget), and this would be discussed at Corporation. **ACTION: Philip Harland**

The Group also discussed the Teachers’ pension matter noting that for the first year it would be fully funded by Government, with future years being dependent upon the outcome of the spending review.

RISK P1 There are insufficient resources of the right type available to meet accommodation needs. – unchanged.

The Group noted that the current capital project was progressing and was being monitored by the Corporation’s Accommodation Working Group. Elaine French reported that the project was largely on track, being 3 days behind schedule owing to the difficulty locating the underground services at the start of the project. The air raid shelters on the site had been accommodation and to date piling work has been carried out around the shelters in line with the plans.

RISK F2 Risk of not growing owing to competition and demand affecting financial viability – Elaine French explained that the latest student number forecast for next year was between 1,700 and 1,720 which compares to the current year’s student numbers of 1,660. Hence the College is in a strong position at the moment. Pete Bailey is working on timetabling for September 2019 to ensure that the College can accommodate the additional students.

RISK F4 Uncertainty caused by Government Policy – unchanged. (minute from last meeting – “Uncertainty regarding future immigration/visa issues in respect of International Students, was noted in light of Brexit” – remains unchanged too).

RISK C1 Failure to improve value added on BTEC courses – unchanged.

The Group noted that Donna-Marie Janson would have updated the Group on this matter but was unable to make the meeting. It was agreed to take this forward to the next meeting, although Elaine French advised that there were no specific concerns regarding the BTEC courses. **ACTION: Donna-Marie Janson**

RISK C3 Inability to address increased demand for specialist support services – no significant financial deviations this year and no reduction in current level of support. It was also recorded that a new Mental Health Co-ordinator had been appointed on a part time basis. It was recommended that this risk be moved to B Risk category (Contingency). **ACTION: Elaine French**

B RISKS

Risk HR1 Inability to fill key staff roles – unchanged. It was agreed that there were no issues at present, but noting the Principal’s pending retirement (2020) and the work currently underway with the Governors’ Recruitment Panel, assisted by AoC Create.

Risk C2 Ability to improve overall college achievement rates – too early in the year to comment on the results. It was agreed that “Ability” should be revised to read “Inability”. **ACTION: Elaine French**

MA1 – Critical Incident plans are not fully embedded or tested - the minute from the last meeting stated “the College is seeing improvements, but it was resolved to review next year whether to reduce the risk to a C category, post the next internal audit visit” and it was agreed to carry this decision forward. Elaine French reported that the next test would involve SLT but had been delayed owing to the Principal’s absence and she agreed to prompt SLT to take this forward as soon as possible. **ACTION: Elaine French**

MA2 – unable to retain sufficient staff at required levels – unchanged.

MA12 – Damage to College reputation as a result of the Land Development proposals – the Group noted that consultants were currently working on the planning development appeal and that in this regard the College was seeking advice from an ecologist and land developer to resolve the biodiversity area issue.

In response to a question regarding the removal of the “steps” (refer Corporation minutes), Elaine French advised that the steps were being left in place at present as they were included on the design drawings, so couldn’t be removed until the planning appeal issue has been

resolved. However access to the College's site has been stopped and residents and the local schools have been informed.

HR3 –SLT and Directors potentially lack the capacity and experience to deliver the Strategic Plan – reference was made to the last minutes “as per the decision made at the last meeting, although this had been classified as a B risk, following the retirement of a number of SLT members, it was resolved to re-visit the risk next year, once the new Vice-Principal was in post”, noting that this would be reviewed after 1 year in post as Vice-Principal – in the Autumn Term 2019- **ACTION: Elaine French.**

P2 Inadequate Student social space etc. – including toilets and catering – unchanged. Following a question from the Chair, Elaine French advised that the new building would not solve the social space issue although there would be additional toilet facilities. The most significant issue for the next academic issue will be the dining area and SLT is in the process of discussing plans to extend the current dining space (and resolve the limited kitchen facilities), in conjunction with discussions with the caterers in light of the fact that the catering contract is due to be re-tendered later this month.

P6 – Failure to properly manage the risk associated with construction works. The updates already discussed above regarding the construction work and that although an update was due to be given to Governors at this meeting, Elaine French advised that a report was being presented to the next Corporation Meeting. She also agreed for future meetings to circulate Overton Hart updates to ensure Governors were kept up to date. **ACTION: Elaine French**

C and D CATEGORY RISKS

No changes were recommended to the C and D risks within the Register.

EMERGING RISKS

None discussed.

The Risk Register as revised above, was recommended to Audit Committee for approval. **ACTION: Elaine French**

5) Risk Assurance Map

Elaine French referred to the column entitled “Risk Assessment, Residual (post control) and it was agreed that she would propose details for the various risks for consideration at the next Audit Committee meeting. **ACTION: Elaine French**

The outstanding actions from the November 2019 Audit Committee were noted and Elaine French agreed to take these forward for Audit Committee namely – include a key for all acronyms and add hatched lines to the red sections, should any Governor disclose that they are colour blind. **ACTION: Elaine French**

Subject to the points made above, the Risk Assurance Map was recommended to Audit Committee for approval. **ACTION: Elaine French**

6) Date of Next Meeting

To be agreed – Autumn Term 2019. Following a discussion about future Risk Group meetings, it was resolved to recommend that with effect from the next academic year that a Summer Term meeting would be convened if necessary. **ACTION: Louise Pennington**

7) Any Other Business

There was no other business.

8) Enclosures

The three enclosures were noted: a) Risk Group Terms of Reference and b) Risk Management Policy, and c) Risk Management Action Plan

CHAIR.....

DATE.....

Louise Pennington 7/05/2019