

VARNDEAN COLLEGE

MINUTES OF THE RISK MANAGEMENT GROUP MEETING

HELD ON THURSDAY 3rd MAY 2018 AT 9.00 A.M.

Present: Randall Anderson, Jill Arnold, Philip Harland, Elaine French

In Attendance: Louise Pennington

Apologies: Ayas Fallon-Khan

In the Chair: Randall Anderson

1. Apologies for Absence

As given above.

2. Declaration of Interests

None.

3. Minutes of the Meeting held on 9th October 2017

The 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

- **IT Strategy:** Philip Harland updated the Group informing members that a number of sessions had been organised with staff for the Summer Term to work through various options with the aim of achieving a consensus to take forward. The IT Strategy will be presented to the Audit Committee in the Autumn Term. **ACTION: Philip Harland**
- **Student Lanyards:** SLT has decided that the College will not proceed with these, having had advice from a security expert.
- **Staff training on security issues** will be given to staff in September 2018. At this point it was also recorded that terrorism insurance had been discussed at a recent S7 Finance Group and it was noted that only one College had purchased this insurance with cover of £5M at a premium of £2,000. Although it was unlikely that the College would purchase terrorism insurance at the moment, Elaine French will discuss the options with the College's insurers at the next renewal point.

b) Rolling Action Plan from Audit 2017-2018

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

- Financial Statements – no actions to date.

- Internal Audit – The Group noted the future scheduled actions and also those which had been completed. It was also noted that the budget holder finance training had been completed and will be revisited in the next academic year.

Elaine French was in the process of updating the College's finance procedures to reflect various changes in operation. Once completed these will be brought to the Audit Committee and once approved, uploaded to the College intranet for staff reference purposes. **ACTION: Elaine French**

The Group was informed that the audit reports from the March 2018 Audit visit were due to be issued shortly and that these would be presented to the next Audit Committee. **ACTION: Elaine French** Elaine French advised that there were only a couple of housekeeping recommendations arising from these.

5. **Review of Risks – Risk Register and Emerging Risks** (incl. from Spring Term 2018 Audit Committee recommendations: key College systems re Student records, Property Infrastructure and (from March 2018 Corporation) – College Power Outtage)

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

RISKS

A Category Risks

Risk HR1 Inability to fill key staff roles: Following the recent appointment of the new Vice-Principal, it was agreed that the risk to the College had diminished and it was resolved to reduce the likelihood to 2, making this a B category risk. **ACTION: Elaine French**

Risk HR2 Staff morale deteriorates as a consequence of heavy workload etc: Staff morale remains good but bearing in mind continuing pressures affecting the annual national pay negotiations, it was agreed that this should remain a category A risk. It was agreed that the wording within the “controls” section should be revised – delete “assimilation to new teachers’ pay spine”. **ACTION: Elaine French**

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

In light of the confidential nature of the discussion, it was resolved to transfer the discussions regarding Risk P1 to confidential business.

RISK F2 Risk of not growing owing to competition and demand affecting financial viability – Philip Harland advised the Group that the real risk was likely to be in the medium term e.g. from 2019 September, reflecting the predicted change in student numbers and uncertain funding position.

The Group discussed the risk taking into account the increase in Student applications this year but also taking into account potential academy developments within the Haywards Heath area, following last year's closure of the Haywards Heath Sixth Form College provision.

RISK F4 Uncertainty caused by Government Policy – unchanged.

RISK C1 Failure to improve value added on BTEC courses.

It was agreed that the wording should be revised to read “failure to further improve value added on BTEC courses” and the issues surround BTECs and value added were discussed.

RISK C3 Inability to address increased demand for specialist support services.

No change to risk agreed, owing to continuing pressure on Schools and Colleges owing to lack of support services provided by the Local Authority.

B RISKS

It was resolved that reference to “success” should be replacement with “achievement” throughout the document. **ACTION: Elaine French.**

MA1 – 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.

MA2 – agreed recommend to reduce likelihood to 1. **ACTION: Elaine French**

HR3 – although this had been classified as a B risk following the retirement of a number of the SLT members, it was resolve to re-visit the risk next year, once the new Vice-Principal was in post.

P2 Inadequate Student social space etc. – including toilets and catering – unchanged.

C and D CATEGORY RISKS

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

EMERGING RISKS:

The Group discussed potential new risks, namely:

College power outage – The recently reported power outage and subsequent need to replace the local power station was discussed and Elaine French updated the Group regarding the timing of works which were due to commence in either May half term or the Summer, once the final negotiations regarding the costings had been completed.

Student records/college systems (re Pro-solutions software implementation) as referred to in the Matters Arising Actions’ schedule and that the changeover works had been completed with some on-going housekeeping issues still to be resolved. It was noted that this risk was already included within the rolling action plan.

6. Risk Assurance Map – Review and Update

The Map was reviewed and it was agreed that it should remain unchanged. **ACTION: Elaine French**

MA12 – it was agreed to remove the note within this risk as no longer relevant and also to revise the date reference. **ACTION: Elaine French.**

As recorded above, reference to “success” should be replaced with “achievement” **ACTION: Elaine French.**

F4 – revise risk from red to amber. **ACTION: Elaine**

HR2 – revise risk from red to amber. **ACTION: Elaine French**

In light of discussions held at the last meeting regarding the format and content of the Map, Elaine French confirmed that she had discussed the matter with the internal auditors who had passed various options to her for consideration and this will be reviewed and presented to Governors at the next Audit Committee meeting.**ACTION: Elaine French**

The key to abbreviations at bottom of map were noted to be out of date and Elaine French agreed to revise these in readiness for the next Audit Committee. **ACTION: Elaine French**

Date of Next Meeting

To be agreed.

7. Any Other Business

There was no other business.

8. Enclosures

The two enclosures were noted: a) Risk Group Terms of Reference and b) Risk Management Action Plan

CHAIR.....

DATE.....

Louise Pennington 3/05/2018