

- On item 6, Members noted that the School would have to comply with and complete the required HESA data futures information. It was envisaged that the processes for this task would be a significant demand on resources and would commence around October 2019, with student and finance data to be provided twice yearly and staffing data once yearly. The matter would be discussed at the School's next Senior Management Team meeting on 25 October.

The Chairman said that a plan would be formulated to consider when particular data would be forwarded to Governors as part of the process and that this plan may come to the Sub Committee in January 2019. A Governor commented that resources for the transition would probably need to be considerable, although this would reduce in future if the transition was handled correctly. It was noted that the new Head of Business Systems and Data would shortly take up post with a brief to oversee the implementation.

- With regard to the MoU on GYA, it was reported that this had been signed at the end of last term for the period ending 2020. The MoU would be part of the Sub Committee's agenda for the next meeting.

RECEIVED.

6. **INTERNAL AUDIT RECOMMENDATIONS FOLLOW-UP**

Members considered the report by the Head of Audit and Risk Management on internal audit recommendations follow-up.

The following matters were raised:-

- On the Baxter Storey contract it was noted that the health and safety audit would take place in the Autumn term (done by ESB), that proof of monthly review was not able to be supplied until later and that a revised target timescale was set for demonstration of implementation.
- Noted that the expected report back on Succession Planning / Workforce Plan would now be made to the Sub Committee in January 2019.
- The draft and action plan for Satellite Sites had now been completed.
- On Sundial Court - Accommodation Strategy it was noted a paper would be submitted to the November Board.
- It was noted that revised target dates for Returns Management and Subsidy and Profit Share Arrangements would be October 2018.
- In response to a question from Governors it was confirmed that the target dates are set by the School in its management response and officers were asked to set realistic target dates that could be achieved.

RECEIVED.

7. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE AUDIT & RISK MANAGEMENT COMMITTEE**
There were no questions.
8. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
There were no urgent items.
9. **EXCLUSION OF THE PUBLIC**
RESOLVED – That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the remaining items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A of the Local Government Act.
10. **NON PUBLIC MINUTES**
RESOLVED – That the non public minutes of the meeting held on 6 July 2018 be approved.
11. **DISASTER RECOVERY UPDATE**
The Sub Committee had before them the report by the Head of IT updating it on disaster recovery.
12. **RISK REGISTER**
The Sub Committee considered the report by the Principal on the risk register.
13. **HEALTH AND SAFETY RISK REVIEW**
The Sub Committee had before it the report by the Director of Operations and Buildings on the health and safety risk review.
14. **RESEARCH OUTPUTS**
The Sub Committee considered the report by the Head of Knowledge Exchange and Senior Research Manager on research outputs.
15. **CATERING AUDIT UPDATE**
The Acting Head of Finance and Business Administration reported on the catering audit update.
16. **CATERING CONTRACT UPDATE**
The Sub Committee considered the report by the Acting Head of Finance and Business Administration on the catering contract update.
17. **SCHOOL WAIVERS UPDATE**
Governors had before them the report by the Acting Head of Finance and Business Administration updating them on School waivers.
18. **MOU ON GYA**
The Sub Committee noted that the oral update on this item had been provided as part of item 4.

19. NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE AUDIT & RISK MANAGEMENT COMMITTEE

There were no questions.

20. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED

There were no urgent items.

The meeting ended at 1.10 pm

Chairman

**Contact Officer: Martin Newton
tel. no.: 020 7332 3154
martin.newton@cityoflondon.gov.uk**