

Guildhall School – Live High Priority Recommendations as at 31<sup>st</sup> October 2019

Audit Area & Outstanding Action	Original Target Date	Latest Revised Target Date	Recommendation Owner	Status	Progress Comments
<b>Satellite Sites</b>					
1. Collaboration Agreements: Development of full formal collaboration agreements (MoUs) with partnership satellite sites.	31/10/2017	30/11/2019	Nikki Shepperd, Head of GYA Regional Centres	Partially Implemented	<p><b>Implementation timescale further revised from September 2019 to November 2019.</b></p> <p>The last remaining Centre to sign its MOU is Taunton. Discussions are ongoing and it is hoped that the agreement can finally be signed at their next board meeting on 29 November</p>
<b>Student Affairs</b>					
2. Budget Monitoring Records: Key budget monitoring outcomes and agreed actions to be recorded and circulated to facilitate tracking.	28/02/2019	30/09/2019	Sarah Wall, Group Accountant and Sarah Port, Senior Management Accountant.	Partially Implemented	<p><b>Revised target timescale required for demonstration of full implementation.</b></p> <p>No management comment supplied in respect of implementation slippage.</p>
3. Review of Service Provision: Annual reporting to clearly articulate any reviews of service provision and development of an action plan to highlight the forward planning of any such reviews.	30/09/2019	31/10/2019	Sue Cowan, Head of Student Affairs	Not Implemented	<p><b>No implementation progress update supplied.</b></p>

### Appendix 3

Audit Area & Outstanding Action	Original Target Date	Latest Revised Target Date	Recommendation Owner	Status	Progress Comments
4. Service Provision Planning: Student Affairs annual report to reference the link to the School's strategic objectives.	30/09/2019	31/10/2019	Sue Cowan, Head of Student Affairs	Not Implemented	<b>No implementation progress update supplied.</b>
5. Consistency of Reporting: Annual service reporting to include outcomes against relevant aims / objectives set at the start of the year.	28/02/2019	31/12/2019	Sue Cowan, Head of Student Affairs	Partially Implemented	Not Yet Due.
6. Performance Monitoring: Future plans / goals identified in the Student Affairs annual reports to be translated into an action plan with target dates and responsible officers identified, to facilitate monitoring.	30/09/2019	31/10/2019	Sue Cowan, Head of Student Affairs	Not Implemented	<b>No implementation progress update supplied.</b>
7. Service Provision Objective-Setting: Evaluation of the School's arrangements for objective-setting related to student support services against the approach taken by other Higher Education Institutions.	30/04/2019 & when benchmarking data becomes available	31/10/2019	Sue Cowan, Head of Student Affairs	Not Implemented	<b>No implementation progress update supplied.</b>
<b>Income Generation</b>					
8. Budget Monitoring Records: Records to include the budget holder's explanations of budget variances, forecasts, key assumptions on the forecasts, and explanations for forecast changes, evidence of challenge and action points with deadlines.	31/07/2019	30/09/2019	Graeme Hood, Group Accountant	Not Implemented	<b>Revised target timescale required for demonstration of full implementation.</b>  No management comment supplied in respect of implementation slippage.

### Appendix 3

Audit Area & Outstanding Action	Original Target Date	Latest Revised Target Date	Recommendation Owner	Status	Progress Comments
9. Financial Projection Deviations: Reporting on any deviations from the Business Plan to be added to the Management Information Dashboard.	30/09/2019	30/11/2019	Graeme Hood, Group Accountant	Not Implemented	<p><b>Implementation timescale revised from September 2019 to November 2019.</b></p> <p>The School has advised that a paper is being prepared for the November meeting of the Finance Committee and Governing Board setting out the latest five-year financial plan for the School. This will inform the annual submission to the Office for Students and includes a commentary on all significant variances.</p>
10. Baseline Performance & Targets: Baseline for the performance indicators, based on 2018-19 actuals, to be added to the Management Information Dashboard.	30/09/2019	30/11/2019	Graeme Hood, Group Accountant	Not Implemented	<p><b>Implementation timescale revised from September 2019 to November 2019.</b></p> <p>The School has advised that The Group Accountant is working with the Director of Advancement to draft a report for the November meeting of the Governing Board setting out the KPI's that the School will be tracking and reporting on going forward. In some cases the KPI's set out in the 2018 business plan have been superseded by subsequent events and this will be reflected in the November paper.</p>

Audit Area & Outstanding Action	Original Target Date	Latest Revised Target Date	Recommendation Owner	Status	Progress Comments
<b>Production Arts Students' Cash Floats</b>					
11. Prompt Reimbursement of the Cash Float: agree set timeframes within which Production Lecturers are required to submit petty cash float electronic expenditure summaries for processing and chase on a timely basis if the summaries are not provided within the required timeframes.	30/11/2019	N/A	Graeme Hood, Group Accountant	Not Implemented	Not Yet Due
12. Cash Float Reconciliations: introduce a segregation of duties between managing the petty cash float and undertaking Production Arts Student cash float reconciliations.	31/10/2019	N/A	Graeme Hood, Group Accountant	Not Implemented	<b>No implementation progress update supplied.</b>
13. Amendments to the Cash Float: amendments to the Production Arts Student cash float to be approved independently of float management, and correctly accounted for in cash reconciliations.	31/10/2019	N/A	Graeme Hood, Group Accountant	Not Implemented	<b>No implementation progress update supplied.</b>

In summary:

- There are thirteen live high priority recommendations as at the end of October 2019, an increase of three recommendations since the report to the September meeting of this Committee. The three additional recommendations arose from the audit of Production Arts Students' Cash Floats.
- Revised target timescales have been supplied in respect of three recommendations since the September 2019 meeting of this Committee as a result of implementation slippage (*numbers 1, 9 and 10*).
- Details of implementation progress are awaited in respect of six recommendations due for implementation by the end of October 2019 (*numbers 3, 4, 6, 7, 12 13*).
- Revised target timescales are required for demonstrating full implementation in respect of two recommendations which had target dates of September 2019 (*numbers 2, 8*).
- Two recommendations are not yet due for implementation, falling due in November and December 2019 respectively (*numbers 5, 11*).