

**AUDIT COMMITTEE
 AGENDA
 Thursday 2nd October 2014 at 10am (Room 115)**

I	Membership & Terms of Reference To note: the membership and terms of reference of Audit Committee (Standing Order III) and the Procedures for the Conduct of Meetings (Annex XIV)	[Appendix A]
II	Minutes To approve: minutes of the meeting held on 29 th May 2014	[Attached]
III	Action Points	[Oral Updates]
IV	Matters Arising/Matters for Report	[Oral Update]
V	Deep Dive: Alumni Office	[Oral Update]
VI	Risk Register Update To note	[Appendix B] Annex
VII	Audit Committee Annual Report To consider	[Appendix C]
VIII	Internal Audit: Annual Report 2013-14 To consider	[Appendix D]
IX	Internal Audit: Audit Plan 2014-15 To consider	[Appendix E]
X	Internal Audit: Governance and Risk Report To consider	[Appendix F]
XI	Internal Audit: Information Security Report To consider	[Appendix G]

XII	Internal Audit: Students' Union Progress Report To consider	[Appendix H]
XIII	Report on Attendance Monitoring and Enrolment projects	[Oral Update]
XIV	Audit of the Key Information Set (KIS) 2013/14	[Appendix I]

These minutes are for information only. Any corrections to the minutes will be recorded in the minutes of the subsequent meeting of the committee.

SOAS, University of London

AUDIT COMMITTEE

Thursday 2nd October 2014

Members: Steve Tinton (Chair)
Andrew Popham

In attendance: Graeme Appleby (Director of Finance & Planning)
Laura Gibbs (Registrar)
Matt Gorman (for item 5 only)
Chris Ince (Secretary to Audit Committee)
Zeba Salman (for item 5 only)
Neil Thomas (KPMG – Internal Auditors)
Mrs Charlotte Walker (KPMG – Internal Auditors)
Paul Webley (Director)

Apologies: Charles Ilako
Rosna Mortuza
James Aston (BDO – External Auditors)

1. Membership and Terms of Reference (Appendix A)

The Committee **noted** that HEFCE now called its financial memorandum with institutions the Memorandum of Assurance and Accountability. This had also been extended to cover the Student Loans Company. Therefore the term of reference covering the Annual Report needed to be expanded from “*the management and quality assurance of data submitted to the Higher Education Statistics Agency (HESA), HEFCE and other funding bodies*” to “*the management and quality assurance of data submitted to the Higher Education Statistics Agency (HESA), the Student Loans Company, HEFCE and other funding or regulatory bodies*”.

The Committee **noted** that its quorum was two members.

2. Minutes

The minutes of the meeting on 29th May 2014 were **approved** as an accurate record, with the removal of “UKBA” that had been included by error in the heading for the deep dive review of business continuity.

3. Action Points

There were no action points other than item 13 on the agenda.

4. Matters arising/matters for report

There were no matters arising.

5. Deep Dive: Alumni Office [Oral Report]

The Committee **received** a presentation from the Director and Deputy Head of Development and Alumni Relations. This covered statistics on the alumni body, how the School interacted with this important network and the fundraising within this group. Most alumni had a very strong affinity to SOAS and this was something the School could capitalise on, including targeted marketing of further study.

The aim was to develop a more engaged alumni community who acted as global ambassadors and gave back to the School in a number of ways such as via careers assistance or mentoring, as well as financially. Alumni were already involved in key activities and events, including overseas where the School did not have a presence. Alumni organisations in key countries were at different stages of maturity. The committee noted the desire to better integrate academic visits to countries with alumni and marketing events. The proposed visit schedule for the Central SOAS team was circulated.

The Committee **noted** that all the financial transactions for the function were managed centrally within the Finance Directorate and this was a low risk area. Due diligence was undertaken, where appropriate, in line with an agreed protocol. Staff members in the directorate were trained on areas of data compliance.

The Committee **noted** it would not conduct a deep dive review at its next meeting as this would focus on a review of the Financial Statements, Annual Report and other items prior to their submission to Governing Body.

6. Risk Register Update (Appendix B)

The Committee **noted** the interim update to the Risk Register in advance of the formal termly update at its next meeting. Executive Board had agreed a number of changes to the format and these would be reflected in the next version. The Committee **agreed** that for the institutional register it should be formatted so that each risk printed on a separate page.

7. Audit Committee Annual Report (Appendix C)

The Committee **noted** the outline for the Annual Report and that this would include the use of deep dive reviews linked to key areas of risk.

8. Internal Audit: Annual Report 2013-14 (Appendix D)

KMPG **reported** on the Annual Report for internal audit work in 2013/14. This gave the highest assurance possible and provided assurance to the Committee when preparing its own Annual Report.

The Committee **noted** that there were still some recommendations dating from the previous internal auditors, so were over three years old. The Committee **agreed** that the Registrar would check on the status of these and this would be covered in the Committee's Annual Report.

9. Internal Audit – Audit Plan 2014-15 (Appendix E)

KPMG **reported** on the audit plan for 2014/15 and the internal audit strategy through until 2017. The work for the current year included the core reviews necessary to give the audit opinion as well as additional reviews linked to the overall risk profile and risk register. It also

noted any previous assurance work. The Committee **discussed** the seven reviews planned for the 2014/15 year.

The Committee **agreed** that a review of Strategic Planning, Performance & Sustainability should be included in the plan for 2016/17. 2016/17 would also see a review on research, in an area determined nearer the time.

10. Internal Audit – Governance and Risk Report (Appendix F)

KPMG **reported** on the review of governance and risk, which had focused on appropriateness and consistency of arrangements in the faculties. It had four recommendations of a medium priority in addition to three with a low priority.

The committee discussed the effectiveness of KPIs. It **noted** that the faculties had performance indicators that broadly mirrored those at the institutional level and any specific to each faculty. These were reviewed as part of the faculty plans by both Resources & Planning Committee and Governing Body when it approved the plans. This took place at the same meeting as it saw the annual report on the School's KPIs. The Committee **agreed**
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The Committee **discussed** the other three recommendations with a medium priority. The Executive Board, or other key committees, received a significant level of faculty information via thematic reports at regular points in the year as well as ad-hoc reports and so did not require dedicated reports from each faculty. However, regular reporting against the faculty plan could be built into the agreed annual cycle for the faculty management groups.

The Committee **agreed** that the report should be sent to Academic Board for information. Taken together the recommendations highlighted a need to improve the effectiveness of faculty management. It would review progress against the recommendations at its May meeting.

11. Internal Audit – Information Security Report (Appendix G)

The Committee **noted** the report and requested an update at the next meeting to confirm that the School had reasonable protection measures in place around viruses and malware.

12. Internal Audit: Students' Union Report (Appendix H)

The Committee **noted** the update report.

13. Report on Attendance Monitoring and Enrolment Projects (Appendix I)

The Secretary **reported** that the enrolment project had gone well with a number of improvements introduced for the latest academic year. This had included the electronic scanning of key documents such as passports and visas.

The attendance monitoring project was in two phases with the first looking at an improved process to support staff taking class registers. The second phase would look at the wider use of student data to improve student engagement and support.

14. Audit of the Key Information Set (KIS) 2013/14

The Committee **noted** the report from HEFCE, which had two high priority recommendations. The management actions to these had been completed or were in progress and it was

agreed that they would be incorporated in to the KPMG recommendation tracker so progress was reported to the Committee.

15. Date of next meeting:

The Committee **noted** the next meeting would take place on 6th November 2014.

AUDIT COMMITTEE: Action Points

Minute	Item	Action 2013/14	Deadline for report to AC	By
31	Student attendance	Inclusion of discussion of pastoral support at informal GB meeting	28/5/15	CI

Minute	Item	Action 2014/15	Deadline for report to AC	By
6	Risk Register	Format register so each risk prints on a separate page	6/11/14	CI
8	Internal audit annual report	Highlight and check outstanding recommendations in AC Annual Report	6/11/14	CI / LG
9	Internal audit plan	Inclusion of Strategic Planning review in 16/17	6/11/14	KPMG
10	Internal audit – governance	Deep dive review of performance indicators	Oct 15	CI
10	Internal audit – governance	Report sent to Academic Board for information	6/11/14	CI
10	Internal audit – governance	Review of progress against recommendations	28/5/15	KPMG
11	Internal audit – IT	Assurance on measures in place for anti-virus/malware	6/11/14	LG
14	HEFCE review of KIS data	Inclusion of recommendations in tracker	5/2/14	KPMG