

## **Audit Committee**

### **Minutes of the meeting held on 22 November 2017**

**Present:** Steve Cook, Paul Simpson, Stephen Brown, Chris Gurevich, Stephen Hawkins.

**In attendance:** David Cooper (Principal), Richard Lewis (RSM UK Audit LLP), Ben Wallis (Assistant Principal), Julie Wilson (College Accountant), Andrew McGinnes (Interim College Accountant), Josh Precious (RSM UK Audit LLP), Catherine Sykes (Clerk)

#### **1. Election of the Chair for the forthcoming year**

**Resolved:** Paul Simpson was elected as Chair for the forthcoming year.

#### **2. Apologies for absence**

Apologies for absence were received from Stewart Edwards.

**Resolved:** Apologies for absence were received.

#### **3. Declarations of interest**

**Resolved:** Richard Lewis declared an interest in Agenda Item 14 – performance of External Audit Services.

#### **4. Minutes of the last meeting held on 14 June 2017**

**Resolved:** The minutes of the meeting held on 14 June 2017 were accepted as a correct record and signed by the Chair.

#### **5. Matters Arising from the minutes / action schedule.**

Paul Simpson requested information about Minute 42 of the Action Plan.

David Cooper proposed that in order to complete the implementation of audit recommendations; the Audit committee conduct a scrutiny visit to complete an accuracy checks on two points of the Risk Register:

- a) To complete audit on a random sample of 10 forms through their full procedure from delivery to implementation.
- b) To complete audit on a system e.g. Payroll from beginning to end.

The proposal is estimated to take 1 x full day, and would require 2 x members of the Audit committee to complete.

The proposal was agreed and the members of the Audit Scrutiny panel are:

- Paul Simpson (Chair)
- Steve Cook
- Stephen Hawkins

The date of the visit are to be decided, with Catherine Sykes (Clerk) to contact all parties and arrange the details for the spring term.

**Resolved:** The proposal of the scrutiny panel for the Audit committee was accepted agreed.

## **6. Rolling implementation plan of audit recommendations**

It was agreed that minute 6 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

## **7. Regularity Audit Self-Assessment for the year ended 31 July 2017**

It was agreed that minute 7 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

## **8. Engagement letter**

It was agreed that minute 8 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

## **9. Draft Members Report and Financial Statements for the year ended 31 July 2017**

It was agreed that minute 9 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

## **10. Final Audit Findings Report for the year ended 31 July 2017**

It was agreed that minute 10 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

## **11. Letters of Representation for the Financial Statements Audit and Regularity Audit for the year ended 31 July 2017**

It was agreed that minute 11 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

## **12. Annual Audit Plan 2017/18 and Board Assurance Framework**

It was agreed that minute 12 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

## **13. Freedom of Information Act 2000 requests**

David Cooper noted that the college had received two Freedom of Information Requests.

- 1) April 2017 – Request for information about the air conditioning units. Colin Peaks responded to this request.
- 2) September 2017 – BBC request for information on progression between years 12 and 13 based upon academic performance. David Cooper responded, stated that no student had been denied progression on academic grounds. The response was online and did not permit a copy to be saved or printed.

**Resolved:** The report on Freedom of Information requests was received.

#### **14. Performance of External Audit Services**

Richard Lewis was not present for this item.

The Committee noted that the service received had been very good. It was noted that Richard Lewis understands the College and the sector as a whole.

It was agreed that the Chair will share this feedback with Richard Lewis.

**Resolved:** The performance of External Audit Services was reviewed and agreed.

#### **15. Annual report of the Audit Committee 2015/16**

It was agreed that minute 15 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

#### **16. Meeting without management present, if required**

**Resolved:** Governors discussed whether this was required and all agreed that it wasn't.

#### **17. Federation Update**

David Cooper delivered a federation update to the committee.

**Resolved:** The federation update was received.

#### **18. Any other business**

Richard Lewis gave his thanks to Julie Wilson for her hard work over the years they had worked together and that she will be missed; he also welcomed Andrew McGinnes as the new interim accountant.

**Resolved:** The other business was received.

#### **18. Date of next meeting**

**Resolved:** The next meeting will take place on Wednesday 28 February 2017 at 12 noon.

#### **19. Confidential items/reports**

It was agreed that minutes 6, 7, 8, 9, 10, 11, 12 and 15 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government and associated reports are therefore not available for circulation to the public, college staff or students (excluding senior post holders).

#### **Action schedule**

<b>Minute no</b>	<b>Title</b>	<b>Action by</b>	<b>Action</b>
5.	Matters Arising from the minutes / action schedule	Clerk	To arrange meeting of the scrutiny panel for the Audit committee with Bob Overment for Spring Term 2018.
10.	Final Audit Findings Report for the year ended 31 July 2017	Clerk	Share Appendix B of the report (Regularity Update) with full Corporation.