

Audit Committee

Minutes of the meeting held on Thursday 10th March 2022

Present: Stephen Brown, Steve Cook (Chair), Amanda Fenton, Cllr Denise Thompson

In attendance: Gary Parkinson (College Business Manager), Colin Peaks (Principal), Laura Revill (Human Resources and Deputy Finance Manager), Laura Skarratt (Clerk) and Ben Wallis (Vice Principal)

24. Audit Committee Training

The Committee members completed the Governance Development Programme, 'Introduction to Audit Module' in advance of the meeting, as recorded in their training records. At the start of the meeting, the Principal outlined the scope of the module, advising that it would be especially useful for new members to the Committee and Corporation. The members discussed the module, and the scope of the Audit Committee including the importance of constructive challenge, support and assurance. Members felt the training was useful but didn't sufficiently cover the broad scope of audit.

The Principal asked members to consider any further training requirements. The members discussed training and development, and the importance of providing constructive scrutiny and challenge. Committee Chair Steve Cook asked that when preparing reports for the Committee, SLT should also ensure that supporting evidence is also provided so members are able to scrutinise and validate the reports. He reminded members that the committee should be seeking assurance and scrutinising the information presented to them. This was agreed. Governor Amanda Fenton asked for the Clerk to provide updates on best practice. The Principal reminded members that the Audit Committee can take professional or expert advice as required. The members discussed the layers of assurance and importance of objective scrutiny.

25. Apologies for absence (agenda item 1)

Resolved: No apologies were received by committee members.

26. Declarations of interest (agenda item 2)

Resolved: No Declarations of interest were received.

27. Minutes of the previous meetings: 17 November 2021 (agenda item 3)

Governor Amanda Fenton requested the following change:

Agenda Item 10, page 9. She asked for the final sentence to be changed to better reflect the discussion of the meeting:

"The committee members discussed and noted the various other assurance controls in place, including governor scrutiny activities, oversight of financial matters by the finance committee and the policies and practices on internal control, to provide adequate assurance to governors."

This was discussed by the members and approved.

Resolved: The minutes of the meetings held on 17 November 2021 were received and confirmed, the chair was authorised to sign subject to the above amendment being made.

28. Matters arising from the minutes / action schedule (if applicable) (agenda item 4)

Minute no	Title	Action by	Action	Update
5	Matters Arising	Clerk	Liaise with V.Principal regarding the CLA teacher 'requirement'.	<p>The Clerk referred members to appendix a, an extract from the Keeping Children Safe in Education document. She advised that for schools it is a 'must' for the CLA lead to be a teacher, but for colleges it is a "should", with the college ensuring that the named CLA lead is suitably experienced and has the appropriate training.</p> <p>The members discussed the requirements and gave their support to the Support Services Manager in her role as CLA. The Principal advised that the College justifies the CLA lead being a member of non-teaching staff and continues to be vigilant to if this becomes a requirement.</p> <p>Stephen Brown asked for this to be brought to the Corporation for them to also give their support and backing to this decision. This was agreed.</p>
5	Matters Arising	Clerk	Single Central Register report to be brought to the Audit Committee.	Covered in AI 5c.
18	External Audit Service Review and Retendering	Business Manager	Contact RSM UK AUDIT LLP re: service and retendering.	To be discussed in AI 8.

20	Audit Committee Training and Development 2021/22	Clerk /Chair	Explore the P7B Audit for Audit Committee Members module re: suitability for group training in next Audit meeting.	Audit Training complete by members in advance of meeting and at start of meeting.
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Minute 6: Regularity Audit Self-Assessment for the Year Ended 31 July 2021

Governor Stephen Brown challenged that the T-Level incentive payment of £1000 should be declared as sub-contracting for the College, citing the Government’s “T-Level Employer Incentive Scheme: employer conditions of payment”. He advised members that the webpage clearly outlines the procedure for payment:

“Payments will be made to employers by the school or college the student is studying at”

The Principal advised that the money is not received by the College, but would be received directly by the employer, with the College being required to confirm to the Government which employers are participating in the scheme.

The Chair asked if the College is aware of any employers that have taken advantage of the scheme. The Business Manager confirmed that whilst all the employers have been notified, none have so far made the request for the incentive.

Stephen Brown queried if the Government’s webpage was incorrect. The Principal advised he felt that the information on the webpage was not complete accurate, and the College is following the correct procedure. Governor Amanda Fenton advised members that from her experience, employers have received this money directly and it has not been received via a school or college.

Resolved: The matters arising were received.

Recommended: The Corporation to receive the CLA update and be asked for endorsement.

29. Audit Committee Commissioned Business: Update (agenda item 5)

It was agreed that minute 29 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

30. Rolling Implementation of Audit Recommendations (agenda item 6)

Resolved: The Business Manager confirmed that there are no outstanding recommendations.

31. Risk Register and Board Assurance Framework (agenda item 7)

It was agreed that minute 31 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

32. Appointment Process of External Auditor: for recommendation (agenda item 8)

It was agreed that minute 32 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

33. Financial Controls Self-Assessment: for recommendation (agenda item 9)

It was agreed that minute 33 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

34. Policies (agenda item 10)

a) Confidential Reporting Code and Policy (Whistleblowing)

The Principal presented the policy and advised that there are no changes made, he sought comments and questions.

Amanda Fenton noted a typo to be amended on page 2, "malpractive⁴⁵" should instead be "malpractice⁴⁴" to link with the footnote. This was agreed.

Under section 4.1 the "Senior Postholder" should be replaced with "The Principal" to bring this inline with page 2, 3.1. This was agreed.

Recommended: The Confidential Reporting Code and Policy (Whistleblowing) was recommended to Corporation for approval subject to the agreed amendments.

35. Any other business (agenda item 11)

Resolved: No other business was received.

36. Confidential Items (agenda item 12)

Resolved: It was agreed that minutes 29,31,32 and 33 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).

37. Date of next meeting (agenda item 13)

Resolved: The next meeting of the Audit Committee will be held on the 15 June 2022, however this may need to be changed to ensure quoracy.

Action schedule:

Min. no.	Title	Action by	Action
28	Matters Arising	Committee Chair/ Clerk	CLA Lead update to be brought to Corporation for endorsement.
29	Audit Committee Commissioned Business	Business Manager	Contact WorkNest for confirmation of the ISO45001 standard. Provide update to Chair and Governor Stephen Brown.
31	Risk Register and Board Assurance Framework	Principal	Update the register to reflect the risks discussed and agreed by the Committee (T-Level employer provision)
31	Risk Register and Board Assurance Framework	Clerk	Add T Level Update / discussion to the agenda for the June Audit meeting.
32	Appointment Process of External Auditor and Tender Document	Business Manager	Document to be updated to reflect the agreed changes.
33	Financial Controls Self-Assessment	Business Manager	Amendment to document as agreed (typo).
34	Policies	Principal / Clerk	Amendments to the Confidential Reporting Code and Policy as agreed.

Audit Committee

Confidential Minutes of the meeting held on Thursday 10th March 2022

It was agreed that the following minutes 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).

CONFIDENTIAL