

Audit Committee

Minutes of the meeting held on 16 June 2021

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

In attendance: Gary Parkinson (Business Manager), Karen Musgrave (RSM), Colin Peaks (Principal), Laura Skarratt (Clerk)

34. Apologies for absence (agenda item 1)

Resolved: There were no apologies received.

35. Declarations of interest (agenda item 2)

Resolved: There were no declarations of interest.

36. Minutes of the meeting held on 24 February 2021 (agenda item 3)

Resolved: The minutes of the meeting held on 24 February 2021 were accepted as a correct record and the Chair authorised to sign.

37. Matters arising from the minutes/action schedule (agenda item 4)

Matters arising will be covered elsewhere in the minutes.

Resolved: Matters arising were received.

38. External Audit Plan for the Year Ended 31 July 2021 (including any Emerging Issues) (agenda item 5)

It was agreed that minute 38 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)**.

39. Audit Committee Commissioned Business (agenda item 6)

It was agreed that minute 39 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)**.

40. Risk Register 2020/21 and Board Assurance Framework (agenda item 7)

It was agreed that minute 40 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)**.

41. Rolling Implementation of Audit recommendations (agenda item 8)

It was agreed that minute 41 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)**.

42. Terms of Reference (agenda item 9)

It was agreed that minute 42 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)**.

43. Proposed Annual Cycle of Business 2021/22 (agenda item 10)

It was agreed that minute 43 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)**.

44. Annual Committee Self-Assessment (agenda item 11)

It was agreed that minute 44 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)**.

45. Federation Update (agenda item 12)

It was agreed that minute 45 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)**.

46. Any other business (agenda item 13)

Resolved: No other business was received.

47. Confidential items (agenda item 14)

Resolved: It was agreed that minutes 38-45 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).

48. Date of the next meeting (agenda item 15)

Resolved: The date of the next meeting is 17th November, 4:30pm TBC.

Action schedule

Minute no	Title	Action by	Action
38	External Audit Plan for the Year Ended 31 July 2021	Clerk	Add consideration of internal auditor to the agenda of the next Audit Committee meeting (Nov 21).
39	Audit Committee commissioned business	Principal	Liaise with Ben Wallis regarding the CLA teacher 'requirement'.

Learner impact: All reports and decisions took account of the impact on learners, e.g. gaining assurance that the college remains a going concern.

Audit Committee**Confidential Minutes of the meeting held on
Wednesday 16 June 2021**

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