

## Audit Committee

### Minutes of the meeting held on Wednesday 17<sup>th</sup> November 2021

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

In attendance: Gary Parkinson (College Business Manager), Karen Musgrave (RSM UK AUDIT LLP) Natalie Sketchley (Deputy Principal), Laura Skarratt (Clerk)

#### 1. Election of the Chair (agenda item 1)

*Resolved:* Steve Cook was elected as Chair of the Audit Committee for 2021/22.

#### 2. Apologies for absence (agenda item 2)

*Resolved:* No apologies were received by committee members, apologies were received by the Principal.

#### 3. Declarations of interest (agenda item 3)

*Resolved:* No Declarations of interest were received.

#### 4. Minutes of the previous meetings: 16 June 2021 (agenda item 4)

*Resolved:* The minutes of the meetings held on 16 June 2021 were received and confirmed, the chair was authorised to sign.

#### 5. Matters arising from the minutes / action schedule (if applicable) (agenda item 5)

Minute no	Title	Action by	Action	Update
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).	Agenda item 15.
39	Audit Committee commissioned business	Principal	Liaise with V.PRINCIPAL regarding the CLA teacher 'requirement'.	Clerk will liaise with the Vice Principal and provide update by email.

#### Minute 39: Audit Committee Commissioned Business

Stephen Brown requested that the report from the scrutiny of the Single Central Register be provided to the Committee. The Clerk advised that the Corporation received a verbal update on the report in July 2021 with the written report being received by the Quality and Standards

committee in November 2021. It was agreed to bring the report to the next meeting of the Audit Committee.

Stephen Brown queried if the SAR was externally validated as outlined in minute 39. The Deputy Principal reported that due to Covid-19 restrictions the SAR was externally validated virtually, by Franklin College in 2020/21. This year the SAR will be validated by Prior Pursglove.

*Resolved:* The matters arising were received.

**6. Regularity Audit Self-Assessment for the year ended 31 July 2021**(agenda item 6)

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 (**SEE SECTION B**).

**7. Engagement Letter** (agenda item 7)

The Business Manager advised the members that the committee would normally receive an Engagement Letter from RSM UK AUDIT LLP setting out the areas of responsibility and practice, however in line with the updated ACoP, the college must now go out to tender every five years. This will be further discussed later in the agenda (agenda item 18).

*Resolved:* The update on the Engagement Letter was received.

**8. Draft Members' Report and Financial Statements for the year ended 31 July 2021** (agenda item 8)

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 (**SEE SECTION B**).

**9. Final Audit Findings Report for the year ended 31 July 2021** (agenda item 9)

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 (**SEE SECTION B**).

**10. Letters of representation for the Financial Statements Audit and Regularity Audit for the year ended 31 July 2021** (agenda item 10)

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 (**SEE SECTION B**).

**11. Meeting without management present if requested by the Audit Committee** (agenda item 11)

*Resolved:* No meeting was requested.

The Chair thanked Karen Musgrave for her attendance.

[Karen Musgrave left the meeting at 17:20].

## **12. Audit Committee Commissioned Business** (agenda item 12)

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 **(SEE SECTION B)**.

## **13. Rolling Implementation of Audit recommendations** (agenda item 13)

The Business Manager outlined updates to the Audit Committee recommendations;

- Leila Goring was approved by the Corporation as Safeguarding Link Governor in July 2021.
- The Safeguarding Policy will go to Corporation for approval in December 2021.
- Safeguarding will be the topic of the Student Voice survey this term, and will use some of the questions outlined in the Governors' report (as discussed in agenda item 12).
- The Safeguarding training package for the T-Level providers is being arranged.

*Resolved:* The Rolling Implementation of Audit Recommendations update was received.

## **14. Annual Audit Plan 2021/22 and Board Assurance Framework 2021/22** (agenda item 14)

The Deputy Principal presented the paper on the Audit Plan 2021/22:

- 1) The external review of Health and Safety compliance remains outstanding (owing to Covid-19) but it is recommended that this is scheduled for this year.
- 2) Governors may wish to scrutinise the College's practices to meet the Gatsby Benchmarks.
- 3) Financial Controls Self-Assessment – the Audit Committee should consider a focus for this scrutiny for 2021/22.
- 4) Quality and Standards Committee – The Quality and Standards Committee reviewed the SAR at the meeting of the committee on the 10<sup>th</sup> November 2021. No SAR assurance was requested. The Committee will instead recommend to the Corporation that it completes a scrutiny activity related to 'how the college removes barriers to learning', providing opportunity for a wide-ranging scrutiny including student wellbeing and development, tutorials, attendance and behaviour management, and how technology is embedded and utilised effectively within teaching. This will be brought to Corporation for agreement.

After discussion of the proposed Audit Plan for 2021/22 the Audit Committee members agreed to the following:

- 1) Stephen Brown will shadow the external review of Health and Safety (subject to availability).
- 2) As Careers Link Governor Stephen Brown will liaise with the Careers Manager to outline the scope of the Gatsby Benchmark scrutiny, he will be joined for the scrutiny activity by the Audit Chair. The Clerk will also assist with arranging any meetings / communication as required.
- 3) The Financial Controls Self-Assessment will not be a focus in 2021/22. But will be returned to in 2022/23.

- 4) The Quality and Standards scrutiny ('removing barriers to learning') will be considered by Corporation and arranged once approved.

*Resolved:* The Annual Audit Plan for 2021/22 and Board Assurance Framework 2021/22 was received and agreed.

**Recommended:** The Annual Audit Plan for 2021/22 and Board Assurance Framework 2021/22 was recommended to Corporation for approval subject to the updates agreed by the committee.

### **15. Consideration of appointment of Internal Auditor** (agenda item 15)

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 **(SEE SECTION B)**.

### **16. Risk Register** (agenda item 16)

It was agreed that minute 16 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)**.

### **17. Freedom of Information Act 2000 and GDPR Requests** (agenda item 17)

It was agreed that minute 17 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)**.

### **18. External Audit Services Review and Retendering** (agenda item 18)

It was agreed that minute 18 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)**.

### **19. Annual Report of the Audit Committee 2020/21** (agenda item 19)

It was agreed that minute 19 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)**.

### **20. Audit Committee Training and Development 2021/22** (agenda item 20)

It was agreed that minute 20 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government until the associated papers are approved by Corporation (December 2021). **(SEE SECTION B)**.

### **21. Any Other Business** (agenda item 21)

*Resolved:* No other business was received.

### **22. Confidential Items** (agenda item 22)

*Resolved:* It was agreed that minutes 6,8,9,10,12,15,16,17,18,19 and 20 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).

**23. Date of next meeting** (agenda item 23)

*Resolved:* The next meeting of the Audit Committee will be held on the 9<sup>th</sup> March 2022.

**Action schedule:**

<b>Min. no.</b>	<b>Title</b>	<b>Action by</b>	<b>Action</b>
5	Matters Arising	Clerk	Liaise with V.Principal regarding the CLA teacher 'requirement'.
5	Matters Arising	Clerk	Single Central Register report to be brought to the Audit Committee.
18	External Audit Service Review and Retendering	Business Manager	Contact RSM UK AUDIT LLP re: service and retendering.
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 Committee**

**Confidential Minutes of the meeting held on Wednesday 17<sup>th</sup> November  
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