

## Audit Committee

### Minutes of the meeting held on Wednesday 16<sup>th</sup> November 2022

Present: Steve Cook (Chair), Dr Geetha Karunanayake, Cllr Denise Thompson

In attendance: Katy Hind (Smailes Goldie), Gary Parkinson (College Business Manager), Colin Peaks (Principal), Laura Revill (Human Resources and Deputy Finance Manager), Laura Skarratt (Clerk) and Luke Taylor (Smailes Goldie)

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

*Resolved:* Steve Cook was elected as Chair of the Audit Committee.

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

*Resolved:* Apologies were received from the Assistant Principal Stewart Edwards.

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

*Resolved:* No declarations of interest were received.

#### 4. Minutes of the previous meetings: 15<sup>th</sup> June 2022 (agenda item 4)

*Resolved:* The minutes of the meetings held on 15<sup>th</sup> June 2022 were received and confirmed, the chair was authorised to sign.

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

##### a) Action Schedule

Min. no.	Title	Action by	Action	Comment
47	Risk Register 2021-22	Business Manager /Principal	Update to the committee on the ONS review of the classification of Sixth Form and FE Colleges.	The Principal advised that the outcome of the review has not yet been received but it was felt by the AOC regional officer, at the recent Humber Principals' meeting it was likely that reclassification would be confirmed. The Business Manager advised that the update is due 29 <sup>th</sup> November 2022.
51	Any Other Business	Business Manager / Principal	Updates from the ESFA 16-19 Tuition Fund Audit and T Level Audits to be brought to the committee.	The Business Manager provided an outcome of audits, advising that no errors were identified.

b) Matters Arising from the Minutes

It was agreed that minute 5b 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)**.

*Resolved:* Matters arising from the minutes / action schedule were received.

**6. Letter of Engagement** (agenda item 5)

Luke Taylor from Smailes Goldie presented the letter of engagement noting that the letter was amended further to the request of the committee in June 2022. The Chair sought comments or questions, none were received.

*Resolved:* The Letter of Engagement was approved.

[Katy Hind from Smailes Goldie joined the meeting at 16:38]

**7. Draft Members Report and Financial Statements for the year ended 31 July 2022** (agenda item 6)

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 **(SEE SECTION B)**.

**8. Final Audit Findings Report for the year ended 31 July 2022 and Regularity Self-Assessment Questionnaire 2021/22** (agenda item 7)

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. Letters of Representation for the Financial Statements Audit and Regularity Audit for the year ended 31 July 2022** (agenda item 8)

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. Meeting without Management Present if requested by the Audit Committee** (agenda item 9)

*Resolved:* No meeting without management present was requested.

[Katy Hind and Luke Taylor left the meeting at 17:28]

**11. Audit Committee Commissioned Business** (agenda item 10)

The Principal advised that the SAR was externally validated in 2021/22 and is now being revised by the Deputy Principal. He noted that this had been discussed at Quality and Standards recently, with the draft SAR being brought to the Corporation in December. The Clerk advised the remaining reports are to be received by the committee. The Chair sought questions or comments. The Principal reported that all the reports are positive and scrutiny activities have been thorough. This was agreed by the committee.

*Resolved:* The Audit Committee Commissioned Business update was received.

**12. Rolling Implementation of Audit recommendations** (agenda item 11)

The Business Manager confirmed there are no outstanding actions.

*Resolved:* Rolling Implementation of Audit recommendations update was received.

**13. Annual Audit Plan 2022/23 and Board Assurance Framework 2022/23**  
(agenda item 12)

It was agreed that minute 13 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)**.

**14. Risk Register** (agenda item 13)

It was agreed that minute 14 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)**.

**15. Freedom of Information (FOI) Requests** (agenda item 14)

The Principal presented the report in the absence of the Assistant Principal (SDE). He outlined the three FOI requests received in the last 12 months and the outcomes of the requests. He noted that all received a response within the appropriate timeframe with information being shared. The members discussed the requests.

*Resolved:* The Freedom of Information FOI Requests report was received.

**16. T Levels Update** (agenda item 15)

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. Annual Report of the Audit Committee 2021/22** (agenda item 16)

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. Audit Committee Training and Development Plan 2022-23** (agenda item 17)

The Clerk presented the plan, outlining the wider Corporation Training and Development Plan to be agreed in December 2022 and opportunities available to all governors including the SFCA Webinar series and the Governance Development Programme from the Education and Training Foundation. She recommended that the Audit committee attend the SFCA Governance Seminar on Audit 2023 on the 12<sup>th</sup> December 2022 and any member who has not yet completed the 'Introduction to Audit Module' from the Governance Development Programme do so. This was discussed and agreed. The Clerk advised that she will share the registration

link to the SFCA webinar in due course and reminded members that the webinar will be recorded and can be watched at a later date.

**Recommended:** The Audit Committee Training and Development Plan for 2022/23 was recommended to the Corporation.

### **19. Review of the Performance of External Audit Services** (agenda item 18)

The Business Manager advised that the new auditors have been very thorough and detailed. They have spent a considerable amount of time at the college and have been responsive in communication.

The Chair thanked the Business Manager for the update.

*Resolved:* The review of the performance of the external audit services was complete.

### **20. Policies** (agenda item 19)

#### a) Anti-Bribery Policy

The Clerk advised that no changes have been recommended. The Principal drew the attention of the members to item 5, page 2 of the policy, which outlines the responsibility of the governors. This was noted.

**Recommended:** The Anti-Bribery policy was recommended for approval.

### **21. Any other Business** (agenda item 20)

*Resolved:* *No other business was received.*

### **22. Confidential Items** (agenda item 21)

*Resolved:* It was agreed that minutes 5b, 7, 8, 9, 13, 14, 16 and 17 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 22)

*Resolved:* The next meeting of the Audit Committee will be held on the 1<sup>st</sup> March 2023.

### **Action schedule:**

<b>Min. no.</b>	<b>Title</b>	<b>Action by</b>	<b>Action</b>
7	Draft Members Report and Financial Statements for the year ended 31 July 2022	Business Manager / External Auditor	Check requirements and update 'non-teaching staff' to 'support staff' within report if able.
		Business Manager / External Auditor	Include subtotal omitted on page 41.
8	Final Audit Findings Report for the year ended 31 July 2022 and Regularity Self-Assessment Questionnaire 2021/22	External Auditor	Finalise report – include additional findings as per minutes.
		Committee / Business Manager	Recommendation of increased capitalisation threshold to Corporation / F&GP.
9	Letters of Representation for the Financial Statements Audit and Regularity Audit for the year ended 31 July 2022	External Auditor	Remove incorrect footnote
		External Auditor	Financial Statements Audit Letter - finalise letter to include additional details within appendix as per minutes.
16	T Levels Update	Principal / Assistant Principal	Bring update regarding T Level placements to Corporation (January 2023)

**Audit Committee**

**Confidential Minutes of the meeting held on Wednesday 16<sup>th</sup> November  
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