

Audit Committee

Minutes of the meeting held on Monday 6th March 2023

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

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

24. Apologies for absence (agenda item 1)

Resolved: No apologies were received.

25. Declarations of interest (agenda item 2)

Resolved: No declarations of interest were received.

26. Minutes of the previous meetings: 16th November 2022 (agenda item 3)

Resolved: The minutes of the meetings held on 16th November 2022 were received and confirmed, the chair was authorised to sign.

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

Min. no.	Title	Action by	Action	Update
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.	Complete.
		Business Manager / External Auditor	Include subtotal omitted on page 41.	Complete.
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.	Complete, approved by Corporation 7 th December 2022.
		Committee / Business Manager	Recommendation of increased capitalisation threshold to Corporation / F&GP.	Complete, approved by Corporation 7 th December 2022.

Min. no.	Title	Action by	Action	Update
9	Letters of Representation for the Financial Statements Audit and Regularity Audit for the year ended 31 July 2022	External Auditor	Remove incorrect footnote	Complete.
		External Auditor	Financial Statements Audit Letter - finalise letter to include additional details within appendix as per minutes.	Complete, approved by Corporation 7 th December 2022.
16	T Levels Update	Principal / Assistant Principal	Bring update regarding T Level placements to Corporation (January 2023)	Paper provided will be covered under T Levels, AI 7.

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

28. Audit Committee Commissioned Business (agenda item 5)

The Business Manager provided the following updates to the members:

External Review of the College's Health and Safety Compliance

Further to agreement by the Corporation, Worknest will undertake the external review in on 3rd or 4th April 2023.

Upskilling Scrutiny

Due to take place in the summer-term by the Chair of the Corporation and Chair of the Audit Committee. The Committee Chair advised that a provisional date of the 9th May 2023 has been agreed, and this will be confirmed with the Chair of the Corporation as soon as possible.

Financial Controls Self-Assessment

At the meeting of the committee on the 16th November 2023, the committee felt that external audits undertaken on this were sufficient.

Quality and Standards Committee

Quality and Standards made a recommendation on the 8th February 2023 for a scrutiny into the TLA Strategy and Staff Development to be scheduled for the summer-term. The Clerk advised that Dr Hadiza Sa'id and Dr Geetha Karunanayake will complete the scrutiny. The Committee Chair gave his thanks to both for volunteering to complete the activity.

Resolved: The Audit Committee Commissioned Business update was received.

29. Rolling Implementation of Audit recommendations (agenda item 6)

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. T Levels Update (agenda item 7)

It was agreed that minute 30 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)**.

31. Risk Register and BAF (agenda item 8)

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 Auditors (agenda item 9)

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 (agenda item 10)

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. Any other Business (agenda item 11)

It was agreed that minute 34 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)**.

35. Confidential Items (agenda item 12)

Resolved: It was agreed that minutes 29 - 35 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).

36. Date of next meeting (agenda item 13)

Resolved: The next meeting of the Audit Committee will be held on the 24TH May 2023

Action schedule:

Min. no.	Title	Action by	Action
29	Rolling Implementation of Audit Recommendations	Principal	Provide data to Audit Committee as per minute (attendance at masterclass and one-to-one careers meetings)
		Governor G. Karunanayake	Provide update to Audit Committee on availability of degree apprenticeships at Uni of Hull.
30	T Levels Update	Principal	Provide feedback from completed placements to Audit Committee as per minute.

Audit Committee

Confidential Minutes of the meeting held on Monday 6th March 2023

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