

Audit Committee

Minutes of the meeting held on the 11 June 2024

Present: Steve Cook (Committee Chair), Dr Geetha Karunanayake (start of the meeting), Cllr Denise Thompson, Trevor Wray

In attendance: Stewart Edwards (Assistant Principal), Gary Parkinson (College Business Manager), Colin Peaks (Principal), Vikki Reeve (Acting Clerk), Laura Revall (HR & Trainee Finance Manager), Luke Taylor (Smailes Goldie), Ben Wallis (Vice Principal)

36. Apologies for absence (agenda item 1)

Resolved: No apologies were received.

37. Declarations of interest (agenda item 2)

Resolved: No declarations of interest were received.

38. Minutes of the previous meetings: 28 February 2024 (agenda item 3)

Resolved: The minutes of the meetings held on 28 February 2024 were received and confirmed; the chair was authorised to sign.

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

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. External Audit Plan (agenda item 5)

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. Risk register and board assurance framework (agenda item 6)

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. Audit Committee commissioned business (agenda item 7)

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. Rolling implementation of audit recommendations (agenda item 8)

GJP confirmed that there are no outstanding actions; it will be updated where appropriate once further activity has been undertaken.

Resolved: The rolling implementation of audit recommendations update was received.

44. Other external audit activity (agenda item 9)

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. FOI requests and GDPR data breaches (agenda item 10)

SDE reported that that the College has received three freedom of information requests since the last report, which have all been responded to. He added that there have been no data breaches.

Resolved: The freedom of information requests and data breaches report was received.

46. Audit Committee Terms of Reference (agenda item 11)

The Acting Clerk noted that a review of the Audit Committee Terms of Reference and compliance against the ACoP 2024 requirements has been completed and no changes are recommended.

Recommended: The Audit Committee Terms of Reference were approved and recommended to Corporation.

47. Proposed annual cycle of business (agenda item 11)

The Acting Clerk presented the proposed annual cycle of business for the Committee for 2024/25, noting that it is a live document and can be updated in response to requirements.

Recommended: The proposed annual cycle of business for 2024/25 was recommended to the Corporation for approval.

48. Any other business (agenda item 12)

It was agreed that minute 48 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**).

49. Confidential items (agenda item 19)

Resolved: It was agreed that minutes 39, 40, 41,42,44 and 48 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).

50. Date of next meeting (agenda item 20)

Resolved: The date of the next meeting is 13 November 2024, subject to Corporation approval of the meeting dates.

Action schedule:

| Min. no. | Title | Action by | Action |
|-----------------|---------------------------------|------------------|---|
| 39 | Matters arising/action schedule | CAP | Update the Audit Committee on interview to enrolment conversion. |
| 44 | Other external audit activity | SDE | Query the requirement for all staff to receive training on the use of firefighting equipment. |
| | | BW | Update Audit Committee on the safeguarding action plan at the November meeting. |

Audit Committee

Confidential Minutes of the meeting held on 11 June 2024

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