

Audit Committee

Minutes of the meeting held on the 13th November 2024

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

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

1. Election of the Chair (agenda item 1)

Resolved: Steve Cook was elected as Chair of the Audit Committee for 2024-25.

2. Apologies for absence (agenda item 2)

Resolved: No apologies for absence were received.

3. Declarations of interest (agenda item 3)

Resolved: No Declarations of interest were received.

4. Minutes of the previous meetings: 11th June 2024 (agenda item 4)

Resolved: The minutes of the meetings held on 11th June 2024 were received and confirmed, the Chair was authorised to sign.

5. Matters Arising from the Minutes / action schedule (agenda item 5)

It was agreed that minute 5 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government **(SEE SECTION B)**.

6. Engagement Letter (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 year **(SEE SECTION B)**.

7. Final Audit Findings for the year ended 31 July 2024(agenda item 8)

It was agreed that minute 7 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government **(SEE SECTION B)**.

8. Draft Members Report and Financial Statements for the Year Ended 31 July 2024 (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 **(SEE SECTION B)**.

9. Regularity Self-Assessment for the Year Ended 31 July 2024 (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 **(SEE SECTION B)**.

10. Letters of Representation for the Financial Statements Audit and Regularity Audit for the Year Ended 31 July 2024 (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 **(SEE SECTION B)**.

11. Meeting without Management Present if requested by the Audit Committee (Agenda item 11)

Resolved: No meeting was requested.

[Luke Taylor left the meeting at 17:38]

12. Review of the Performance of External Audit Services (agenda item 12)

The Finance and Human Resources Manager advised the Committee that the external auditors have been very thorough, attending the College for two weeks in the early autumn term. She gave assurance that they are thorough and are now getting to know the College.

Resolved: The review of the performance of the external audit services was complete with no issues being raised.

As per minute 6, the Committee agreed to recommend their re-appointment for a further year.

13. Rolling implementation of Audit recommendations (agenda item 13)

The Governance Professional advised the Committee that incomplete activities have been detailed within the Audit Plan for consideration under agenda item 15.

Resolved: Rolling implementation of audit recommendations was received.

14. Risk Management and Curriculum (agenda item 14)

It was agreed that minute 14 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government **(SEE SECTION B)**.

15. Annual Audit Plan 2024-25 and Board Assurance Framework (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 **(SEE SECTION B)**.

16. Risk Register 2024-25 (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. Annual report of the Audit Committee 2023-24 (agenda item 17)

The Governance Professional presented the Annual Report of the Audit Committee for 2024-25, noting that the report follows the same format as in previous years with updates to the commentary and data as required. The committee was asked to review the report and consider if any amendments or changes required before giving approval for the Chair to sign the report. The Audit Committee gave approval for the Chair to sign the report and recommended the Annual Report of the Audit Committee 2023-24 to Corporation for approval.

Resolved: The Chair was authorised to sign the Annual Report of the Audit Committee 2023-24.

Recommended: The Annual Report of the Audit Committee 2023-24 was recommended to the Corporation for approval.

18. Audit Committee Training and Development 2024-25 (agenda item 18)

The Governance Professional presented the training and development recommendations as per the paper. She asked the committee to consider their training and development requirements and agree a training and development plan for 2024-25, for Corporation approval. The Audit Committee discussed their training requirements for the forthcoming year and agreed that they would continue to use the Governance Development Programme (GDP) modules on an ad hoc basis. Governor Geetha Karunanayake queried access to the platform. The Governance Professional advised that the programme has been migrated to a new platform and she will re-share links and information on how to access the modules.

Resolved: Governance Professional to share link to access the GDP.

Recommended: The Audit Committee Training and Development Plan for 2024-25 was recommended to the Corporation.

19. Freedom of Information Act 2000 and GDPR Requests (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. Any Other Business (agenda item 20)

Resolved: No other business was received.

21. Confidential items (agenda item 21)

Resolved: It was agreed that minutes 5,6,7,8,9,10,14,15,16 and 19 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).

22. Date of next meeting (agenda item 22)

Resolved: The date of the next meeting is 5 March 2025.

Action schedule:

Min. no.	Title	Action by	Action
5	Matters Arising	Business Manager / Principal	Provide conversion rate data for 2024-25 and previous three years, to be shared with committee (email)
		Assistant Principal S. Edwards	Provide clarification on fire training requirements, to be shared with committee (email)
		Vice Principal	Provide update on Safeguarding Audit, to be shared with committee (email)
		Principal	Share MP letter and supporting information with Governor Denise Thompson
7	Final Audit Findings Report	External Auditor	Updates as per minute.
8	Draft Members Report and Financial Statements	Business Manager	Update to correct error on page 4 (strategic aim) Change wording of non-teaching staff to support staff
10	Letters of Representation	External Auditor	Update / rephrase paragraph 19 as per discussion (academisation) Change 'trustee' to 'governor'
15	Annual Audit Plan and BAF	Principal	Update BAF appendix B as per discussion.
18	Audit Committee Training and Development Plan	Governance Professional	Share link to access Governance Development Programme.

Audit Committee**Confidential Minutes of the meeting held on 13 November 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