

Audit Committee

Minutes of the meeting held on the 4 March 2025

Present: Sara Atkinson, Steve Cook (Committee Chair), Diana Hoskins, Geetha Karunananayake (virtual), Cllr Denise Thompson and Trevor Wray (Vice Chair of the Corporation).

In attendance: Stewart Edwards (Assistant Principal), Gary Parkinson (College Business Manager), Suzanna May (Deputy Principal), Colin Peaks (Principal), Laura Skarratt (Governance Professional), Laura Revill (HR and Finance Manager)

23. Apologies for absence (agenda item 1)

The Chair welcomed the new governor Sara Atkinson to her first meeting of the audit Committee.

Resolved: No apologies for absence were received.

24. Declarations of interest (agenda item 2)

Resolved: No declarations of interest were received.

25. Minutes of the previous meetings: 13 November 2024 (agenda item 3)

Resolved: The minutes of the meetings held on 13 November 2024 were received and confirmed, and the Chair was authorised to sign.

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

Min. no.	Title	Action by	Action	Update
5	Matters Arising	Business Manager / Principal	Provide conversion rate data for 2024-25 and previous three years, to be shared with committee (email)	Shared by email, 27/11/2024. Requested by TW to be added to the agenda for March 2025. Included within agenda (AI05).
		Assistant Principal S. Edwards	Provide clarification on fire training requirements, to be shared with committee (email)	Complete. Email sent to committee on 18/11/2024. No expectation of staff to use extinguishers.
		Vice Principal	Provide update on Safeguarding Audit, to be shared with committee (email)	Complete. Email sent to the committee 14/11/2024.
		Principal	Share MP letter and supporting information with Governor Denise Thompson	Complete.
7	Final Audit Findings Report	External Auditor	Updates as per minute.	Complete. Amended Final Audit Report received by Corporation on 4 th December 2025.
8	Draft Members and Financial Statements	Business Manager	Update to correct error on page 4 (strategic aim) Change wording of non-teaching staff to support staff	Complete. Amended Members' Report received by Corporation on 4 th December 2025.
10	Letters of Representation	External Auditor	Update / rephrase paragraph 19 as per discussion (academisation) Change 'trustee' to 'governor'	Complete. Amended Letters of Representation received by Corporation on 4 th December 2025.
15	Annual Audit Plan and BAF	Principal	Update BAF appendix B as per discussion.	Complete. Amended Board Assurance Framework received by Corporation on 4 th December 2025.
18	Audit Committee Training and Development Plan	Governance Professional	Share link to access Governance Development Programme.	Complete. Email sent on 14/11/2024. Also available via MS Teams, Training Channel.

Resolved: All matters arising from the minutes / action schedule have been completed or will appear elsewhere on the agenda.

27. Audit Committee commissioned business (agenda item 6)

It was agreed that minute 27 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**).

28. Rolling implementation of audit recommendations (agenda item 7)
The Business Manager confirmed that there are no outstanding actions.

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

29. Financial controls self-assessment (agenda item 8)

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. Risk Register and Board Assurance Framework (agenda item 9)

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. Conversion Rates (agenda item 5)

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. Freedom of Information Act 2000 and GDPR Requests (agenda item 10)
The Assistant Principal advised that there have been no freedom of information act or GDPR requests to report, and no data breaches for this period to report.

Resolved: The update on the freedom of information act and GDPR requests was received.

33. Review of policies (agenda item 11)

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 12)

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 13)

Resolved: It was agreed that minutes 27, 29 - 31, 33 and 34 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 14)

Resolved: The date of the next meeting is 11th June 2025.

Action schedule:

Min. no.	Title	Action by	Action
31	Risk Register	Principal	Draft new Risk Register, present at June 2025 meeting.

Audit Committee

Confidential Minutes of the meeting held on 4 March 2025

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