

Audit Committee

Minutes of the meeting held on the 12th November 2025

Present: Diana Hoskins, Cllr Denise Thompson, Trevor Wray (Vice Chair of the Corporation)

In attendance: Kayla Payne (Governor), Colin Peaks (Principal), Laura Revill (Director of Resources), Laura Skarratt (Governance Professional), Luke Taylor (Smailes Goldie)

1. Election of the Chair (agenda item 1)

Resolved: Trevor Wray was elected as Chair of the Audit Committee for 2025-26.

2. Apologies for absence (agenda item 2)

Resolved: Apologies were received from Dr Geetha Karunanayake and Sara Atkinson.

3. Declarations of interest (agenda item 3)

Resolved: Luke Taylor has an interest in agenda item 11 and will be excused from this item.

4. Minutes of the previous meetings: 11th June 2025 (agenda item 4)

Resolved: The minutes of the meetings held on 11th June 2025 were received and confirmed, the Chair was authorised to sign.

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

Resolved: All matters arising from the minutes / action schedule are complete.

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 **(SEE SECTION B)**.

7. Final Audit Findings for the year ended 31 July 2025 including Letters of Representation for the Financial Statements Audit and Regularity Audit (agenda item 7)

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 2025 (Agenda item 8)

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. Meeting without Management Present (if requested) (agenda item 9)

Resolved: The Audit Committee were in agreement that a meeting without the staff / management present was not required.

10. Regularity Self-Assessment for the Year Ended 31 July 2025 (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. Review of the Performance of the External Audit Services and Appointment of External Auditors (agenda item 11)

It was agreed that minute 11 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government **(SEE SECTION B)**.

12. Rolling implementation of Audit recommendations (agenda item 12)

Resolved: No updates or outstanding actions to report.

13. Audit Committee Business (agenda item 13)

It was agreed that minute 13 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government **(SEE SECTION B)**.

14. Annual Audit Plan 2025-26 and Board Assurance Framework (agenda item 15)

The Governance Professional advised that at the Quality and Standards Committee on the 6th November, the committee made recommendation to the Audit committee for two areas of scrutiny, one relating to the new Ofsted Framework and skills requirements (subject to training of governors on the new Ofsted Framework), and the second relating to Inclusion, which is a theme of the Ofsted Framework. Diana Hoskins (Chair of the Quality and Standards Committee and SEND Link Governor) advised of the discussion relating to both scrutiny areas at the committee, and that the SLT felt that a desk-based data scrutiny of Inclusion would be helpful. This was supported by the Principal, who felt that an inclusion scrutiny would be beneficial to the College and provide assurance to the Corporation, he agreed that a desk-top exercise would be good for the initial stage of the scrutiny, but that this could expand to meeting with students or staff too.

The Chair sought consideration from the staff if scrutiny into AI would be beneficial, this was discussed by the committee and attendees and was not agreed to be included this year.

The Chair sought consideration on whether scrutiny into attendance and retention might be useful. This was considered by the Principal, who suggested that this would be better to be tested in the future, given the recent change of leadership of this area.

The Principal suggested that the Risk Register, or an element from the Risk Register could be identified. Further to the scrutiny of the Risk Register (agenda item 16) the committee returned to the discussion of the annual audit plan. The committee, taking into account the recommendations made by the management, agreed to the following plan for 2025-26;

1. EHCP (already agreed to be completed in December). Trevor Wray to join Sara Atkinson on the scrutiny.
2. Inclusion.
3. Employer Relations / Staff Development.

Recommended: The Board Assurance Framework and Annual Audit Plan was recommended to the Corporation for approval.

15. Risk Register 2025-26 (agenda item 16)

It was agreed that minute 15 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)**.

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

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. Freedom of Information Act 2000 and GDPR Requests (agenda item 17)

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. Policies (agenda item 18)

It was agreed that minute 18 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)**.

19. Audit Committee Training and Development 2025-26 (agenda item 19)

As per the report, the Governance Professional advised that the Corporation must ensure that members of the committee are sufficiently skilled to undertake their duties, therefore the committee is asked to consider if they have any additional training and development requirements for the year ahead. The Chair and members of the committee present were happy with the training and development recommendations made to the Corporation by the Search and Governance committee, and no further training is sought. The Governance Professional will confirm with members not present, if they have any training requirements and make any such arrangements as required. asked the committee to consider their training and development requirements for 2025-26.

Resolved: No further training and development requested were made by the committee members.

Governance Professional to enquire with members not at meeting if they have any training requirements.

20. Any Other Business (agenda item 20)

It was agreed that minute 20 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government **(SEE SECTION B)**.

21. Confidential items (agenda item 21)

Resolved: It was agreed that minutes 6-8, 10-11, 13, 15-18 and 20 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 4th March 2026.

Action schedule:

Min. no.	Title	Action by	Action
7	Final Audit Findings for the year ended 31 July 2025 including Letters of Representation for the Financial Statements Audit and Regularity Audit	External Auditor	Correct to page 8 of report, as per minute.

Audit Committee**Confidential Minutes of the meeting held on 12 November 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