



AUDIT COMMITTEE MEETING

Minutes of the meeting of the Audit Committee
held on the 11 February 2020 at 11.00 a.m. G.01 Board Room (**Part A**)

Present

Peter Pendle (PP) - Chair
Kevin Flanagan (KF) - Ordinary
Paul di Felice (PdF) - Principal
Mark Griggs (MG) - Finance Manager

In attendance

Lana Jackman (LJ) - Clerk

Apologies

Paul Inman (PI) - Ordinary
Doug Nicholls (DN) - Ordinary

The Meeting was quorate

ITEM	DESCRIPTION	ACTION
1.	Welcome and Apologies The Chair welcomed colleagues to the meeting.	
2.	Declarations of Interest There were no additional declarations of interest other than those standing (<i>in accordance with the requirements of section 177 of the Companies Act 2006</i>).	
3.	Minutes of the Joint Finance and Audit Committee Meeting (Audit Part) 8 November 2019 and matters arising The Minutes of the Joint Finance and Audit Committee were agreed as a correct record to reflect the Audit part of the meeting. The Minutes were signed by the Chair and a copy filed at the College.	
4.	Internal Audit Reports An update on the Internal Audit Progress Report was included with the papers for this meeting. The Committee was updated on further developments regarding the Internal and External Audit Reports. It was noted that the Committee was disappointed that the ESFA had failed to respond to the details of the Clawback. It was discussed that further meetings were	

	<p>scheduled with the Principal and the Finance Manager to discuss financial reports in order to confirm that all actions had been completed by the Internal and External Auditors. The Principal and Finance Manager will update the Committee at the next Audit Meeting.</p> <p>The Chair thanked the Finance Manager for his overview but noted that there were a few compliance issues identified in the report which the Finance Manager confirmed would be addressed and an update given at the next Audit Committee Meeting.</p>	<p>Finance Manager/Principal</p>
5.	<p>Financial Regulations</p> <ul style="list-style-type: none"> • Full set of rules and regulations for business was received and reviewed by the Chair. It was agreed that a revised draft will be brought to the next Audit Committee. • Insurance Liability Cover was discussed. The Finance Manager will circulate information on additional insurance cover in time for the next Audit Committee Meeting. 	<p>Finance Manager</p> <p>Finance Manager</p>
6.	<p>Risk Register – Update</p> <p>An updated register was included with the papers for this meeting. The update was received and reviewed by the Chair. The Principal detailed the key risks in terms of HE recruitment and the OU validation process. The ongoing discussions with ACAS and UCU were reported. The Principal was optimistic that a resolution could be agreed, and it was noted that an update would be presented at the next Audit Committee Meeting. It was noted that the Chair advised that an updated Risk Assessment should be presented to the Board.</p>	<p>Principal</p>
7.	<p>ESFA Letter to Chairs</p> <p>It was noted that following the recent letter from the ESFA relating to Bournville College and guidance for good governance, the report was received and noted by the Committee. It was recognised that there were lessons to be learned on financial regulation and management with further work proposed to look at financial benchmarking to reflect good practice. The Chair highlighted the issues identified at Bournville College and requested that management accounts, breakdown and financial targets were presented clearly so that Members of the Finance and Audit Committee and SLT understood variances and reasons for them.</p> <p>All Agreed</p>	<p>Finance Manager</p>
8.	<p>Draft Terms of Reference (ToFR)</p> <p>The draft Terms of Reference were received and reviewed by the Chair. Observations and recommendations to include a reference to receive reports from the internal and external auditor was noted.</p>	<p>Principal/Clerk</p>
9.	<p>Draft Self-Assessment Questionnaire</p>	

	The report was received and reviewed by the Chair.	Principal/Finance Manager
10.	<p>Policies</p> <ul style="list-style-type: none"> • Review of Whistleblowing Policy The Policy had been reviewed by the Chair - <i>to update</i> • Protocol for Excellence in Governance - <i>for Board Approval in time for 12 May 2020</i> • IT Regulations and GDPR - <i>to update</i> 	<p>HR/Clerk Clerk IT Manager</p>
11.	<p>AOB</p> <p>TU Ed was discussed. It was agreed as an action for the Principal that the SLT would produce a report on growing FE as a priority and reducing TU Ed as this was a key risk.</p> <p>There being no further business the meeting ended at 13.10 p.m.</p>	Principal
	<p>Date and time of next meeting 21 May 2020 at 11.00 a.m.</p>	