

CORPORATION BOARD AUDIT COMMITTEE



Minutes of a virtual meeting held on Thursday 16 June at 6pm

Present

Ali Kennedy
Adam Mumford, Chair
Nicolas Pagès

In attendance

Yasmeen Mehmood, TIAA Client Manager
Mark Lay, Finance Director,
Olivier Cognard, Vice Principal, Funding, Planning, and Systems
Improvement
Stuart Hay, Head of Finance
Jenny Lowe, Clerk & Governance Advisor

Governor questions are represented with bullet points, and management responses are italicized.

1. Opening comments, apologies for absence and new declarations of interest

The Chair welcomed committee members and advisors to the meeting. There were no new declarations of interest. Apologies were received from the Principal. The meeting was quorate. The Chair recorded thanks to John Revis for his contribution to the Audit Committee.

2. Minutes of the meeting held on 8 March, 2021

The minutes were approved for signature.

3. Matters arising from the Minutes not covered elsewhere on the agenda, and Action tracker

The report was noted. No additional matters were raised.

4. External Audit: Key Issues and Concerns

Stuart McKay from MHA introduced the proposed Audit Strategy and timetable for the year ending 31 July 2021.

Governors thanked MHA for the presentation and Audit Strategy.

The Committee agreed to recommend that MHA are appointed to carry out the proposed Audit Strategy for the year ending 31 July 2021.

Governors should give consideration to whether to invite the Auditors to Board meeting in December 2021 or to invite the Chair to Audit Committee in November 2021 to comply with the new Audit Code of practice.

Action	By Whom	Deadline
Add Audit Strategy to Board agenda	Clerk	July Board meeting

5. Internal Audit: Key Issues and Concerns

Yasmeen Mehmood introduced the report and noted that the Key Financial Controls Audit had now been completed giving substantial assurance with one priority 3 (routine) recommendation.

Audits in the areas of Governance, Health & Safety and a Follow Up audit were in progress and due to be completed before the end of the academic year.

- Why are there a large number of actions showing up as red/overdue or amber/near deadline on the tracker? *Many of these actions are green, but the tracker has not been updated on TIAA's system. The follow up audit will highlight which of the actions are outstanding.*

The SICA report was noted.

6 RSM LNS Audit – Headline findings

The VP Funding, Planning and Systems Improvement introduced the report, noting that RSM had carried out the compliance work in May 2021 covering AEB, 16-19 study programmes and with a specific focus on Apprenticeships.

Initial findings outlining key concerns were discussed. These will be addressed and investigated further to establish the scale of the issues identified. The findings will be brought to the next Audit Committee meeting.

- Do we know if these are endemic problems or isolated incidents? *No, we are looking at each of the issues to establish the scale of the problem.*
- Do we look at risk? *Yes we will be reviewing and indicating the level of risk for each of these areas.*

Action	By Whom	Deadline
Bring further analysis of the issues identified to next Audit Committee Meeting	VP Funding, Planning and Systems Improvement	November meeting

7 **Subcontracting**

Governors noted the report and the Chair agreed to discuss committee responsibilities with the Chair of F&GP.

8 **Risk Management: Key issues and concerns**

Whole College Risk Register and High Level Risk Register

The Finance Director introduced the report and noted the updates to the Whole College Risk Register and High Level Risk register.

- In light of the decisions at Board re the GCSC does risk 4.11 need to be revised? *Yes this will be amended.*
- This is a large document, how useful is it to the college on an operational level? *SMT use and review the risks regularly. During the pandemic, it has been harder to review with SMT as the opportunities to meet have been more limited.*

The High Level Risk Register was recommended to the Board.

Action	By Whom	Deadline
Add High Level Risk Register to the Board agenda	Clerk	July meeting

9 **Annual Reports**

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- i. Gifts and Hospitality Register

The report was noted

- ii. Public Interest Disclosure (Whistleblowing) report

The report was noted.

10 Use of College Seal and approval of high level contracts report

The report was noted.

11 Any Other Business

None had been raised.

12 Future Business Items and reflection

Governors noted the proposed future business and the proposed scheduling of work for 21/22.

The business area presentation item for future meetings was discussed, the Committee agreed that Learner Numbers would be the area covered at the next meeting

The report was noted.

Action	By Whom	Deadline
Add Learner Number Systems business area presentation to the next Audit Committee Agenda	Clerk	November Audit Committee meeting

The meeting closed at 6.55 pm.

Approved for signature:

Signature

Date

Action points arising from the Audit Committee held on 16 June 2021

Item & Title	Action	By whom	deadline
4. Audit Strategy y/e31 July 21	Add Audit Strategy to Board agenda	Clerk	July Board meeting
6. RSM Learner Number Systems Audit	Bring further analysis of the issues identified to next Audit Committee Meeting	VP Funding, Planning and Systems Improvement	November meeting
8. Risk Management	Add High Level Risk Register to the Board agenda	Clerk	July meeting
12 Future Business and Reflection	Add Learner Number Systems business area presentation to the next Audit Committee Agenda	Clerk	November Audit Committee meeting