



BOARD OF GOVERNORS

AUDIT COMMITTEE

MINUTES OF A MEETING OF THE AUDIT COMMITTEE

HELD AT 6.00pm ON WEDNESDAY 23 NOVEMBER 2016 AT THE LANGLEY CENTRE

			<u>Meetings Attendance</u>
PRESENT:	Stuart Taylor	(Chair)	(1 out of 1)
	Peter Tyndale	(conference call)	(1 out of 1)
	Tina Coates	(from 6.20pm)	(1 out of 1)
IN ATTENDANCE:	Graham Try	(Deputy Principal, Finance & Resources)	
	Pankaj Makwana	(Head of Finance)	
	Rakesh Shaunak	(Macintyre Hudson)	
	Frances Millar	(RSM Tenon)	
CLERK:	Lynn Payne		(1 out of 1)

PART I

Minute No

ACTION

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| 1 | <p>The meeting started at 6.00pm</p> <p><u>Election of Chair and Vice Chair for 2016/17</u></p> <p>The Clerk invited Members to elect a Chair and Vice Chair of the Committee for the next academic year, bearing in mind the succession planning guidance available. Peter Tyndale proposed Stuart Taylor as Chair.
All Members were agreed.
Stuart Taylor proposed Ella Wheeler as Vice Chair.
All Members were agreed.</p> | |
| 2 | <p><u>Apologies for Absence</u></p> <p>Apologies were received from Ella Wheeler (business).</p> | |
| 3 | <p><u>Declaration of Interest</u></p> <p>No member declared any conflict of interest with items on the agenda.</p> | |
| 4 | <p><u>Minutes of the meetings held on 8 June 2016</u></p> <p>The minutes of the meeting of the 8 June 2016, having previously been circulated to all members, were agreed as a true record and signed by the Chair.
All Members were agreed.</p> | |
| 5 | <p><u>Matters Arising</u></p> <p>The Chair commented on the late dispatch of the Audit papers for this meeting, although he had agreed to this late dispatch. Whilst understanding the reason for late papers he asked for them to be sent out on time for the next meetings.</p> | |

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6 STANDING AGENDA ITEMS

i) Risk Management Action Plan 2016/17

Members considered and noted the current Risk Management Action Plan.

ii) Notification of Incidents of Attempted or Actual Fraud Identified

This item was presented by the Deputy Principal, Finance & Resources, who advised Members that there were no incidents to report.

iii) Log of Outstanding Recommendations from Internal and External Audit Reports

Members noted the log of outstanding recommendations from internal and external audit reports.

7 Internal Audit Services Plan 2016/17

This item was presented by the internal auditor Rakesh Shaunak (Macintyre Hudson).

Members were asked to recommend the internal audit plan for 2016/17 to the Board for approval. All Members were agreed.

There was a comprehensive discussion about marketing in relation to the proposed merger with Strode's College as the image of the College would need to be protected by providing good information to students.

The Chair asked the Deputy Principal whether the College would review their objectives in the merger process to the extent of providing information on what had been done well and not so well. The Deputy Principal said the JSG is considering the merger objectives currently with both Principals and there would be a very early Strategic Plan for the merged College. The Strategic Plan would be monitored by the Senior Management Team and Board, and will include the objectives from the merger and measures to measure their achievement.

Rakesh Shaunak also went through how the benefits of the merger would need to be translated into measurable features.

There was a discussion on the current IT systems and it was agreed that there would be a need to be a review on them in the future. The Deputy Principal said the risks related to IT had been identified and that a significant budgetary sum had been set aside for that in the merged College Financial Forecast.

Tina Coates joined the meeting at 6.20pm

8 External Audit Findings Report and 2015/16 Financial Statements

Members were asked to consider the External Audit Findings Report and 2015/16 Financial Statements and recommend them to the Board for approval. Frances Millar (RSM Tenon) went through the Report and Financial Statements and these were considered.

The Deputy Principal, Finance and Resources said the statutory accounts and External Audit Findings Report would also be considered by the Policy & Resources Committee, prior to approval by the Board. He said the information, particularly the underlying deficit of £144,000 (prior to FRS102 charges of £75,000), which was £406,000 better than the original budget deficit of £550,000, showed a good year financially for the College. The Deputy Principal said it was £18,000 lower than the provisional estimated deficit reported to the Board in October 2016 and was mainly due to final year-end accounting entries.

**Refer to
Corporation**

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Frances Millar went through the Report, she said it was a financially a good year for the College, with good controls.

Members were pleased to recommend the External Audit Findings Report and 2015/16 Financial Statements to the Board for approval.

All Members were agreed.

Refer to Corporation

9 Learner Number Systems Review 2015/16

Members were asked to consider the Learner Number Systems Review 2015/16 review. Frances Millar (RSM Tenon) went through the medium and low priority findings and these were discussed and noted. The Chair asked how the College could assure itself that the system was working, the Deputy Principal, Finance & Resources informed the committee that there was a Systems Review in place, but it was agreed that control systems break downs sometimes occurred when staff changed. The Deputy Principal agreed in-year checks needed to be improved and these actions are reflected in the report.

Members noted the report.

10 Annual Report of the Audit Committee

Members agreed the annual report of the Audit Committee and that it be recommended to the Board for approval.

All Members were agreed.

Refer to Corporation

11 Value for Money Policy

This item was presented by the Deputy Principal, Finance & Resources. Members were asked to consider and recommend to the Board for approval, the draft Value for Money Policy. The policy was considered and Members agreed to recommend it to the Board for approval.

All Members were agreed.

Refer to Corporation

12 Committee Self Assessment

This item was presented by the Clerk. Members were happy to confirm the extent to which they contributed to the overall key performance indicators of the Corporation. Members also agreed the Terms of Reference. All Members agreed to recommend this to the Board for approval.

Refer to Corporation

13 Evaluation of Meeting

Members were pleased to complete an evaluation of the meeting, indicating where they felt they had added value and made appropriate challenge.

14 Dates and times of Future Meetings

Members noted the dates of future meetings as:

Wednesday, 15 February 2017

Wednesday, 7 June 2017

Wednesday, 22 November 2017

15 Any Urgent Business

No other business was raised.

The meeting ended at 6.55pm