

Meeting Minutes of the Audit Committee

*Held on Tuesday 18th September 2018 at 4.00 pm
at Barnsley College, Old Mill Lane, Acklam Room (A1.33)*

Present: Claire Partridge (Chair)
Simon Taylor (Governor)

In attendance: Shazia Nazir (Clerk to the Board)
Yiannis Koursis (Deputy Principal)
Laila Lawton (Vice Principal – Finance)
Tony Johnson (Vice Principal – Corporate Services)
Vince Dalton (Vice Principal – Funding, Data and Compliance)
Kelly Gordon – Grant Thornton UK LLP

PART A – For Publishing

BUSINESS MATTERS

A.18/001	Quoracy The meeting was not quorate, hence no decisions could be taken at the meeting.
A.18/002	Apologies for Absence Apologies were received from: <ul style="list-style-type: none"> - Simon Brian (Governor) - David Shepherd (Governor) - Sara Turton (Governor)
A.18/003	Declarations of Interest There were no declarations of interest.
A.18/004	Minutes of the last meetings on 19th June 2018 (Part I and II) The minutes were not approved as the meeting was not quorate.
A.18/005	Matters arising There were no matters arising.
A.18/006	Rolling Action List The Board considered the list of actions summarised and it was noted that:

	<p>18.23 Monitoring of audit recommendations – internal audit 2018 advisory review (appendix 2); one action outstanding which is due for implementation in October 2018.</p> <p>Covered under agenda item 15 – refer to A.18/015.</p> <p>It was RESOLVED to note the rolling action list items.</p>
A.18/007	<p>Notification of items of any other business</p> <p>There were no other business.</p>
A.18/008	<p>Meeting of the auditors (without executive team present).</p> <p>Nothing to report.</p>

MATTERS FOR CONSIDERATION / DECISION

A.18/009	<p>Audit Committee Induction / refresher training</p> <p>Members were advised that RSM would be delivering training at the next meeting.</p> <p>It was RESOLVED to note the information.</p>
A.18/010	<p>Board Assurance Framework</p> <p>Tony Johnson presented the board assurance framework, commenting that the new balance scorecard had been aligned with the risks in the BAF. GCSE English and Maths residual scores had increased to 24 as a result of the results this year.</p> <p>In response to a question on the VAT for the construction building, it was clarified that the amount of VAT due on the construction building had been settled with the HMRC. It was questioned whether the risk was reduced. Laila Lawton advised the payment had only been made very recently and the risk had virtually reduced altogether. Members asked if there were any other buildings that attracted zero rating. It was clarified that Old Mill Lane was zero rated and requires monitoring until 2022. Devolution was seen as a significant risk to this however there are many variables that can be managed to reduce the impact. Many support services had been relocated from OML in order to reduce the level business use previously. . The top floor of the sports centre was also zero rated whilst within its current 10 year monitoring period, but it was unlikely to ever attract VAT as usage was low. The Sixth Form is also zero rated but is not at risk of exceeding business use limits.</p> <p>There had been speculation about a deep dive / scrutiny group for Maths and English, and it was questioned if this was being planned. Senior leaders confirmed this was a possibility and terms of reference were in the process of being drafted for groups focussing in growth and construction and engineering. The Chair of the committee advised that she would raise the matter with the chair of the board.</p> <p>It was RESOLVED to note the information.</p>
A.18/011	<p>Financial Regulations</p> <p>Laila Lawton presented the report, advising that there had been no significant changes rather that the updates largely amounted to structural changes. Job titles had been updated and reference to the now defunct finance and resources and quality and standards committees had been removed as part of revised governance changes. The financial regulations now assumed board decisions</p>

	<p>rather than committee reporting. Allowance had also been made for small debt write off and the depreciation of furniture and fittings.</p> <p>Members sought assurance that the review covered all aspects of finance and human resources in detail. It was confirmed that this was the case and both the finance and HR departments had been involved.</p> <p>No decision was taken, but this item would be raised with board to discuss and approve.</p> <p>It was RESOLVED to note the information.</p>
A.18/012	<p>ESFA Audit Outcome</p> <p>Vince Dalton informed the meeting that the ESFA had contacted the college advising they had been selected for an audit. He was pleased to report that no significant sums of cash had been identified for clawback, but they were working through the list of queries raised. Members sought clarity on whether there had been an overall grade or items for prioritisation. It was confirmed there was no overall grading or prioritisation, rather some management actions and comments, but overall the college had passed the audit.</p> <p>The meeting was assured the report would be presented to the board.</p> <p>It was RESOLVED to note the ESFA audit outcome information.</p>
A.18/013	<p>Annual Internal Audit Report year ending July 2018</p> <p>The chair confirmed that the report presented no new findings from previous audits from ICCA.</p> <p>It was RESOLVED to note and approve the annual internal audit report.</p>
A.18/014	<p>Regularity Audit Self-assessment Questionnaire</p> <p>Laila Lawton advised that the questionnaire had been completed in advance of being sent to the auditors and only the figures had changed. Governors asked if she was comfortable that it reflected the college's current position. Laila Lawton advised that each question was carefully considered and she was of the view that it accurately reflected what the college were doing.</p> <p>Kelly Gordon provided an overview of the scope of Grant Thornton's work, and explained their work will consider the questionnaire before testing the controls and reporting back to the audit committee. When asked if there was anything additional Grant Thornton needed to consider, she advised payment approvals and the tendering process were standard practice. The committee requested that Grant Thornton highlight in their audit findings the areas that had been tested during the audit.</p> <p>It was RESOLVED to note the regularity audit self-assessment questionnaire.</p>
A.18/015	<p>Monitoring of Audit Recommendations</p> <p>It was noted that there was an action outstanding from both 2016/17 and 2017/18 and the implementation date for the latter had been changed to October 2018. Vince Dalton advised that this item related to the server being relocated to SciTech. This was dependent on the doors being fitted, and this had been scheduled for next month.</p>

	<p>Laila Lawton reported on the external audit which was expected to be resolved before the auditors re-visited. Kelly Gordon advised that she would be considering this within the scope of her work and reporting on it.</p> <p>It was RESOLVED to note the information.</p>
A.18/016	<p>GDPR Action Plan</p> <p>Vince Dalton informed the meeting that there was one action left to implement. He sought permission to close the action plan as internal audit would be looking at GDPR in March. This matter would be raised with the board with a view to closing the action plan.</p> <p>Yiannis Koursis asked if the committee would like to see an annual report on GDPR. Members agreed this should be reported through the board for around October each year and included in the reporting cycle.</p> <p>It was RESOLVED to note the GDPR action plan.</p>

MATTERS FOR INFORMATION

A.18/017	<p>Audit Committee Self-assessment</p> <p><i>This item was deferred until the next meeting.</i></p>
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ANY OTHER BUSINESS

A.18/018	<p>Any other business</p> <p>There was no other business.</p> <p>It was RESOLVED to note the information.</p>
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FUTURE MEETING(S)

A.18/019	<p>Dates and time of future meetings:</p> <p><u>2018/19</u></p> <p>Tuesday 4th December 2018 at 4.00pm [Venue TBC] Tuesday 26th March 2019 at 4.00pm [Venue TBC] Tuesday 25th June 2019 at 4.00pm [Venue TBC]</p>
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The meeting closed at 4.50pm

Signed (Chair) _____ Dated _____
 Claire Partridge