

Minutes of the meeting of the Audit Committee held on Tuesday 5 October 2021 at 4pm

Present:	Marie Lang (Chair & Governor) Tracey Johnson (Governor)
In attendance:	Heather Jackson (Clerk) David Akeroyd (Deputy Principal Development & Productivity) Tony Johnson (Vice Principal Corporate Services) Laila Lawton (Vice Principal Finance) Ken Merry (Vice Principal Quality) Suki Rai (Vice Principal Funding, Performance & Technology) Ken Merry (Vice Principal Quality) Lisa Smith (RSM) (via Teams) Rob Barnett (RSM) (via Teams) Deborah Watson (Grant Thornton) (via Team)

PART I – For Publication

Minute	
PROCEDURAL MATTERS	
A21/050	<p>Agenda Item No. 1: Quorum</p> <p>The meeting was not quorate. It was therefore agreed that the internal and external auditors would be asked to present their reports and all other items would be noted and approved by written resolution to ensure the order of business was maintained.</p>
A21/051	<p>Agenda Item No. 2: Apologies for Absence</p> <p>Apologies were received from Simon Taylor, Sharon Jandu, David Shepherd, Gavin Batty, Liz Leek and Anastasia Mullen from RSM who was now on maternity leave.</p>
A21/052	<p>Agenda Item No. 3: Declarations of interest</p> <p>There were no declarations of interest.</p>

A21/053	<p>Agenda Item No. 8.1: Progress Report</p> <p>Lisa Smith presented the Progress Report. All work for 2020/21 had been completed and all work for 2021/22 had been scheduled.</p> <p>It was RESOLVED to note the Progress Report.</p>
A21/054	<p>Agenda Item No. 8.2: General Ledger Report</p> <p>Lisa Smith presented the General Ledger Report. It was noted that 4 low priority actions had been identified. An overall reasonable assurance was given taking into account the issues identified. Areas of non-compliance had been identified, these were mainly timing issues</p> <p>It was RESOLVED to note the General Ledger Report.</p>
A21/055	<p>Agenda Item 8.3: Subcontracting Controls report</p> <p>Lisa Smith presented the subcontracting controls report. The report meets the requirements of the ESFA funding agreement to report on arrangements in place to manage and control subcontractors. It was noted that a report was no longer required for ITS as the levels of provision were below the reporting requirements.</p> <p>It was RESOLVED to note the Risk Management Report</p>
A21/060	<p>Agenda Item 8.4: Follow Up Report</p> <p>Lisa Smith presented the Follow Up report. 7 of the actions had been implemented and 3 were ongoing.</p> <p>It was RESOLVED to note the Follow Up Report and update the status of the actions in the next clerk's report.</p>
A21/061	<p>Agenda Item No. 8.5: Annual Internal Audit Report</p> <p>Rob Barnett presented the annual internal audit report. For the 12 months ended 31 July 2021, the head of internal audit opinion was rated as an adequate and effective framework for risk management, governance and internal control.</p> <p>It was noted that this a great result in a challenging year. There was some discussion on a comparison from the previous year opinion and it was noted</p>

	<p>that the apprenticeship funding compliance had impacted on the overall assurance provided for the year.</p> <p>It was RESOLVED to note annual internal audit report.</p>
A21/062	<p>Agenda Item No 9: External Audit Update</p> <p>Deborah Watson from Grant Thornton provided a verbal update on progress with the external audit. It was noted that GT were still finalising their approach and hoped to provide this next week when the audit starts.</p> <p>The Vice Principal Finance and Vice Principal Funding, Performance & Technology noted their concerns on the timings and levels of work required by the College and the ability to finalise the accounts and submit a clean ILR. Further discussion took place on the lateness of the detail, sample size and focus and additional training that had been required before the work could be carried out</p> <p>It was agreed that a meeting to finalise details would be held between the College and Grant Thornton later this week.</p> <p>The importance of meeting College reporting deadlines was reiterated. Final reports would be presented to the Audit Committee on 30 November for approval and recommendation to the Board.</p> <p>It was RESOLVED to note the update</p>
A21/063	<p>Agenda Item No 10: ESFA Audit Action Plan Update</p> <p>The Vice Principal Funding, Performance & Technology updated the Committee on the findings arising from the ESFA funding assurance review. New staff had been appointed, all staff had been trained and paperwork had been revamped. A new compliance team had been established and a closer review of the 2020/21 data was being undertaken. The majority of the actions identified had now been implemented and management were confident that this would not happen again.</p> <p>It was RESOLVED to note the report and actions taken and report progress back to the Board.</p>
A21/064	<p>Agenda Item No 11: Board Assurance Framework</p> <p>The Vice Principal Corporate Services presented the Board Assurance Framework and noted the following key points:</p> <ul style="list-style-type: none"> • MIS compliance – significant progress had been made over the Summer with a new suite of reports implemented that monitor compliance and achievement

	<ul style="list-style-type: none"> • IT disaster recovery – significant steps have been taken to move data to the Cloud and work was planned to improve internet connectivity. • Digital transformation – integrating MIS and ensuring that cross college systems could interact was ongoing with a final aim of ensuring a ‘single source of truth’. • Direct entry – positive outcomes from learners and changes in behaviours had been noted. • Apprenticeships – the risks had reduced as external factors and pressures had changed alongside changes to the levy. There was now a higher level of confidence in the market. <p>It was RESOLVED to note the Board Assurance Framework</p>
<p>A21/065</p>	<p>Agenda Item No 12: New Risk</p> <p>No new risks were identified.</p>
<p>A21/066</p>	<p>Agenda Item No. 22: Date and time of next meeting</p> <p>Tuesday 30 November 2021</p>

The meeting ended at 16:52

Signed (Chair): **Dated:**