



**PUBLIC
MINUTES OF THE AUDIT COMMITTEE
2 OCTOBER 2018
BOARDROOM, CHELTENHAM CAMPUS**

Present: Mr C Baldwin (Chair) (External Board Member)
Mr P Head (External Board Member)
Mr A Dover (Co-opted)
Ms E Morrison (Co-opted)
Ms K Randall (Co-opted)

In Attendance: Mr A Bates Chief Financial Officer
Mr Rhodri Broad Hazlewoods
Mr M Burgess Principal
Ms J Carrington Hazlewoods
Mr S Winter ICCA
Ms J Cosson Clerk to Governors

Attendance: 100%

| | | ACTION |
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| PRELIMINARIES | | |
| 37/18 | Private Business | |
| | Members met with the Auditors in the absence of members of the Executive. Members confirmed that there were no matters of concern that they wished to raise. | |
| 38/18 | Apologies | |
| | None. | |
| 39/18 | Declarations of Interest | |
| | None, other than those standing declarations currently recorded on the Register of Interests. Members were asked to update their annual declarations. | |
| 40/18 | Confidentiality of Items (C) | |
| | As marked, due to their commercially sensitive nature, for a period of two years. | |
| 41/18 | Minutes of the meeting of 12 June 2018 | |



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| | <p>The minutes of the meeting were approved and signed as a true record by the Chair.</p> <p>It was noted that, since the meeting, CB had resigned from the Board and that PH had agreed to become Chair from 3 October 2018.</p> | |
| 42/18 | Matters Arising from the Minutes and Actions Matrix | |
| | <p>Members reviewed the Actions Matrix and noted and updated the status of each item.</p> | |
| KEY BUSINESS | | |
| 43/18 | Committee Objectives for the Year | |
| | <p>Members reviewed the committee objectives from last year. It was agreed that they are still applicable. However, since PH is taking over as Chair, he should be given the opportunity to review them. Focus items will include monitoring of key projects, ensuring that the scope of the committee covers a wide remit across the College group and not just the main College entity, and monitoring the College's resilience in relation to risks over which it has no control such as changes in funding.</p> <p>ACTION: JC to send last year's committee objectives to PH for review and to include on agenda for next meeting.</p> | JC |
| 44/18 | External Audit Plan for the year ended 31 July 2018 and Engagement Letters (C) | |
| | <p>JC and RB from Hazlewoods presented the External Audit Plan and engagement letters for the forthcoming Financial Statements audit, highlighting the continuity of the audit team and the timetable for the audit. The team will adopt a similar approach to last year as it worked well. JC explained the criteria for materiality and the particular areas the audit will cover. Much of the work is driven by regulation and is standard practice for all entities. Pension scheme liabilities are reviewed because this is a large figure over which the College has little control.</p> <p>RESOLVED: That the External Audit Plan be recommended to the Board. Engagement letters to be signed.</p> | |
| 45/18 | Internal Audit: (C) <ul style="list-style-type: none">• Internal Audit Final Reports<ul style="list-style-type: none">○ Project Management Controls• Internal Audit Progress Report 2017/18 | |



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| | <ul style="list-style-type: none">• Internal Audit Plan 2018/19• Follow-up From Previous Internal Audit Recommendations• Draft Annual Internal Audit Report – next meeting | |
| | SW presented the Final Internal Audit Report for Project Management Controls, the Progress Report and the Follow-up Report as above. RESOLVED: The IA reports were noted and agreed. The Internal Audit Plan for 2018/19 was recommended to the Board. | |
| 46/18 | Draft Regularity Self-Assessment Questionnaire | |
| | The questionnaire has been changed again this year and JC has begun work on it with input from other members of staff. It will be presented to the next meeting. The Post 16 ACOP March 2018 confirms that colleges must share their completed regularity self-assessment questionnaires with reporting accountants. | |
| 47/18 | Draft Audit Committee Annual Report | |
| | A revised form of Self-Assessment is being considered which will input into the annual report. This will be sent out to members following the meeting for completion by 19 October. The annual report will be presented to the next meeting. | |
| ROUTINE BUSINESS | | |
| 48/18 | Risk Management Update and Review of Risk Register (C) | |
| | AB presented the Risk Management Update and Review of the Risk Register. All risks had been reviewed by the Executive team and the mitigation actions updated in line with latest progress. RESOLVED: The Committee noted the update to the Risk Register. | |
| 49/18 | Review of Audit Recommendations Register – (C) | |
| | Members reviewed the Audit Recommendations Register. The Committee was satisfied with the position. RESOLVED: The Update to the ARR was noted. | |



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| 50/18 | Management Update on Reportable Events: fraud; litigation; grievances; whistleblowing; control weakness; data protection breaches | |
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| | <p>AB confirmed that, since the last meeting, there had been no reportable events.</p> <p>JC reminded members of the requirements in relation to reporting under the Post 16 ACOP March 2018.</p> <p>RESOLVED: The Management Update on Reportable Events was noted.</p> | |
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| 51/18 | Regulatory Developments | |
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| | <p>JC reported on the following regulatory/governance developments and proposed action in relation to each item:</p> <ol style="list-style-type: none">1. Office for Students Accounts Direction 2018/19 and Guidance for Accountable Officers2. Colleges Senior Staff Remuneration Code Consultation3. - closes 23 November 20184. Revised KCSIE in force 2 September 20185. Working Together 20186. Revised Corporate Governance Code - From 1 January 20197. NCVO Draft Code Of Ethics For Charities8. College Insolvency Regulations 20189. Performance Reporting For FE College Groups And Multi-Site Colleges10. Remuneration Of Governors <p>RESOLVED: The Regularity Update was noted and would be reported to the full Board meeting.</p> | |
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| 52/18 | Key Items for GC Board | |
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| | <p>The Key Items for Board Report was completed noting the risks to be added/highlighted on the Risk Register.</p> | |
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| OTHER | | |
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| 53/18 | Any Other Business <ul style="list-style-type: none">• Thank you to Clive Baldwin | |
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gloucestershire college

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| | MB acknowledged that this was CB's last meeting and thanked him for his specialist knowledge, which had helped to move the Committee, and the Board forward considerably during his time as a governor. | |
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| 54/18 | Date and time of next meeting: 29 November 2018 at 5.00pm, Cheltenham | |
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Signed..... *PG Hed*

Date..... *29/11/2018*

