

**PUBLIC MINUTES OF THE
AUDIT COMMITTEE
16 JUNE 2021
Via MS Teams**

Present: Mr P Head (Chair) (External Board Member)
Ms K Blackbird (External Board Member)
Mr G Carstensen (External Board Member)
Mr A Dover (External Board Member)

In Attendance:

Mr M Burgess	Principal
Mr A Bates	Chief Financial Officer
Mr J Billingham	Director of IT and Estates (item 22/21 only)
Mr P Blomberg	H&S Manager (item 22/21 only)
Mr S Winter	ICCA (except item 36/21)
Mr S Lawrence	Hazlewoods (except item 36/21)
Mr R Broad	Hazlewoods (except item 36/21)
Ms J Cosson	Clerk to Governors

Apologies Ms E Narey (External Board Member)
Ms H Ridler (External Board Member)

Attendance: 66.7%

		ACTION
PRELIMINARIES		
16/21	Opportunity for Private Business (including with Auditors)	
	Members were given the opportunity to meet with the Internal Auditors in the absence of the Executive. Members and Auditors confirmed that there were no matters of concern that they wished to raise in the absence of the Executive.	
17/21	Apologies	
	None.	
18/21	Declarations of Interest	
	None, other than those standing declarations currently recorded on the Register of Interests.	



19/21	Confidentiality of Items (C)	
	As marked, due to their commercially sensitive nature, for a period of two years.	
20/21	Minutes of the meeting of 3 March 2021	
	The minutes of the meeting were approved and signed as a true record by the Chair.	
21/21	Matters Arising from the Minutes and Actions Matrix	
	Members were provided with an Actions Matrix and noted the status of each item.	
KEY BUSINESS		
22/21	Health and Safety Update (C)	
	<p>JB presented the Health and Safety Update.</p> <p>The April report was reviewed as the May report was not due for completion in time for the meeting. PH requested that a summary of May report be included in Board papers. (<i>Post meeting note – this was done.</i>)</p> <p>Members noted the slight change of format and approach and that H&S KPIs are to be added to College's Operating Plan.</p> <p>JB provided an update on the latest developments with Covid-19. The PM has announced delays to the easing of restrictions. All controls are still in place at the College.</p> <p>PH confirmed that he had attended the termly update with JB and PB in his role as Health and Safety Link Governor. He welcomed the change of approach to analysis and reporting.</p> <p>RESOLVED: The Committee noted the report and the current assessment of the College's Health and Safety arrangements.</p> <p><i>PB left the meeting.</i></p>	
23/21	Cyber Update (C)	
	MB presented a paper updating on the College's cyber-security arrangements.	



	<p>RESOLVED: Members noted the update on Cyber Developments. Cyber Security is to be reported at each meeting going forward.</p> <p><i>JB left the meeting.</i></p>	
24/21	Draft External Audit Plan and Engagement Letters (C)	
	<p>SL presented the External Audit Plan for the year ended 31 July 2021 and Engagement Letters. These were largely as per previous years.</p> <p>SL highlighted six main considerations for this year and noted the additional OfS disclosure requirements in the Financial Statements. He drew attention to the Audit Committee responsibilities. The same risks will be assessed as in previous years.</p> <p>Changes to the ACOP were highlighted and noted.</p> <p>RESOLVED: The External Audit Plan for the year ended 31 July 2021 and Engagement Letters were approved under the delegated powers of the Committee. They would be presented to the next Board meeting for notification.</p> <p>The External Audit Fees were agreed in line with the original appointment of the External Auditors, subject to inflation. There were no significant changes to the terms of engagement.</p> <p>AB would sign the Engagement Letters on behalf of the College and the subsidiary companies.</p>	
25/21	Internal Audit (C)	
	<p>SW presented the following Internal Audit Reports together with the report showing progress against the Internal Audit Schedule for the year.</p> <p>RESOLVED: Members noted the Internal Audit Final Reports and the Internal Audit Progress Report.</p> <p>Instead of sending out by email, the Clerk will add all Final Internal Audit Reports to the Board channel following review by the Audit Committee so that all Board Members have access to them for information.</p>	
26/21	Draft Internal Audit Plan (C)	



	<p>SW presented the Draft Internal Audit Plan and Updated Strategy 2021/22. He explained how the draft plan is put together but reminded Members that it is the Audit Committee's plan based on the College's Risk Plan and is subject to change during the year should the Committee agree.</p> <p>Members were asked if they had any suggestions for areas to be audited/changes to the plan.</p> <p>All Board Members are invited to offer suggestions for areas to be audited next year if they are not covered in the draft plan.</p> <p>RESOLVED: Members approved the Internal Audit Plan and Updated Strategy 2021/22 under the delegated powers of the Committee. It would be presented to the next Board meeting for notification and to ask all Board Members if they had anything they wished to add.</p>	
27/21	Risk Management Report (C)	
	<p>AB presented the Risk Management Report and Review of the Strategic Risk Register.</p> <p>The changes to the Risk Register were noted.</p> <p>RESOLVED: Members noted the Risk Management Report and review of the Review of the Strategic Risk Register.</p>	
28/21	Review of Audit Recommendations Register (C)	
	<p>Members reviewed the Audit Recommendations Register and received an update from AB as to the current status of each item.</p> <p>RESOLVED: Members noted the status of and approved the revisions to the Audit Recommendations Register.</p>	
29/21	Management Update on Reportable Events (C)	
	<p>AB reported that no such matters had arisen since the last meeting.</p>	
ROUTINE BUSINESS		
30/31	Value for Money Annual Report (C)	



	<p>The Audit Committee Terms of Reference include a duty to comment on the arrangements for securing value for money as required by the Post16 ACOP.</p> <p>AB presented the annual report on the College's arrangements for securing Value for Money, including a review of the major activities undertaken in 2020-21.</p> <p>The framework and key objectives for achieving Value for Money were set out in the report.</p> <p>RESOLVED: Members noted and were satisfied with the Value for Money Annual Report.</p>	
31/21	Regulatory Developments	
	<p>JC provided an update on the following matters, which had been updated from the February Board meeting:</p> <ul style="list-style-type: none">• Covid-19• Safeguarding and prevent / health and wellbeing• Audit matters• College insolvency / financial sustainability• Health and safety• Modern slavery• Ofsted• Office for students• Curriculum• Employment• Environment• Cyber• White paper• Governance• Governor development <p>RESOLVED/ACTION: The Regulatory Update was noted.</p>	
32/21	Committee Matters	
	<p>Members considered the Committee Self-Assessment against the Terms of Reference of the Committee. They noted that the Committee was compliant and had achieved its core purpose this academic year.</p>	



	<p>Members reviewed the revised Terms of Reference and Agenda Cycle and noted that these would be presented to the next Board meeting for approval.</p> <p>Members discussed the reappointment of the Chair and Vice-Chair and noted that GRS is considering succession planning for the roles going forward.</p> <p>RESOLVED: The Self-Assessment was noted and the findings confirmed.</p> <p>The Revised Terms of Reference were approved for recommendation to the Board.</p> <p>It was recommended that PH be re-appointed as Chair and TD as Vice-Chair of the Committee for 2021-22, subject to full Board approval.</p>	
33/21	Key Items for Board	
	The Key Items for Board report was completed noting any risks to be added/highlighted on the Risk Register.	
OTHER		
34/21	Any Other Business	
	None.	
35/21	Date and time of Next Meeting	
	22 September 2021, Gloucester campus, tbc	
	<i>SW, SL and RB left the meeting.</i>	

Signed..... *PS Kemp*

Date..... *10/03/2022*