

Brooke House Sixth Form College

Minutes of a meeting of the **Audit Committee** held 10 November 2009 at 1600 hrs.

Present	Olivier Bogaerts (Chair)	James Cross	Jane Whitaker
In Attendance	Taiwo Adeshina (Fin Dir)	Mike Cheetham (The Tenon Group)	Ralph Devereux (Clerk)
Apologies	Melissa Abraham	Rakesh Shaunak (McIntyre Hudson)	

1/09 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS AND APOLOGIES
The apology was accepted. No notice had been received of any member becoming ineligible to hold office.

2/09 ELECTION OF CHAIR
It was proposed by Jane Whitaker and seconded by James Cross that Olivier Bogaerts should continue as chair for 2009/10; there were no other nominations, carried unanimously.

Olivier Bogaerts was elected Chair for 2009/10.

3/09 MINUTES OF THE LAST MEETING.
The date of the minutes of the last meeting was changed to 2 July 2009, they were then confirmed and signed.

4/09 MATTERS ARISING FROM THE MINUTES AND NOTIFICATION OF URGENT BUSINESS
a. re 26/08. Marketing Review. The final admissions and marketing report had not yet been scrutinised by the committee and would be circulated for comment at the next meeting. The robust enrolment performance for the current year was noted and welcomed.

b. It was agreed to consider the FMCE submission for 2008/09 as urgent business.

5/09 ANNUAL INTERNAL AUDIT REPORT 2008/09
The Annual Report for 2008/09 was a stand alone document which, together with the supplementary information, would inform the LSC on internal audit issues and thus was a digest of previous information presented to the committee. The Report was considered and discussed and had informed the annual committee report to the corporation (6/09). The overall opinion that a reasonable conclusion that "...an adequate and effective framework of governance, risk management and control processes to manage achievement of the College objectives"..... was welcomed and the report was recommended to the Corporation. IAS self completion of the key performance indicator assessments was considered and agreed. Thanks were recorded to the IAS for their professional standards throughout the year.

The Information was received and the report recommended to the Corporation.

6/09 ANNUAL REPORT TO THE CORPORATION
The draft annual report to the corporation was considered and, after detailed discussion, several changes were made to the format, these are listed below; the remainder were typographical errors. It was also noted that Sade Bright had not been able to attend regularly at meetings and she would be contacted to see whether this was likely to improve. Changes agreed were:

a. para 9, to include the marketing report as a VFM study;

b. para 12, to amend the date to 3 December 2009;

c. para 15, to amend to read "There was no funding audit within the year although a post year audit had been completed."

- d. para 18, after (18/07a) insert“and are included in the Internal Auditors Annual Report”..... delete Appendix 5 in toto;
- e. para 20, amend sub-para a to read.....” considers that the Internal Audit Annual Report and opinion indicate an adequate system of control”.....and add sub-para e “there were no significant issues raised by the external auditors”; and
- f. appendix 4, replace “Funding” with “External”.

With these changes it was agreed as an accurate reflection of the work completed during 2008/09 and the report was recommended to the Corporation.

The report was recommended to the Corporation.

7/09 DRAFT EXTERNAL AUDIT MANAGEMENT LETTER

There were no significant matters raised in the letter and it was agreed to invite removal of the comment in part 4 (regarding posting dates of invoices) as being trivial. Some of the numbers within the letter were subject to change since the F&GP Committee was currently discussing issues with the auditors. Major points for consideration were at para 10/11 (Liabilities and provisions) with regard to the treatment of the WYG settlement and 18 (Going Concern). With these points the letter was recommended to the Corporation.

The Management Letter was recommended to the Corporation.

8/09 RM ISSUES

The latest version of the Risk Register Summary was circulated and discussed. The update had been closely scrutinised and agreed by the SMT and was noted and endorsed. The improved format including the RAG system was welcomed. It had become apparent that RM was becoming embedded throughout the wider administration and this was welcomed.

The updated RR was noted and endorsed.

9/09 URGENT BUSINESS (FMCE)

The FMCE requirements had been amended to allow individual determination of whether to submit a full or shortened version. It was agreed that, as there was no substantial change from the submission for 2007/08, it was appropriate to complete the shortened version. The draft was considered, discussed and recommended to the Corporation for approval.

The short form of the FMCE for 2008/09 was recommended.

9/09 DATE OF NEXT MEETING

The next meeting would be at 1600 hrs on 11 March 2010