



Brooke House Sixth Form College

Minutes of a meeting of the Audit Committee (AC) held on 15 April 2020 at 1600hrs.

- Present** James Cross (Chair) Sheridan Mangal
- In Attendance** Adrian Cottrell (VP(F&R)) Ralph Devereux (Clerk) Nick Fanning (PWC)(Item 12-14 Only)
- Kevin Watson (Principal)

12/19 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS AND APOLOGIES

No notice had been received of any member becoming ineligible to hold office, the meeting was quorate with two, however the point was again made that at least one more member was required and that would be raised at the next Corporation meeting (**Action 1**)

- a. The information was noted and received.
- b. Actions had been identified. (Register at 18/19)

13/19 MINUTES OF/ACTIONS FROM THE LAST MEETING

- a. The word “pollution” (line 3) was replaced with “population” and the Minutes of the last meeting held on 18 November 2020, which had been received by the Corporation (12.12.19), were confirmed for electronic signature, Clerk to action. (**Action 2**)
- b. All actions identified at the last meeting had been completed.

Note referenced minute for full detail.		Status
Action 1	01/19b. JC to Chair meeting (Items 1-9).	Completed
Action 2	02/19a. Last minutes (26.09.19 & 9.10.19) confirmed .	
Action 3	04/19a. ACAR Para 7.4 to be amended.	
Action 4	04/19a. ACAR recommended to the Corporation.	
Action 5	04/19b. Assurance Report recommended to the Corporation.	
Action 6	04/19d. Changes to document agreed for incorporation.	
Action 7	04/19d. All Ext Audit papers recommended to Corporation	

- c. There were no matters arising and it was agreed to consider a confidential item of Urgent Business from the Chair. (**Action 3**)
- a. The information was noted and received.
- b. Actions had been identified. (Register at 18/19)

14/19 INTERNAL AUDIT SERVICE (IAS)

- a. Previous Recommendations. The RAG rated IAS Tracker had been updated to remove all previously completed (green) recommendations, the “green” items in this exception report were those promoted since the last Committee scrutiny. Some recommendations, which had originated under the former management and overlooked during the changeover, had now been incorporated. It was confirmed that a full review of Corporation Regulatory Documents (amber) was scheduled for the 2 July Corporation meeting. (**Action 4**) it had not been fully completed during the previous cycle because of higher priority business. The “red” budgetary related items would unavoidably be held,

under close management scrutiny, until the introduction of the improved version of the accounting software, which would be in the next academic year; it was confirmed that a full pre-installation analysis/risk assessment would be completed. The improved version would provide for considerably enhanced financial budgetary and management control. Finally, the requirement to hold duplicate paper copies of qualification certificates, since electronic copies were available would be examined by the IAS. **(Action 5)**

- b. Key Financial Controls (KFC). Fieldwork for the KFC assignment had been completed, but the written report had not yet been received because of unavoidable CoVID-19 associated working delays. A wide range of services had been scrutinised, including income, invoicing, cash and banking procedures. Some separation and segregation related issues had been considered, but the small number of staff available had been recognised. There was some discussion regarding recording of elements of Financial Reports considered in the Finance and General Purposes (FGP) Committee and it was agreed that, as was the practice, highlighting significant matters or variations from the report content was appropriate.
 - c. Risk/Governance. Fieldwork was progressing for the Risk/Governance assignment and it had emerged that some paper validations were “locked away” in the closed college building. This would prompt a post-lockdown analysis of procedure possibly involving creation of electronic versions.
 - d. Annual Plan – Progress. The IAS confirmed expectation that the annual report would be available for the next meeting and that nothing significant had emerged to negatively influence the annual opinion.
- a. **The information was noted and received.**
 - b. **Actions had been identified.** (Register at 18/19)

The RSM representative left the meeting.

15/19 RISK MANAGEMENT (RM)

- a. Register and Update. This full updated report on the Register, which had been fully considered at the last Corporation meeting (26.03.20) examined the current state of each Risk individually; each was considered. Individual mitigation elements were discussed and noted, in particular:
 - (i) Risk 11. the CoVID-19 situation had prompted a new and significant risk, which was now in effect and evolving with continuous actions and responses; the inherent level was 45 and the College level 30. The detailed management response was fully detailed in the accompanying paper and informed full considerations;
 - (ii) Risk 3. financial health (discussed at 34/19a) the tight financial budget had now been brought in to central control; and
 - (iii) the updated summary table of strategic risks and the full Risk Register was noted.

General considerations included some assurances re the finances, the CoVID restrictions were largely neutral since most funding (96%) was Education and Skills Funding Agency (ESFA) based and staff, funded from catering associated income, were eligible for “furlough” arrangements (the HMRC office dealing with this would open for business the coming Monday). The biggest negative was the requirement to advance students entitled to free school meals (FSM) with cash vouchers, which were more expensive than meals provision. Some minor typos and job-title errors had been noted in the documents and would be corrected before the next meeting. **(Action 6)**

- b. Policy. The RM Policy and Strategy had been reviewed and minor amendments had been incorporated; these were explained and the Policy was recommended to the Corporation. **(Action 7)** The Terms of Reference (TOR) for the RM Group were noted and endorsed.
- a. **The information was noted and received.**
 - b. **Actions had been identified.** (Register at 18/19)

16/19 URGENT BUSINESS (Part 2)

There had been no urgent business requested.

17/19 DATE OF NEXT MEETING

The next meeting would be on 2 July 2020, time tbd.

18/19 ACTION REGISTER

Note referenced minute for full detail.		Resp	Date
Action 1	12/19. Additional Committee member(s) required.	Chair	02.07.20
Action 2	13/19a. Last minutes (18.11.19) confirmed for signature.	Clerk	wie
Action 3	13/19c. Urgent Business agreed.	Chair	wie
Action 4	14/19a. Regulatory Documents to Committee then Corporation	Clerk	02.07.20
Action 5	14/19a. Need for duplicate paper copies of qualifications?	IAS	asap
Action 6	15/19a. Typographic errors to be corrected.	VPFR	02.07.20
Action 7	15/19b. RM Policy/Strategy recommended to Corporation.	Chair	
Action 8	Part 2		
Action 9			

Ralph Devereux (Clerk) for James Cross (Chair)






AuditMinutes 15.04.20.Pt 1RD

Final Audit Report

2020-07-06

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