



MINUTES OF THE MEETING OF THE AUDIT COMMITTEE

Date: Tuesday 9th February 2016
Venue: The Blackpool Sixth Form College
Room: Committee Room
Time: 1700hrs-1730hrs

Mission Statement: *"Inspiring Learning, Developing Mind and Character, Building Your Future"*

Present: Mr J Corry
 Cllr D Clapham
 Ms J Gray

Together with: Ms A Pickup (Director of Finance and HR)
 Mr P Haydock (Senior Auditor-RSM)
 Ms S Clarke (Audit Manager-Mazars)
 Ms A Miller (Risk Management Champion)
 Ms K Buddle (Governance Administrator-FCAT)
 Ms S Hawitt (Governance Administrator-FCAT)

Apologies: Mr J Boyle(Observer)

		Action
43.2016	<p>Preliminaries The Chair welcomed everyone to the meeting, especially new attendees S Clarke Audit Manager from Mazars and A Miller Risk Management Champion.</p> <p>Apologies were noted</p>	
44.2016	<p>Declarations of Interest None</p>	
45.2016	<p>Consideration of any items of urgent business. None</p>	
46.2016	<p>Minutes of the meeting held on 24th November 2015 The minutes of the meeting held on the 24th November 2016 were approved.</p>	
47.2016	<p>Matters arising from the minutes not covered elsewhere on the agenda</p> <p>a) Committee Key Performance Indicators (KPI) (item 35.2015) confirmation that KPI has been updated to include Mock Funding Audit information</p>	

- b) **SORP training**-(item36.2015)confirmation that the training for Directors will be provide by Mazars at the Corporation meeting on the 15th March 2016

48.2016 Internal Audit

a) Internal Audit Progress Report

The Senior Auditor from RSM provided a summary of progress against the Internal Audit Plan (paper 6.1) to date. The report highlighted the completed reviews and the work that is still in progress or not yet due. The Marketing and Enrolment Effectiveness review and fieldwork for the IT Security and Controls has been completed. Work still left includes, Student report-Pastoral Model, Operational Business Planning and Follow Up

Questions/challenge

In response to a question regarding the tracking of audit recommendations the Director of Finance and HR explained the system in place for this, priorities have been RAG rated and most of these are green or amber (purely due to time constraints).

The Chair asked for the tracking update to be added to every audit agenda

Clerk

Directors agreed to recommend the Internal Audit Progress Report to the Corporation for approval.

b) Marketing and Enrolment Effectiveness Review

The Senior Auditor from RSM provided a summary of the report (paper 6.3) and highlighted the Internal Audit Opinion of green. He explained that the controls upon which the organisation relies to manage the identified areas are suitably designed and are being consistently applied.

Two low priority management actions have been included in the report for consideration as part of on-going review of the enrolment process.

- 1- Finalising of marketing strategy 2015-16
- 2- Website analysis

Management confirmed that they were already aware of these issues.

As part of the audit, representatives from RSM attended the college enrolment day in August 2015. The Senior Auditor guided Directors to the observation points in the report and explained that these were not formal recommendations. An overall 'substantial' assurance opinion was provided.

Questions/challenge

The Principal drew attention to an anomaly in the report and explained that it was 'students' and not 'staff' that had worn blue t-shirts at the enrolment day. (page 16 of the report)

Directors agreed to recommend the Marketing and Enrolment Effectiveness Review to the Corporation for approval

c) Benchmarking Report

The Senior Auditor from RSM provided a summary of the report (paper 6.5) and explained that a number of factors are looked at such as, providing a comparison against the number of actions agreed and the assurance opinions provided in similar audits performed across the sector within their client base. In comparison the college compares well with sector averages.

Directors agreed to recommend the Benchmarking Report to the Corporation for approval.

D1: Resolved: Recommend the Internal Audit Progress Report to the Corporation for approval.

D2: Resolved: Recommend the Marketing and Enrolment Effectiveness Review to the Corporation for approval.

D3: Resolved: Recommend the Benchmarking Report to the Corporation for approval.

49.2016 Risk Management

a) Risk Management Report and Risk Register

The Risk Management Champion provided Directors with the Risk Management Report (paper 7.1a) and the Risk Register (paper 7.1b) since August 2015, highlighting the fact that she has updated the Risk Register with the full support of those responsible in order to create a full Risk Report.

The Risk Management Champion gave a summary of key risks scoring 9 or above and explained that the Risk Register has been organised into a 'traffic light system' making it easier to understand the priority areas. Responsibility for some risks have been amended to reflect changes to the Senior Leadership Team (SLT). It was noted that some risks had expired and been removed from the register and new risks had been added, such as, Careers, Education, Information, Advice and Guidance (CEIAG) and Area Based Reviews.(ABRs)

The Risk Management Champion confirmed that all new staff receive Bribery Act training as part of their induction. For current staff those in a position of risk receive more in depth training and a risk assessment of their role is completed.

Question/challenge

Asked if the risk rating 8 (moderate) for Area Based Review is sufficient the Principal explained that the risk is an accurate assessment based on the knowledge received to date around ABRs. As the college receives more information regarding ABRs the risk score may decrease. The results of the Birmingham and Manchester ABRs will help form the rating.

Asked about the acronym, CEIAG the Principal explained it means Careers, Education, Information, Advice and Guidance.

Asked about why the risk is so high in this area the Director of Finance and HR explained that this is due to the expectation of work experience within student study programmes and an increased emphasis on work experience by Ofsted. The risk is further heightened due to temporary disruption in staffing in the Careers Team.

In response to a question regarding finance it was noted that the risk will be revisited as part of the regular financial reviews taking place.

Directors recommended the Risk Management Report and Risk Register to the Corporation for approval

b) Risk Management Policy

Directors considered the Risk Management Policy. The Director of Finance and HR explained that there have been no real significant changes.

Directors agreed to recommend the Risk Management Policy to the Corporation for approval

D1: Resolved: Recommend the Risk management Report and the Risk Register to the Corporation for approval

D2: Resolved: Recommend the Risk Management Policy to the Corporation for approval

50.2016 Review of risks

No new risks identified

51.2016 Private meeting of the Directors with Auditors without Staff

There were no matters to discuss

52.2016 Private meeting of the Directors without Auditors or Staff

There were no matters to discuss

Date and Time of next meeting

Tuesday 14th June 2016 at 1700hrs

Signed _____

Date _____