



## MINUTES OF THE AUDIT COMMITTEE OF THE CORPORATION OF BLACKPOOL SIXTH FORM COLLEGE

**Date:** Tuesday 4<sup>th</sup> March 2014

**Venue:** Sixth Form College

**Room:** Committee room

**Time:** 1730hrs – 1825hrs

**Present:** Mr J Corry (Chair)  
Cllr D Clapham  
Mr S Sheard  
Ms J Trembles  
Mr R Weaver

**Together with:** Ms F Greeves (Principal)  
Mr J Boyle (Observer)  
Ms E Trotter (Observer)  
Mr G Saffery (Risk Management Champion)  
Mr G Hitchmough (Audit and Assurance Partner Mazars)  
Mr D Fletcher (Audit Manager Baker Tilly) – Late arrival  
Mrs A Pickup (Director of Finance & Personnel)  
Mrs JA Trainor (Assistant to the Clerk of the Corporation)  
Dr J Burgess (Clerk to the Corporation)

<b>1.2014</b>	<b>Preliminaries and apologies for absence</b> The Chair welcomed Mr Weaver to his first meeting of the Committee and also Ms Trotter (Corporate Services Lead for the Fylde Coast Academy Trust).	Action
<b>2.2014</b>	<b>Declaration of Interest</b> None.	
<b>3.2014</b>	<b>Consideration of any items of urgent business</b> None.	
<b>4.2014</b>	<b>Minutes of the meeting held on 19<sup>th</sup> November 2013</b> <i>(Paper A)</i>  <b>4.2014 D1 Resolved: that the Minutes be approved.</b>	
<b>5.2014</b>	<b>Matters arising from the Minutes of the Meeting held on the 19<sup>th</sup> November 2013 not covered elsewhere on the agenda 20.2013</b> It was confirmed that First Aid and Fire Marshal Training documentation is now maintained on the personnel system.	

	<p><b>36.2013</b> The SLT had not re-evaluated the schedule of potential Internal Audit areas, (which was not included in the Internal Audit Plan 2013/14), against the College's current Risk Register. The Director of Finance agreed to undertake this omission.</p> <p>The question about a Funding Audit to monitor the effectiveness of the change to guided learning hours was judged to be timely and important. It was agreed that this should be a specially commissioned review completed later in the year.</p> <p><b>5.2014 D1 Resolved: that a Funding Audit be undertaken in respect of 2013/14.</b></p> <p>All other actions had been completed.</p>	<p>Action</p> <p><b>Director of Finance</b> <i>To action</i></p> <p><b>Director of Finance</b> <i>To action</i></p>
<b>6.2014</b>	<p><b>Risk Management</b> <i>(Paper B)</i> The Risk Management Champion, Mr Saffery, introduced the March 2014 Risk Management Report along with the Risk Register and Management Action Plans for the key risks. A number of significant changes had occurred and the SLT had undertaken a further review in January 2014. He briefly outlined 8 new risk areas and summarized the spread of the current 137 risks across the scoring bands. Work was still on going in respect of the Bribery Act 2011.</p> <p style="text-align: center;"><i>Mr Fletcher joined the meeting</i></p> <p>As a consequence of a recent Internal Audit further refinement of the new Policy for Trips and Visits was still in progress although a number of key changes were noted.</p> <p>Governors questioned and sought clarification on a number aspects of the Risk Register. It was agreed that Risk 17 should be re-visited to make more explicit and define the requirement to secure a longer-term on-going surplus and the immediate cash flow requirements particularly at different times of the year.</p> <p><b>6.2014 D1 Resolved: that the Risk Management Report (March 2014), the Risk Register and Management Action Plans for the key risks be received.</b></p> <p><b>6.2014 D2 Resolved: that the Risk Management Report (March 2014) and the Risk Register be referred to the next meeting of the Corporation in April 2014.</b></p>	<p><b>Director of Finance</b> <i>To action</i></p> <p><b>Clerk</b> <i>To action</i></p>
<b>7.2014</b>	<p><b>Internal Audit Reports 2013 - 2014</b> <i>(Paper C1 &amp; C2)</i> Mr Fletcher reviewed the key points in the <b>Progress Report</b>. He updated Governors with the status of the Risk Management Audit on Student Visits and gave an assurance that the delay was not related to major problems, merely diary congestion. He agreed to forward the latest Client Briefings to the College.</p>	<p><b>Baker Tilly</b> <i>To action</i></p>

	<p>The <b>Core Financial Controls Audit Report</b> had been satisfactorily completed with no recommendations and judged 'green', i.e. <i>substantial assurance can be taken by the Board that the controls are suitably designed and consistently applied</i>. The Chair congratulated the Director of Finance and her team on an outstanding report.</p>	Action
	<p><b>7.2014 D1 Resolved:</b> that, the <b>Internal Audit Progress Report and the Core Financial Controls Report</b> be received.</p>	
8.2014	<p><b>Board Assurance Framework -</b> (Paper D sent electronically) Mr Fletcher introduced the '<i>Baker Tilly Toolkit for FE Colleges</i>' by providing the background to this document and the new requirements on the Corporation, to report in the Annual Report that it is satisfied that the College has an adequate and effective framework for governance, risk management and control and has met its statutory obligations. In essence, the proposed framework builds upon and augments the College's own Risk Management Procedures. He briefly outlined an approach being followed by another client college.</p> <p>Governors questioned the benefits and the level of additional work involved in establishing the framework. The Director of Finance proposed that the Vice-Principal be asked to enhance the College's existing Risk Management programme to include and show the levels of assurance available for each risk. This was agreed.</p> <p>Governors agreed to Mr Boyle's suggestion that the Self-Assessment instrument in the Toolkit might be a useful place to start. The Chair and Cllr Clapham volunteered to join a Working Party with the Risk Management Champion, Director of Finance and either the Deputy Principal or Director of Learning to initiate the development of the Framework.</p>	<p>Director of Finance To action</p> <p>Director of Finance To action</p>
	<p><b>8.2014 D1 Resolved:</b> that, the <b>Baker Tilly Toolkit to provide a Board Assurance Framework</b> be received and taken forward through a joint governor and SLT Working Party.</p>	
	<p><b>8.2014 D2 Resolved:</b> that the Corporation be advised of this development and reminded about their responsibilities in respect of Risk.</p>	Clerk To action
9.2014	<p><b>Estimation of new Risks</b> Governors considered that there were no new risks identified during the meeting.</p>	
10.2014	<p><b>Date of next meeting</b> It was confirmed that the date of the next meeting would be <b>Tuesday 17<sup>th</sup> June 2014 @ 1730hrs.</b></p> <p>The Chair thanked members for their attendance and contributions and closed the meeting at 1825hrs.</p>	Governors

**Signed:**

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**Chair:**

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**Date:**

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