



Mission Statement: *Inspiring learning, developing character, building futures*

MINUTES OF THE MEETING OF THE AUDIT COMMITTEE

Date: Tuesday 21st November 2017
Venue: The Blackpool Sixth Form College
Room: Committee Room
Time: 4.30-5.20pm

Present: Ms D Taaffe (Chair)
Cllr D Clapham

Together with: Mr P Haydock (Senior Auditor-RSM)
Mr P Green (Head of Internal Audit-RSM)
Mr G Hitchmough (Audit and Assurance Partners-Mazars)
Mrs S Hawitt (Governance Administrator-FCAT)

Apologies: Ms L Gates

Not in attendance: Ms J Gray (Principal) attending a meeting with Ofsted

- 27.2017 Preliminaries**
The Chair welcomed everyone to the meeting.
- Apologies were noted
- 28.2017 Declarations of Interest**
There were no declarations of interest
- 29.2017 Consideration of any items of urgent business.**
There were no items of urgent business to discuss
- 30.2017 Confirmation of Quoracy**
It was noted the meeting was quorate
- 31.2017 Minutes of the meeting held on 19th June 2017**
The minutes of the meeting held on 19th June 2017 were approved
- 32.2017 Matters arising from the minutes not covered elsewhere on the agenda**
- a) Code of Governance** (item 19.2017 from the previous minutes) confirmation that the necessary information is included on the college website under the new code of conduct, any further changes will be communicated by Mazars
 - b) Risk Management** (item 22.2017 from the previous minutes) confirmation changes to the risk register had been clarified with the Chair and the head of Finance

- c) **Internal Audit Plan 2017-18** (item 20.2017 from the previous minutes) confirmation discussions had taken place between RSM, the Principal and the Head of Finance to determine the agreed plan for 2017-18.

33.2017 Internal Audit

Annual Internal Audit Report –year end 31st July 2017

Directors reviewed the Annual Internal Audit Report for 2016-2017 (paper 8.1) presented by the Head of Internal Audit from RSM. It was noted that apart from a partial assurance opinion of amber in regards to Directors Succession Planning a RAG (red, amber, green) rating of green was given for study programmes, examinations processes and academic quality framework.

It was noted that despite ongoing work to recruit Directors to the board some vacancies still remain, the Chair of the Search and Governance committee agreed with the opinion given for succession planning and gave some background into the work being carried out.

Internal Audit Planning Sheets:

The Head of Internal Audit shared the following planning sheets with Directors: Health and Safety Framework Review 2017-18, Risk Management and Assurance Framework 2017-18 and Student Bursaries and Free Meals 2017-18 which sets out key information relating to the Internal Audit Assignment, which includes dates and agreed deadlines, the internal audit team and client staff to be involved and the scope of the assignment.

33.2017 D1 Resolved: to recommend the Annual Internal Report 2016-17 to the Corporation for approval

34.2017 Annual Accounts for the year ending 31st July 2017

Directors received the Annual Accounts and Financial Statements (paper 9.1) for the year ending 31st July 2017. In the absence of the Head of Finance the Audit and Assurance Partner from Mazars informed Directors that the format for the end of year accounts is dictated by Joint Audit Code of Practice (JACOB) he also noted that the accounts are consistent and there had been virtual no change since last year.

Directors considered the Management Report which summarised the external auditor's findings from the year ending 31st July 2017 (paper 9.4). The Audit and Assurance Partner from Mazars presented the report page by page highlighting the following: Financial highlights, Significant Risks and Internal Control Recommendations. He drew attention to page 3 of the report and the movement in the recurrent grant from the Education Funding Agency it was noted that all other income proved to be very consistent.

Questions from Directors

In response to a concern about the potential loss of data/information, it was noted that back-up systems are in place and steps are being taken to improve these, it was also noted that cyber-crime is an ever increasing risk across society as a whole.

Asked about the lack of signed employment contracts on file, it was noted that contracts had been sent out to staff but not returned to the college. It was noted that this was an isolated case and the college continue to produce excellent reports to Directors.

- 34.2017 D1 Resolved to recommend the Annual Accounts for the year ending 31st July 2017 to the Corporation for approval**
34.2017 D2 Resolved: to recommend the Management Report on the Audit of the Financial Statement 31st July 2017 to the Corporation for approval
- 35.2017 Internal Audit Tracking Report**
 Directors considered the Internal Audit Tracking Report to date (paper 10.1) the Chair indicated there were no issues regarding this report
- 36.2017 Review of committees performance 2016-17**
- a) Annual Report**
 Directors considered the Annual Report of the Audit Committee year ending 31st July 2016 (paper 11.1) it was noted by the Head of Internal Audit –RSM that the report includes the relevant information and is consistent with requirements.
 - b) Key Performance Indicators (KPI) 2016-2017**
 Directors reviewed and approved performance against the committee’s KPI’s for 2016-17 (paper 11.2) with amends which had all be been achieved
 - c) Key Performance Indicators (KPI’s) 2017-2018**
 Directors agreed the KPI’s for 2017-2018
- 36.2017 D1 Resolved: to recommend the Annual Report of the Audit Committee year end 31st July 2017 to the Corporation for approval**
36.2017 D2 Resolved: to approve progress against the KPI’s 2016-2017
36.2017 D3 Resolved: to recommend the KPI’s 2017-2018 to the Corporation for approval
- 37.2017 Committee Terms of Reference**
 Directors reviewed the committee’s Terms of Reference (paper 12.1) and no changes were made
- 38.2017 Private meeting of the committee with Auditors without staff**
 There were no matters to discuss
- 39.2017 Private meeting of the committee without staff or Auditors**
 There were no matters to discuss
- 40.2017 Identification of any new risks**
 No New risks were identified
Date and Time of next meeting
 Tuesday 30th January 2018 at 4.30pm

Clerk

Signed _____

Date _____