

Audit Committee Meeting

Notice is hereby given to members that a meeting of the
Audit Committee
will be co-ordinated remotely via 'Zoom' meeting platform software across various domestic locations,
commencing 18.00hrs on 25 May 2021.

Chair:	Independent Member:	Dr Andrew Gilchrist
Members:	Independent Members:	Mary Hughes, Hilary Omissi OBE, Nicholas Woolf OBE
Officers:	Interim Chief Executive Officer	Dr Stephen Dowbiggin OBE
	Director of Finance & HR	Sarah Glasspool
	Internal Auditor	Mike Cheetham
	Financial Statements Auditor	Katharine Patel
Clerk:	Clerk to the Governing Body	Jonathan Lipscomb

PART 1

Item	Description	Presented by
	Standing Agenda Items	
1	Action in the Event of Fire	Clerk
2	Welcome and Apologies for absence	Clerk
3	Declarations of Interest Members and officers are reminded to declare any personal or financial interest in any item to be considered during the meeting.	Clerk
4	Notification of Any Other Business Standing item – College update on COVID-19	Chair
5	5.1 Draft Minutes (Part 1) of the Audit Committee Meeting on 1 February 2021 5.2 Draft Minutes (Part 1) of the Audit Committee Meeting on 9 February 2021	Chair
6	Matters Arising and Action Points from the Minutes (Part 1) of the Meeting on 9 February. 6.1 Schedule of Action Points from Audit Committee meeting 9 February 2021. (Part1)	Clerk

Items for Consideration and Approval		
7	Internal Audit – Final Reports 2020/21 7.1 Governance 7.2 Risk Management 7.3 Key Financial Controls 7.4 Departmental Audit – Apprenticeships 7.5 Follow-Up	Internal Auditor (RSM)
8	Update on Internal Audits 2020/21 [AC 20-21-09] 8.1 Learner Number Systems 8.2 Human Resources 8.3 Information Technology	Internal Auditor (RSM)
9	Director of Finance and HR Report [AC 20-21-10] (SG) 9.1 Policy on revaluation of Tangible Fixed Assets 9.2 Update on 2018/19 and 2019/20 Accounts 9.3 Additional Exceptional Audit Costs 9.4 Post Audit Code of Practice 2020/21 – impacts	CEO/Director of Finance and HR
10	Risk Management [AC 20-21-11] (SD) 10.1 College Risk Strategy 10.2 Risk Scoring Matrix 10.4 Risk Register 2020/21 update (Term 3) 10.5 Heat Map 2020/21 update (Term 3)	CEO
11	IA Outstanding Recommendations tracker	CEO/Director of Finance and HR
12	External Audit Strategy 2021/22	External Auditor (Buzzacott)
13	AOB	
14	Date of Next Meeting – 25 May 2021 To be confirmed at the meeting of the Full Governing Body on 14 July 2021	

PART 2

15	Draft Minutes (Part 2) of the Audit Committee Meeting on 9 February 2021	Chair
16	Matters Arising and Action Points from the Minutes (Part 2) of the Meeting 16.1 Schedule of Action Points from Audit Committee meeting 9 February 2021. (Part 2)	Clerk

17	Appointment of Internal Auditors [AC 20-21-12] (SD)	CEO
18	Update on advice regarding 'Funds at Risk' - Oral Report	CEO
19	Instances of Fraud – Oral Report	Director of Finance and HR
20	Freedom of Information Requests – Oral Report	Clerk
21	GDPR – Reported data breaches and related matters – Oral Report	CEO
22	Opportunity for Independent Governor Discussion	Chair