

Brooklands College  
AUDIT COMMITTEE

Notice is hereby given to members that a meeting of the Resources Committee will be held via 'Zoom' at 6 pm on Tuesday 9<sup>th</sup> November 2021

02 November 2021

Natalie Watt  
Clerk to the Corporation

## AGENDA – PART ONE

Item	Description	Responsible	TIME
	<b>STANDING ITEMS</b>		6 pm
1	<b>Action in the Event of Fire</b> STANDING INSTRUCTIONS FOR ZOOM MEETINGS.	Clerk	
2	<b>Welcome and Apologies</b>	Chair & Clerk	
3	<b>Declarations of Interest</b> Members and officers are reminded to declare any personal or financial interest in any item to be considered during the meeting.	Clerk	
4	<b>Notification of Any Other Business</b> Standing Item – College Update on COVID-19	Chair	
5	<b>Part 1 - Draft Minutes of the meeting held on 25 May 2021 for APPROVAL.</b>	Clerk	6.05 pm
6	<b>Part 1 Matters Arising - Minutes of the meeting held on 25 May 2021.</b>	Clerk	
	<b>ITEMS FOR INFORMATION, DISCUSSION &amp; APPROVAL</b>		6.15 pm
7	<b>2020/21 Internal Audit Reports to be presented by RSM Tenon.</b> 7.1 Annual Audit Internal Report and Opinion <b>To Follow</b> 7.3 HR Review Audit 7.4 Learner Number Systems Audit 7.5 IT Systems – <b>To Follow</b>	Internal Auditors (RSM Tenon)	
8	<b>IA Outstanding Recommendations Tracker Report</b> To receive a report for information and discussion. <b>To Follow</b>	Exec Dir. Finance, Resources & People Performance	
9	<b>2021/2022 Internal Audit Plan</b> To receive a report from the newly appointed Internal Auditors, Transforming, Inspiring, Advising, Assuring Ltd.	TIAA Ltd	
10	<b>External Audit Plan for 2020/2021</b> i. Fraud Questionnaire ii. Draft Regularity Audit Self-Assessment	External Auditors (Buzzacotts)	

<b>Questionnaire</b>			
<b>11</b>	<b>Risk Management – To Follow</b> i. Risk Register 2021/22 ii Risk Register Scoring matrix	<b>Executive director of Finance, Resources &amp; People Performance</b>	
<b>12</b>	<b>Audit Committee Self-Assessment</b> To receive a report for review, discussion and approval.	<b>Chair (With Chair for comment)</b>	
<b>13</b>	<b>Any Other Business</b> <ul style="list-style-type: none"> <li>Draft Annual Workplan for the Audit Committee for information and Comment</li> </ul>	<b>Clerk</b>	
<b>PART TWO – CONFIDENTIAL ITEMS</b>			
<b>14</b>	<b>Date of Next Meeting</b> <ul style="list-style-type: none"> <li><b>Wednesday 15<sup>th</sup> December at 3pm</b> on site at Brooklands College (just prior to the Corporation meeting at 6pm) - <b>TBC</b></li> <li><b>Tuesday 8 February 2021 6pm via ZOOM.</b></li> </ul>		