

Brooklands College  
AUDIT COMMITTEE

Notice is hereby given to members that a meeting of the Audit Committee will be  
held via 'Zoom' at 6 pm on Tuesday 24<sup>th</sup> May 2022

16/05/2022

Natalie Watt  
Clerk to the Corporation

## AGENDA – PART ONE

Item	Description	Responsible	TIME
	<b>STANDING ITEMS</b>		6pm
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 8 February 2022 for APPROVAL.</b>	Clerk	6.05pm
6	<b>Part 1 - Matters Arising from the meeting held on 8 February 2022.</b>	Clerk	
	<b>ITEMS FOR INFORMATION, DISCUSSION &amp; APPROVAL</b>		6.15pm
7	<b>Internal Audit Reports 2021-22</b> To Receive:  i) <b>Internal Audit Progress Report &amp; Recommendations Tracker</b>  a) <b>Key Financial Controls – Report Attached</b> b) <b>Business Continuity Planning &amp; Emergency preparedness – Report attached</b>  ii) <b>To Note:</b> a) Wellbeing – May 2022 b) New MIS System (Processes and Procedures) – June 2022 c) Follow Up Audit – TBA	Internal Auditor (TIAA)	
8	<b>Office for Students – To Follow</b> To receive an update on the latest ILR Data Review.	Executive Director Finance, Resources & People Performance	

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9	<b>Annual Audit Plan</b> To receive the proposed Internal Audit Plan for 2022/2023 from the Internal Auditors for approval.	<b>TIAA (Internal Auditor)</b>	
10	<b>Audit of Financial Statements 2021-22</b> To receive and approve the draft plan on the delivery of the Financial Statements and Regularity Audits for 2021/22.	<b>Buzzacotts</b>	
11	<b>Audit Reports and opinions for 2018-19, 2019-20 and 2020-21 Accounts. –</b> To discuss and approve the requirements and actions needed to complete the approval process of the above Financial Statements.	<b>Buzzacotts</b>	
12	<b>Additional Exceptional Audit costs 2021-22</b> To receive a report for information and approval of additional costs incurred in 2021-22.	<b>Executive Director Finance, Resources &amp; People Performance</b>	
13	<b>Risk Management – To Follow</b> Risk Register 2021/22 and Risk Register Scoring Matrix	<b>Executive Director Finance, Resources &amp; People Performance</b>	
14	<b>Any Other Business</b>	<b>Clerk</b>	
<b>PART TWO – CONFIDENTIAL ITEMS</b>			
23	<b>Date of Next Meeting</b> <ul style="list-style-type: none"> <li>To Be Advised</li> </ul>		