

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 8th February 2022

31 January 2022

Natalie Watt
Clerk to the Corporation

AGENDA – PART ONE

Item	Description	Responsible	TIME
	STANDING ITEMS		6 pm
1	Action in the Event of Fire STANDING INSTRUCTIONS FOR ZOOM MEETINGS.	Clerk	
2	Welcome and Apologies New Member – Rick Parish.	Chair & 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	Part 1 - Draft Minutes of the meeting held on 9 November 2021 for APPROVAL.	Clerk	6.05 pm
6	Part 1 - Matters Arising from the meeting held on 9 November 2021.	Clerk	
	ITEMS FOR INFORMATION, DISCUSSION & APPROVAL		6.15 pm
7	Internal Audit Reports 2020-21 7.1 Secure Remote Working – Final	Executive Director Finance, Estates & People Performance	
8	2021-22 Internal Audit 8.1 Learner Numbers Audit Report – Follow up on RSM Audit 2020-21 – TO FOLLOW 8.2 Update on Audits 2021-22 a. Key Financial Controls – Draft Audit Planning Memorandum b. Business Continuity – Draft Audit Planning Memorandum c. Learner Numbers – <i>Verbal Update</i> d. Wellbeing – Draft Audit Planning Memorandum e. New MIS System (Processes and Procedures) – <i>Verbal Update</i> f. Follow Up Audit – <i>Verbal Update</i>	Internal Auditor (TIAA)	

	8.3 Recommendations tracker (report from TIAA portal)		
9	Risk Management Risk Register 2021/22 and Risk Register Scoring Matrix	Executive Director of Finance, Resources & People Performance	
10	Selection process for External Audit To receive an oral report for discussion on the proposed contract process for the appointment of External Auditors.	Executive Director of Finance, Resources & People Performance	
11	Any Other Business <ul style="list-style-type: none"> • Terms of Reference for information. 	Clerk	
	PART TWO – CONFIDENTIAL ITEMS		
12	Date of Next Meeting <ul style="list-style-type: none"> • Tuesday 26th May 2022 at 6pm via ZOOM 		