

AUDIT COMMITTEE

Minutes of the meeting held on **20th March 2018** at 5:30 pm.

Present:	Mr Andy McHale (Chair); Graeme Birch Rubina Chaudary and Mr David Jones.
In attendance:	Mrs Anne Barker (Clerk); Mr David Blower (Assistant Principal); Mr Lee Glover (Haines Watts – Internal Auditors)
1)	<u>Apologies for Absence</u> REPORTED: Apologies for absence were recorded for Mr Norman MacDonald (Director of Finance).
2)	<u>Declaration/s of interest/s.</u> REPORTED: No declaration of interest/s were made.
3)	<u>Declaration of any potential conflict/s of interest with items on the agenda.</u> REPORTED: No declaration of potential conflict/s of interest with items on the agenda were made.
4)	<u>Notification of Any Other Urgent Business.</u> There was no notification of Any Other Urgent Business.
5)	<u>Minutes of the previous meeting.</u> CONSIDERED: The Minutes of the meeting held on 21 st November 2017, PAPER AUD/18/03/05. RESOLVED: That the Minutes be approved as an accurate record and be signed by the Chair.
7)	<u>Matters Arising.</u> The Chair reminded members of the revision to the Minute about Terms of Reference made after the last meeting.

External Audit items

7) Sub-contracting arrangements – Annual Audit

REPORTED:

On the Annual Audit 2017-18 (required by ESFA) by RSM (Auditors).

David Blower, Assistant Principal, reported that the Audit is an Audit requirement required by the ESFA by 31st May 2018, and is on going. He expects that the College will receive a more comprehensive report and better value for money with Haines Watts and Lee Glover.

Lee Glover reported that he had followed up areas in last year's Audit report and this year's Report will update. The Report will be available to the next meeting.

Internal Audit items

8) Internal Audit: Annual Plan 2017-18

RECEIVED:

A verbal update to report progress on the Internal Audit Annual Plan.

David Blower reported that Block One, Estates had been completed and that Block 2 will have 3 areas; Student Records, Financial Controls and the Sports Centre, which will be conducted after Easter.

9) Internal Audit Report:

CONSIDERED:

The Internal Audit Report: Block 1, 2017-18; on Estates; PAPER AUD/18/03/09.

REPORTED:

Lee Glover spoke to key points and recommendations in the Report. The College estate is now showing some signs of age as it is 10 years old, and is in need of detailed planned maintenance schedules. An Estate Strategy is also recommended.

The team needs development. He reported on Appendix D and the recommendation made to record similar/related instances to help identify problems.

David Blower responded that the recommendation for an Estates Strategy would be pursued. He is attempting to obtain a copy of the ESFA Report 2017. He also reported that a maintenance company is needed to manage the work and the Director of Finance will open a tender for this to include the Crescent too.

A governor asked about the purpose of the DfE Survey undertaken concurrently with the Audit of Estates. David Blower will await the Report to determine how useful it may be in terms of Estates.

10) Risk Register (Update) and Assurance Framework

RECEIVED:

An update on the Risk Register from David Blower, Assistant Principal, (Students and Operations), PAPER AUD/18/03/10.

Governors were reminded that development and progress of an Assurance Framework is now reported within the Risk Register.

David Blower informed members that he had updated the last version of the Risk Register in the Further Actions column. He referred members to the document and spoke about the updates. He reported that he would add anti bribery training to the Register.

11 Financial Regulations – Annual Review

RECEIVED:

A Report from David Blower (in the absence of the Director of Finance) on revisions and updates recommended to be made to the Financial Regulations, PAPERS AUD/18/03/11 i & ii.

The Executive Summary asked whether the College still used performance measures to assess the work of internal and external auditors. David Blower circulated some information from another provider as an example to refer to. Governors asked about value for money of such exercises and the difficulty in objective measuring. Lee Glover said that he is working on Survey Monkey to offer a tool to the College and that he will work with David Blower before the next meeting to merge the 2 documents for their consideration.

RESOLVED:

To recommend the revisions to the Corporation for approval.

Graeme Birch left the meeting

12 Any other business.

There were no matters of any other business.

13 Date of next meeting:

REPORTED:

The date of the next meeting is 5th June 2018 at 5.00 pm

The meeting closed at 6.20pm.

Anne Barker,
Clerk to the Corporation,
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