

THE SIXTH FORM COLLEGE, SOLIHULL

Audit Committee

Minutes of a meeting held on Tuesday 28 June 2016 at 4.40pm.

Present: Peter Farrow (Chair), Luke Banks

Clerk: Janice Hamilton

Secretary: Janet Parkes

In attendance: Louise Tweedie [RSM], Nick Simkins [Moore Stephens]

1 Apologies were received and accepted from Katie Chester and David Munton. The Clerk informed the Committee that Katie Chester had tendered her resignation from the Board. Members wished to pass on its sincere thanks for her contribution to the Audit Committee.

2 Declaration of Interests

The Clerk must be informed of any changes to members' declaration of interest form as and when a change takes place. Governors must declare the nature and extent of any financial and personal interest in any agenda item and must take no part in the consideration of that item or vote on any question with respect to that item, or form part of the quorum. Governors must withdraw where requested to do so by a majority of the members of the Board present at the meeting.

The Chair informed the meeting that the Clerk attends all Board and Committee meetings. If she is requested or required to answer questions or to present a paper in her role as Vice-Principal, a Temporary Clerk will be appointed for that part of the meeting.

Resolved: Janice Hamilton declared an interest in agenda item 5, Risk Management, as she is presenting in her role as Vice-Principal; Janet Parkes will be Acting Clerk for this item.

Governors noted the College Mission and guidance on presentation of papers.

3 Minutes of previous meeting held on 19 April 2016 were agreed and signed.

4 Matters arising

Item 6, Implications of Academisation: the College is proceeding with legal and financial due diligence and the application for academisation following approval by the Corporate Board.

Resolved: that Janet Parkes be Acting Clerk for agenda item 5.

5 Risk Management Review

Peter Farrow was pleased to note the absence of 'red' risks.

6 Internal Audit Reports

Confidential item, minuted separately.

7 Performance Indicator Questionnaires for Internal Audit

The Committee noted the many positive responses in the questionnaires, and asked if RSM is pleased with the outcomes. Louise Tweedie said she is very pleased with the responses. RSM will issue its own feedback summary to the College at the year end.

8 Internal Audit Strategy 2016-19 and Plan 2016/17

Confidential item, minuted separately.

Resolved: the Committee approved the internal audit plan for 2016/17 and the internal audit strategy to 2019.

9 External Audit Planning Letter

Nick Simkins drew attention to page 7, which highlights the audit risks including FRS102 which Clare Sutton had addressed in a report to a previous Committee meeting. The audit will take place week beginning 10 October 2016 (amendment to page 10).

10 Audit Action Plan

The two completions and one change of date were noted. In response to a question from Peter Farrow, Louise Tweedie confirmed that deadlines are agreed between the College and RSM. Actions from the audit reports discussed at agenda item 6 will be added to the action plan for the next Committee meeting.

11 Review of Confidential Minutes 2014/15

The Committee considered the proposals to release certain minutes into the public domain.

Resolved: the Committee approved those minutes to be released into the public domain.

12 Draft Regularity Audit

As far as Louise Tweedie is aware, the proforma is unchanged for this year. Luke Banks agreed to carry out the review of the evidence at a date to be arranged in September. *Post-meeting note: the new Joint Audit Code of Practice has been released since the Committee meeting which confirms that the regularity audit for this year is unchanged.*

13 Determination of Confidential Items

Resolved: that the following documents be confidential and minuted separately: item 5 Risk management; item 6 Internal audit reports; item 7 PI questionnaires; item 8 Internal audit strategy; item 9 External audit planning letter; item 10 Audit action plan; item 11 Confidential minutes deemed to remain confidential; item 12 Regularity audit whilst in draft.

Resolved: that the following minutes be confidential: item 6 Internal audit reports; item 8 Internal audit strategy.

14 Review of the Meeting

The Chair drew attention to the proformas, and invited members to complete the form and hand to Janet Parkes at the end of the meeting. Two out of a possible two forms were returned, both with positive responses.

- 15 Date of next meeting:** the dates in the draft calendar will be emailed to Audit Committee members, Louise Tweedie and Nick Simkins.

The meeting closed at 5.25pm.

Released into public domain on 27 March 2017

6 Internal Audit Reports

- 6.2 Strategic Planning: Louise Tweedie had met a cross-section of College leaders and was pleased to confirm that the processes are embedded. No recommendations arose from the audit. Peter Farrow said the detail in this report is really helpful.
- 6.3 Progress Report: Louise Tweedie drew attention to page 2, paragraph 1.1, and confirmed a positive assurance profile and strong outcomes from this year's audits. She also highlighted key issues currently affecting the sector and details of developments in this regard that may be of interest to the College. Peter Farrow commented on the useful information contained in the report and asked if it is distributed to a wider audience. The Clerk confirmed that the progress report is issued to the College Leadership Team.