

THE SIXTH FORM COLLEGE, SOLIHULL

Audit Committee

Minutes of a meeting held on Tuesday 20 June 2017 at 4.30pm.

Present: Peter Farrow (Chair), Luke Banks, Jonathan Bridges

In attendance: Louise Tweedie (RSM), Glen Bott (Moore Stephens)
Martin Sullivan (Interim Principal), Clare Sutton (Director of Finance)

Acting Clerk and Secretary: Janet Parkes

1 Apologies were received and accepted from Nick Simkins and Janice Hamilton.

Resolved: to re-appoint Peter Farrow as Chair of the Committee to 31 December 2017 when his current term of office as a governor expires.

2 Declaration of Interests, Presentation of Papers, College Mission

The Clerk must be informed of any changes to governors' declaration of interest form as and when a change takes place. Governors must declare the nature and extent of any financial and/or 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 members 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, an Acting Clerk will be appointed for that part of the meeting.

Resolved: there were no declarations of interest.

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

3 Minutes of previous meeting held on 28 March 2017 were agreed and signed.

4 Matters arising: none

5 Risk Management Review 2016/17

Martin Sullivan provided clarification of the risks in the report which are amber or red. Confidential item, minuted separately.

6 External Audit Planning Letter

Glen Bott reported that Nick Simkins had previously met with Clare Sutton to go through the draft document. He highlighted sections of the document. Confidential item, minuted separately.

Resolved: the Committee approved the external audit planning letter for audit of financial statements for year ending 31 July 2017 and regularity audit.

7 Internal Audit Plan 2017/18

Louise Tweedie presented the report. Confidential item, minuted separately.

Resolved: the Committee approved the internal audit plan for 2017/18.

8 Internal Audit Reports

Louise Tweedie highlighted sections of the reports. Confidential item, minuted separately.

Peter Farrow on behalf of the Committee and the College thanked Louise Tweedie for the work she has provided to governors and the support given to the College.

9 Performance Indicator Questionnaires for Internal Audit

Positive comments on the questionnaires were noted. In response to a question from Jonathan Bridges, it was confirmed that this is a College document.

10 Audit Action Plan

Martin Sullivan provided further explanation on some of the actions. Confidential item, minuted separately.

11 Strategic Priorities Dashboard

The Committee agreed that 2b should be moved to the completion stage. The full dashboard will go to the Corporate Board on 4 July 2017.

12 Draft Regularity Audit 2017

In response to a question from Peter Farrow, Clare Sutton confirmed that the document does need to be completed this year. However, due to election purdah the form has not yet come through, therefore last year's proforma has been used for the draft. Luke Banks, who had audited the evidence for the regularity audit last autumn, offered to audit this year's evidence in the autumn term.

13 Determination of Confidential Items

Resolved: that the following items be confidential and minuted separately: item 5 Risk management plan; item 6 External audit planning letter; item 7 Internal audit plan; item 8 Internal audit reports; item 9 Performance indicator questionnaires (document only); item 10 Audit action plan; item 11 Strategic priorities dashboard (document only); item 12 Draft regularity audit.

14 Review of the Meeting

Three out of a possible three completed forms were returned, all with positive responses.

15 Date of next meeting: to be determined.

Peter Farrow wished to thank everyone for their input to the Committee and wished the College success for the future in the Trust.

The meeting closed at 5.35pm.