

## **THE SIXTH FORM COLLEGE, SOLIHULL**

### **Audit Committee**

Minutes of a meeting held on Tuesday 28 March 2017 at 4.35pm.

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

**In attendance:** Louise Tweedie (RSM), Martin Sullivan (Vice-Principal)

**Clerk:** Janice Hamilton

**Secretary:** Janet Parkes

**1 Apologies** were received and accepted from Nick Simkins. Peter Farrow had sent his apologies for lateness.

#### **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:* Janice Hamilton declared her interest in agenda item 5 Risk Management and agenda item 6 H&S Trips & Visits audit report; Janet Parkes will be Acting Clerk for these items.

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

**3 Minutes of previous meeting held on 6 December 2016** were agreed and signed.

#### **4 Matters arising**

Item 15, Audit action plan: there was a query regarding a deadline date for point 1.5 of the HR audit and this has been revised (see agenda item 7).

*Resolved:* to defer agenda items 5 and 6 to later in the meeting.

#### **7 Audit Action Plan**

*Resolved:* the Committee approved the Audit Action Plan.

#### **8 Performance Indicator Questionnaires for Internal Audit**

The Committee noted that all responses are positive.

#### **9 Audit going forward into the Multi-Academy Trust**

Confidential and minuted separately.

## **10 Assurance Mapping 2016/17**

Confidential and minuted separately.

*Resolved:* the Committee supports a programme of internal audit for 2017/18.

## **11 Independent Access to the Audit Committee**

The information was noted.

## **12 Review of Confidential Minutes 2015/16**

The recommendations for release of confidential minutes were considered.

*Resolved:* the Committee agreed those minutes for release into the public domain.

## **13 Review of Register of Interests**

The file of register of interests, held by Janet Parkes, was sampled by governors.

## **14 Strategic Priorities Dashboard**

Progress with the one strategic priority on risk management was noted. The next update will go to the Committee meeting in June. The annual review will be completed in September.

## **5 Risk Management Mid-Year Monitoring Report**

Attention was drawn to specific sections of the report. Confidential and minuted separately.

## **6 Internal Audit Reports**

Louise Tweedie presented RSM's reports.

6.1 Human Resources 1.16/17: confidential and minuted separately.

6.2 H&S Trips & Visits 2.16/17: confidential and minuted separately.

6.3 Progress Report: the audit plan is on track, and the next visit is during week beginning 3 April 2017.

6.4 FE High Priority Management Actions: RSM undertook an analysis of high priority management actions agreed with its FE clients in 2015/16. Peter Farrow agreed that the report provides interesting information and mirrors the audits in the College.

6.5 Gender Pay Gap Reporting: from 5 April 2017 this becomes a requirement for organisations with more than 250 employees. Whilst the College will not have to comply with this, the Trust will. Luke Banks asked if the Trust is aware of this. Martin Sullivan said he would raise this with Martyn Collin. Peter Farrow said that even though the College does not meet the threshold, it would be interesting to record a snapshot on 5 April 2017 for discussion at the HR Committee.

6.6 FE Benchmarking: the report provides a comparison of the average number of recommendations in assurance reports for 2015/16. There were no high priorities in 2015/16 for this College. The Committee agreed it was interesting to see where the College fits in the analysis.

**15 Determination of Confidential Items**

*Resolved:* that the following items be confidential and minuted separately: item 5 Risk management; items 6.1, 6.2 and 6.3 Internal audit reports; item 7 Audit action plan; item 8 PI questionnaires (documents only); item 9 Audit going forward into the MAT; item 10 Assurance mapping; item 11 Independent access (document only); item 12 Minutes deemed to remain confidential.

**16 Review of the Meeting**

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

**17 Date of next meeting:** 20 June 2017.

The meeting closed at 6.05pm.