

**Tuesday 14th November 2023, 5.30pm
remote online meeting**

AGENDA

Members:

Somayina Ebele – Chair of the Committee
Sarah Medicoff
Dave Navarro
Chukwuweta Uraih

Invited attendees:

Catherine Biscoe, Partner, Buzzacott LLP
Graham Thompson, Principal
Margaret Searle, Director of Finance and Resources

Chair of the Committee:

1. **Opening Prayer**
2. **Apologies**
3. **Declarations of interest**
4. **Minutes of meeting held on 16th May 2023:** for agreement and signing
(Appendix Item 4)
5. **Matters arising:**

Action points from previous meeting:

- **Whistleblowing Policy** The recommended changes had been made to the Whistleblowing Policy which will be submitted for final approval by the Full Governing Body at the meeting on 4th July 2023. Clerk to add to the agenda. **Action: Clerk. *The policy was approved by the Full Governing Body on 4th July 2023.***
- **Letter of engagement with Buzzacott** It was agreed that this will be forwarded to the Chair of the Committee by email following the meeting. **Action: Clerk/Director of Finance and Resources. *Completed.***
- It was agreed that at the next meeting enrolment issues and any details of actions taken to mitigate the issues will be included. **Action: Director of Finance and Resources. *Added to this agenda.***
- The Board Assurance Framework will be included in the Full Governing Body papers in July 2023. Clerk to add to the agenda. **Action: Clerk. *Clerk added to the agenda.***

- **Timetable of meetings for 2023 – 2024 (draft in papers)** The circulated timetable of meeting was agreed. It was agreed that the Clerk will email the dates to the Committee. **Action: Clerk. Completed.**
 - **Review of effectiveness and membership (questionnaire will be online)** It was agreed that this will be circulated by the Clerk. **Action: Clerk. Not completed but will be circulated for all future meetings.**
 - **CSQ Committee: At the CSQ meeting on 10th October 2023, the Committee recommended that the Audit Committee focus on Teacher Recruitment and add to the Risk Register. See item 8.**
6. **Regularity Audit Self-Assessment 2022-23:** Committee to formally receive the final version of the completed questionnaire as submitted to the auditor. This version was approved following consultation with the Audit Committee members, by email on 5th October 2023, and subsequently signed by Nader Sheta (Chair of Governors) and Graham Thompson (Principal) – final signed version uploaded to GovernorHub. **(Appendix Item 6)**
 7. **Internal Audit: College Action Report: Director of Finance and Resources (Appendix Item 7)**
 8. **Risk Management:**
 - 8.1. To receive the updated risk register and policy (in papers) **(Appendix Item 8.1)**
 - 8.2. Principal to present verbal report on key active and emerging risks.
 9. **Internal Audit: Assessment of internal control/audit assignments (Appendix Item 9)**
 10. Specification for Internal Audit 2023/24, reports to include:
 - Funding Assurance (Appendix item 10.1)**
 - Key Financial Controls (Appendix 10.2)**
 11. Specification for Internal Audit 23/24 (attached)
 - 11.1 Funding Assurance **(Appendix 11.1)**
 - 11.2 Key Financial Controls **(Appendix 11.2)**
 12. **Board Assurance Framework:** To confirm that the framework reviewed in Summer 2023, approved by the Governing Board (in papers) provides assurance in conjunction with the IAS assignments for end of year financial statements 2022-23. **(Appendix Item 12)**
 13. **Audit Committee Annual Report to Governors for 2022-23:** For discussion and agreement. Audit Committee members are asked to consider specifically whether the report reflects all the activities that the committee has or should be carrying out; including the audit plans and levels of assurance in place. This report will be filed with the ESFA. There is no annual opinion from IAS. **(Appendix Item 13)**

14. To receive an update on any enrolment issues and any actions taken to mitigate the issues will be included – Verbal update

15. Any Other Business

This items below will be taken in the joint session with the Finance and Resources Committee and the Governing Body at 6:30pm.

16. FMCE: To note the completed non-mandatory self-evaluation for 2022-23: Director of Finance and Resources

17. Financial Statements for year ended 31st July 2023, to be presented by Buzzacott, Financial Statements, Auditors

18. Post-Audit Management Report for 2022-23 including Regularity

19. Letter of Representation

20. **Date of next meeting:** Tuesday 27th February 2024 at 5:30pm

21. **Closing Prayer**