GOVERNORS AUDIT COMMITTEE

Tuesday 7th May 2024 at 5.30pm
remote online meeting via Zoom

Members:
Daniel James-Proffitt – Student Governor
Dave Navarro – Foundation Governor
Chiweta Uraih – Foundation Governor
Gabrielle Williams-Hamer – Co-opted Governor

Invited attendees:
Catherine Biscoe, Partner, Buzzacott LLP, External Auditors for items 1-13
Graham Thompson, Principal
Margaret Searle, Director of Finance and Resources
Paul Goddard – Representative Scrutton Bland for items 1-12

Agenda

1. **Election of Chair and Vice Chair of the Committee**

2. **Opening Prayer**

3. **Apologies for absence**

4. **Declarations of interest**

5. **Minutes of meeting held on 26th February 2024, for review and approval**

6. **Matters arising, not covered by agenda items: None**

7. **Action points from previous meeting: All completed.**

8. **Post 16 Audit Code of Practice 2023 to 2024:** To receive updated code *(in papers)* and note changes to requirements (listed on page 6).

9. **Update on the College Financial Handbook (March 2024)**

10. **Committee time with Auditors (if required)**

11. **IAS (Internal Audit Service) Scrutton Bland:** Presentation and review of Learner Number System assignment report

12. **Regularity and Financial Statements Audits: Buzzacott:**
    12.1.   Audit plan for year ending 31st July 2024 *(in papers)*
    12.2.   Regularity Self-Assessment process *(questionnaire in papers)*
    12.3.   Letter of engagement with Buzzacott

13. **Risk Management:**
    13.1   Updates to full register for note (*register and action plan in papers – changes highlighted*)
    13.2   Principal to present verbal report on key active internal controls and emerging risks.

14. **Internal Audit Action Report** (*in papers if applicable*)

15. **Board Assurance Framework**: Confirmation that the committee is satisfied that the controls are adequate, and the cycle of assurance reviews is effective to give the appropriate assurance to the Governing Body. (*Latest updated version in papers*).

16. **Internal Audit:**
    Risk-based consideration of priorities for commissioning audit assignments to confirm cycle of Assignment/IAS Planning and Strategy document

17. **Committee business:**
    17.1.   Timetable of meetings for 2024-25 (*draft in papers*)
    17.2.   Review of effectiveness and membership (*questionnaire will be online*)

18. **Any other business**

19. **Date of next meeting: Tuesday 12th November 2024 at 5:30pm**

20. **Closing Prayer**