

**Tuesday 3rd March 2020 (Meeting Room, 075)
5.30pm
(Refreshments from 5pm)**

AGENDA

In attendance:

Mrs S Flannery, Principal (at request of committee)
Mrs S Plumb, Senior Business Manager (at request of committee)
Mrs M Searle, Head of Finance (at request of committee)
Ms L Raynes, RSM Risk Assurance LLP
Mrs E Lewis, Clerk to the Governors
Mr G Thompson, Associate Principal - observer

1. **Opening Prayer**
2. **Apologies:**
3. **Introductions**
4. **Declarations of Interest**
5. **Committee time with Auditors if required**
6. **Minutes of meetings held on 19th November 2019:** Previously circulated on 3rd December 2019 and reported to full Board, 5th December 2019
7. **Action Points from previous meeting:**
 - 7.1. Annual report of the Audit Committee – was agreed, signed and presented to the full Governing Body on 5th December 2019; published on the website and a copy submitted to the ESFA
8. **Matters Arising, not covered by agenda items:**
9. **Internal Audit Service: Ms L Raynes:**

To present report on IAS assignment visit in January 2020 (*report in papers*)
10. **Internal Audit: College Action Report:** (*in papers*)
11. **Risk Management:**
 - 11.1. To receive updated risk register and policy (*in papers*)
 - 11.2. Principal to present verbal report on key active internal controls risks & emerging risks.
12. **Board Assurance Framework:** To review design and effectiveness and consider any updates for current year (*current agreed Board Assurance Framework in papers*).
13. **Internal Audit Strategy for 2020 – 2021:** Initial discussion on recommendations for IAS planning - to initiate planning of Internal Audit Strategy for 2020 - 21 (*in papers*)
14. **Committee terms of reference:** Routine review (*in papers*)

15. **Insolvency Guidance** – to receive and note updates to the Guidance in the revised version (January 2020) (*in papers*)
16. **Auditors Performance Reviews:**
 - 16.1. **Review of the performance of Buzzacott, Financial statements auditors and setting of PI's for year end 2020** (performance indicators questionnaire *in papers*)
 - 16.2. **Review of the performance of RSM, Internal Audit Service and setting of PI's for 2020 - 2021** (performance indicators questionnaire *in papers*)
17. **Any other business**
18. **Date of next meeting:** Tuesday 5th May 2020

Distribution:

Mr N Sheta
Ms L Raynes RSM
Mrs M Searle

Mr R Vianello
Mrs B Meier
Mrs S Flannery
Clerk

Mr S Ebele
Mrs S Plumb
Mr G Thompson