

**Tuesday 19th November 2019 in Conference Room (Staff Room)
5pm
(Refreshments from 4.45pm)**

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, Audit Manager, RSM Risk Assurance LLP
Mrs C Biscoe (tbc) Partner, Buzzacott LLP for item 16
Mrs E Lewis, Clerk to the Governors
Mr G Thompson, Associate Principal - observer

1. **Opening Prayer**
2. **Apologies:** Mrs B Meier. Mr S Ebele will attend via tele-conferencing
3. **Introductions**
4. **Declarations of Interest**
5. **Committee time with Auditors if required** (Financial Statements Auditors will attend from item 16)
6. **Minutes of meetings held on 7th May 2019:** Previously circulated on 25th June 2019 and reported to full Board, 3rd July 2019
7. **Action Points from previous meeting**
8. **Matters Arising, not covered by agenda items:**
9. **Regularity Audit Self-Assessment 2018 - 19:** committee to formally receive the final version as submitted to auditors. This version was approved following consultation with Audit committee members by email 29th August - 6th September 2019 and subsequently signed. (*final signed version in papers*)
10. **Internal Audit Service: Ms L Raynes:**
 - 10.1. To present report on Staff Handbook assignment
 - 10.2. To finalise assignment scope and field work as set out in the Internal Audit Strategy / Plan for 2019 – 20 approved by the full Governing Body on 3rd July 2019 (*in papers*).
 - 10.3. Annual Summary of Assignments for 2018 - 19
11. **Internal Audit: College Action Report:**
12. **Risk Management:**
 - 12.1. To receive updated risk register and policy (*in papers*)
 - 12.2. Principal to present verbal report on key active risks.

13. **Board Assurance Framework:** To confirm that the framework reviewed in Summer 2019, approved by the Governing Body provides assurance in conjunction with the IAS assignments for end of year financial statements 2018 – 19.
14. **Audit Committee Annual Report to Governors for 2018 – 19:** For discussion and agreement (*draft in papers*). 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. Confirmation of this report will also be a review of effectiveness of the committee.

15. **Any other business**

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16. **6.15pm. THIS ITEM TO BE TAKEN IN JOINT SESSION WITH THE FINANCE & RESOURCES COMMITTEE:**

- 16.1. **FMCE¹:** to note completed non-mandatory self-evaluation for 2018 - 19: Mrs Plumb. (*in papers*)
- 16.2. **Financial Statements for year ended 31st July 2019 to be presented by Buzzacott, Financial Statements Auditors:**
- 16.2.1. Report & Financial Statements (Consolidated Accounts) for year ended 31st July 2019 (*draft in papers*)
- 16.2.2. Post - Audit management report for 18 – 19 including Regularity (*draft in papers*)
- 16.2.3. Letter of Representation

AUDIT COMMITTEE MEETING CONCLUDES

AUDIT COMMITTEE and AUDITORS TO LEAVE MEETING AT THE END OF THIS ITEM

Distribution:

Mr N Sheta	Mr R Vianello	Mr S Ebele
Ms L Raynes RSM	Mrs B Meier	Mrs C Biscoe Buzzacott
Mrs M Searle	Mrs S Flannery Clerk	Mrs S Plumb

¹ Financial Management Control Evaluation