

**Tuesday 1st March 2022
5.30pm
To be held remotely via ZOOM video conferencing**

AGENDA

In attendance:

Mr G Thompson, Principal / Accounting Officer (at request of committee)
Mrs M Searle, Director of Finance & Resources (at request of committee)
Mrs E Lewis, Clerk to the Governors

1. **Opening Prayer**
2. **Apologies:**
3. **Declarations of Interest**
4. **Committee time with Auditors if required – no auditors will be present**
5. **Minutes of meeting held on 16th November 2021:** *In papers*, previously circulated on 7th December 2021 and reported to full Board, 9th December 2021; for review and agreement.
6. **Action Points from previous meeting:**
 - 6.1. Short-list of audit firms to be invited to express and interest in providing an external audit service was circulated. Further actions to be reported under item 8
 - 6.2. Internal Audit Strategy / Plan for 2021 – 2022: Dates of assignment visit and total days subsequently confirmed as agreed 9½ days, visit in mid-March 2022.
 - 6.3. Annual report of the Audit Committee, 2021 - 2021 – was agreed, signed and presented to the full Governing Body on 9th December 2021; published on the website and filed on time with the ESFA
 - 6.4. Refreshed letter of engagement with Buzzacott – was duly signed and returned
7. **Matters Arising, not covered by agenda items:**
8. **Selection of External Auditors: Mrs Searle:** To consider the proposals received in response to the college invitation to provide quotes for the provision of an external audit service to the college and its trading subsidiary for five years from 1st August 2022. **Recommendation of appointment to be made to the full Governing Body on 22nd March 2022.** (*in papers*)
9. **Internal Audit: College Action Report:** (*in papers*)
10. **FMCE¹ improvement plan – progress 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.

¹ Financial Management Control Evaluation

12. **Board Assurance Framework:** To review draft re-design and consider any updates for current year (*draft re-designed Board Assurance Framework in papers*).
13. **Internal Audit Service:** To receive notice of disengagement from RSM and discuss internal audit strategy for the college going forward from 2022 – 2023.
14. **Auditors Performance Reviews:**
 - 14.1. **Review of the performance of Buzzacott, incumbent External Auditors**
(performance indicators questionnaire *in papers*)
 - 14.2. **Review of the performance of RSM, Internal Audit Service:** Defer to summer term meeting following the completion and reporting of the audit assignment work.
15. **Routine review of terms of reference for the committee:** Mrs Lewis (*in papers*)
16. **Any other business:**
17. **Review of effectiveness of meeting**
18. **Date of next meeting:** Tuesday 17th May 2022

Distribution:

Mr R Vianello

Mr S Ebele

Mr D Navarro

Mrs B Meier

Mrs M Searle

Mr G Thompson

Clerk