

**Tuesday 2nd March 2021
5.30pm
To be held remotely via ZOOM video conferencing**

AGENDA

In attendance:

Mr G Thompson, Principal / Accounting Officer (at request of committee)
Mrs S Plumb, Senior Business Manager (at request of committee)
Mrs M Searle, Head of Finance (at request of committee)
Mr M Cheetham, Head of internal Audit Service, RSM Risk Assurance LLP
Mrs E Lewis, Clerk to the Governors
Ms A Deegan, Forensic and Fraud Risk Services Director, RSM UK Tax & Accounting Ltd

1. Opening Prayer

2. Apologies:

3. Introductions / Welcome: Mr Dave Navarro joining committee.

4. FRAUD AWARENESS PRESENTATION – Ms Andrea Deegan, RSM. (Attendees will also include governors / SLT who are not members of the Audit Committee and who will leave the meeting after the presentation).
30 minutes + Q&A

5. Declarations of Interest

6. Committee time with Auditors if required

7. Minutes of meeting held on 17th November 2020: *In papers* and previously circulated on 30th November 2020 and reported to full Board, 3rd December 2020; for review and agreement.

8. Action Points from previous meeting:

- 8.1. Annual report of the Audit Committee, 2019 - 2020 – was agreed, signed and presented to the full Governing Body on 3rd December 2020; published on the website and for filing with the ESFA
- 8.2. Refreshed letter of engagement with Buzzacott – was duly signed and returned
- 8.3. Filing of end of year, July 2020 financial returns – due date extended awaiting written outcome of Funding Assurance Review. To note: updated letter of representation (*in papers.*)
- 8.4. FMCE¹ improvement plan – progress report (*in papers*)

9. Matters Arising, not covered by agenda items:

10. Internal Audit Service: Mr M Cheetham: To present report on IAS assignments undertaken remotely in February 2021 (*report in papers*)

¹ Financial Management Control Evaluation

11. **Internal Audit: College Action Report:** (*in papers*)
12. **Risk Management:**
 - 12.1. To receive updated risk register and policy (*in papers*)
 - 12.2. Principal to present verbal report on key active internal controls risks & emerging risks.
 - 12.3. To note RSM publication “Determining your college-academy risk appetite” (*in papers*)
13. **Board Assurance Framework:** To review design and effectiveness and consider any updates for current year (*current agreed Board Assurance Framework in papers*).
14. **Internal Audit Strategy for 2021 – 2022:** Initial discussion on recommendations for IAS planning - to initiate planning of Internal Audit Strategy for 2021 - 2022 (*in papers*)
15. **Policies for Routine review:**
 - 15.1. **Anti fraud, corruption, bribery, malpractice policy** (*draft update in papers*)
 - 15.2. **Confidential Reporting Policy (“whistleblowing”)** (*draft update in papers*)
16. **Any other business:**

Mr Cheetham to withdraw from the meeting.
17. **Auditors Performance Reviews:**
 - 17.1. **Review of the performance of Buzzacott, Financial statements auditors and setting of PI’s for year end 2021** (performance indicators questionnaire *in papers*)
 - 17.2. **Review of the performance of RSM, Internal Audit Service and setting of PI’s for 2021 - 2022** (performance indicators questionnaire *in papers*)
18. **Review of effectiveness of meeting**
19. **Date of next meeting:** Tuesday 4th May 2021

Distribution:

Mr R Vianello	Mr S Ebele	Mr D Navarro
Mr M Cheetham RSM	Mrs B Meier	
Mrs M Searle	Mr G Thompson	Mrs S Plumb
	Clerk	