

Tuesday 7th May 2019, 5.30pm
in 075 Meeting Room / Principal's Office
Refreshments from 5pm

AGENDA

Invited attendees:

Mr K Mistry, Audit Manager, Buzzacott LLP
Mr T Lo, Manager, RSM Risk Assurance Services LLP (IAS)
Mrs S Flannery, Principal
Mr A Taylor, Strategic Director, Financial and Physical Resources
Mrs M Searle, Head of Finance

1. **Opening Prayer**
2. **Apologies**
3. **Declarations of interest**
4. **Committee time with Auditors**
5. **Minutes of meeting held on 5th March 2019:** (Draft circulated 13th March 2019 and included in papers) for agreement and signing.
6. **Matters arising, not covered by agenda items**
7. **Action points from previous meeting, not covered by agenda items**
 - 7.1. **Re item 11.2.9:** Mr Taylor to confirm whether data is stored / held in EU
 - 7.2. **Re item 14.1 and 14.2:** Continued appointment of both audit firms had been approved by Governing Body, 19th March 2019. Performance indicators to be confirmed as unchanged for next performance review.
 - 7.3. **Re item 16:** The two policies "Anti fraud, corruption, bribery, malpractice" and "Confidential Reporting" had been duly reviewed, updated and subsequently approved by the Governing Body on 19th March 2019. Next review due by March 2021.
8. **Regularity and Financial Statements Audits: Mr Kunal Mistry, Audit Manager, Buzzacott:** plan for year ending 31st July 2019 (in papers) including planning of Regularity Self-Assessment process (questionnaire in papers).
9. **Risk Management:**
 - 9.1. Updates to full register for note (register and action plan in papers – changes highlighted)
 - 9.2. Principal / Strategic Director Financial & Physical Resources to present verbal report on key active internal controls risks.
10. **IAS (Internal Audit Service): Mr Tim Lo, RSM UK**
 - 10.1. Internal Audit Strategy / Plan for 2019 – 20: to receive and confirm scope and plan (strategy scope in papers)
11. **Internal Audit Action Report** (in papers)
12. **Board Assurance Framework:**
 - 12.1. Confirmation that the committee is satisfied that the controls are adequate and the cycle of assurance reviews are effective in order to give the appropriate assurance to the Board prior to end of year audit. (Latest updated version in papers)

13. Committee business:

13.1. **Timetable of meetings for 2019 – 20** (draft in papers)

13.2. **Review of effectiveness and membership** (questionnaire in papers)

14. Any other business

15. Date of next meeting: to be agreed under item 13.1

DISTRIBUTION:

Mr N Sheta
RSM UK

Mr R Vianello
Buzzacott

Mr S Ebele
Mrs S Flannery

Mr A Taylor

Mrs B Meier
Mrs M Searle

Clerk