

**Tuesday 17th May 2022, 5.30pm
remote online meeting**

AGENDA

Invited attendees:

Mrs C Biscoe, Partner, Buzzacott LLP, External Auditors for items 1 - 9
Mr M Cheetham, Head of Internal Audit Service (IAS), RSM Risk Assurance Services LLP for items 1 - 13
Mr G Thompson, Principal
Mrs M Searle, Director of Finance and Resources

Mr S Ebele, Vice Chair will chair this meeting.

1. **Opening Prayer**
 2. **Apologies:** Mr R Vianello
 3. **Declarations of interest**
 4. **Committee time with Auditors**
 5. **Minutes of meeting held on 1st March 2022:** Draft circulated 10th March 2022 (*and included in papers*) for agreement and signing.
 6. **Matters arising, not covered by agenda items:**
 - 6.1. **FMCE improvement plan tracking report** (*in papers*)
 7. **Action points from previous meeting:**
 8. **Updated Post 16 Audit Code of Practice 2021 to 2022:** To receive updated code (*in papers*) and note changes to requirements (listed on page 5).
 9. **Regularity and Financial Statements Audits: Buzzacott:**
 - 9.1. Audit plan for year ending 31st July 2022 (*in papers*)
 - 9.2. Regularity Self-Assessment process (*questionnaire in papers*)
 - 9.3. Letter of engagement with Buzzacott
 10. **Risk Management:**
 - 10.1. Updates to full register for note (*register and action plan in papers – changes highlighted*)
 - 10.2. Principal to present verbal report on key active internal controls and emerging risks.
 11. **IAS (Internal Audit Service) RSM UK:** Presentation and review of IT Infrastructure assignment report on Secure remote working, Information security and Operational Resilience
 12. **Internal Audit Action Report** (*in papers if applicable*)
 13. **Board Assurance Framework:** Confirmation that the committee is satisfied that the controls are adequate, and the cycle of assurance reviews is effective to give the appropriate assurance to the Governing Body. (*Latest updated version in papers*).
- Mr Cheetham to leave the meeting at this point.**
14. **Internal Audit:**
 - 14.1. Risk-based consideration of priorities for commissioning audit assignments in 2022 - 2023

14.2. Review of performance of RSM as IAS for the record (*questionnaire in papers for discussion and completion*)

15. Committee business:

15.1. **Timetable of meetings for 2022 – 2023** (*draft in papers*)

15.2. **Review of effectiveness and membership** (*questionnaire will be online*)

16. Any other business

17. Date of next meeting: to be agreed under item 15.1

18. Closing Prayer

DISTRIBUTION:

RSM UK	Mr R Vianello Buzzacott	Mr S Ebele Mr G Thompson	Mr D Navarro	Mrs B Meier Mrs M Searle
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