

**Tuesday 16th May 2023, 5.30pm
remote online meeting**

AGENDA

Members:

Mr S Ebele - Chair
Mrs B Meier
Mr D Navarro
Mr C Uraih

Invited attendees:

Mrs C Biscoe, Partner, Buzzacott LLP, External Auditors for items 1 - 10
Mr G Thompson, Principal
Mrs M Searle, Director of Finance and Resources
Mr P Goddard – Representative Scrutton Bland for items 1-9

1. **Opening Prayer**
2. **Apologies:**
3. **Declarations of interest**
4. **Committee time with Auditors**
5. **Minutes of meeting held on 28th February 2023:** Draft circulated 21st March 2023 (*and included in papers*) for agreement and signing.
6. **Matters arising, not covered by agenda items:** Whistleblowing Policy
7. **Action points from previous meeting:**
8. **Updated Post 16 Audit Code of Practice 2022 to 2023:** To receive updated code (*in papers*) and note changes to requirements (listed on page 5).
9. **IAS (Internal Audit Service) Scrutton Bland:** Presentation and review of Learner Number System assignment report
10. **Regularity and Financial Statements Audits: Buzzacott:**
 - 10.1. Audit plan for year ending 31st July 2023 (*in papers*)
 - 10.2. Regularity Self-Assessment process (*questionnaire in papers*)
 - 10.3. Letter of engagement with Buzzacott
11. **Risk Management:**
 - 11.1. Updates to full register for note (*register and action plan in papers – changes highlighted*)
 - 11.2. Principal to present verbal report on key active internal controls and emerging risks.
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*).
14. **Internal Audit:**

- 14.1. Risk-based consideration of priorities for commissioning audit assignments to confirm cycle of Assignment/IAS Planning and Strategy document
- 14.2. Review of performance of Scrutton Bland
- 15. Committee business:**
 - 15.1. **Timetable of meetings for 2023 – 2024** (*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**