

STRATFORD-UPON-AVON COLLEGE CORPORATION

**MINUTES OF AUDIT COMMITTEE MEETING
MONDAY 8 JUNE 2009**

Present:	Graham Crump	Chair
	Gill Roache	Governor
	Gary Rollason	Co-opted Member
	Geoff Thompson	Governor
In attendance:	David Jackson	Clerk to the Corporation
	Norman MacDonald	Vice Principal – Finance
	Kevin Bruerton	BDO Stoy Hayward
	Alex Patterson	Compliance Manager

1. APOLOGIES

Apologies had been received from Ian Lumley.

2. DECLARATION OF INTEREST

Members were invited to declare any interest in business to be discussed at the meeting, following which the Chair ascertained from the Internal Auditors that there were no issues regarding the Vice Principals which would warrant their withdrawal from the meeting.

3. MINUTES OF THE PREVIOUS MEETING

It was resolved **THAT:**

The minutes of the meeting held on 10 March 2009 be regarded as correct and signed by the Committee Chair.

4. MATTERS ARISING

Item 8 Framework for Excellence

The Committee was informed that the Standards and Performance Monitoring Committee had received at its meeting on 4 June 2009 the summary of the College's Framework for Excellence grades for the pilot year 2007/08 which had recently been published by the LSC. These were summarised as:

- Responsiveness to learners – good;
- Responsiveness to employers – outstanding;
- Quality of outcomes – satisfactory;
- Quality of provision – good;
- Financial health – satisfactory;
- Financial management and control – satisfactory.

The Standards and Performance Monitoring Committee had considered the first four grades and noted that the financial issues would be considered by the Finance and General Purposes Committee at its meeting on 10 July 2009.

It was resolved **THAT:**

The report be noted.

5. INTERNAL AUDIT REPORTS

Internal Audit Reports showing dated actioned items were considered for:

Key Financial Systems - Whilst satisfactory, the College was seeking to be good and the majority of management responses have already been implemented.

Risk Management and Corporate Governance - It was confirmed that this is an annual audit at the request of the LSC.

HR - It was requested that actual implementation dates be indicated in all future reports regardless of area.

Lecturer Utilisation - In view of the weak assurance, the Committee noted this disappointing audit and requested an update on progress made at the next meeting by the Assistant Principal Curriculum. In addition, BDO was requested to provide some benchmark figures for the next meeting and the College was to provide details of the various contracts that were granted to all tutors. The Committee sought confirmation that this area would be the subject of a follow-up audit next year.

Student Records - The Committee wished to record its pleasure at the continued control in this area after the problems of the past.

It was noted that Audit Reports were awaited, but not overdue, on IT; Follow up; and SBS.

It was resolved **THAT:**

- a) Key Financial Systems, Risk Management and Governance, HR and Student Records be received and the actions taken endorsed;
- b) The Lecturer Utilisation report was to be reviewed again at the next meeting.

6. INTERNAL AUDIT PROGRESS REPORT

The Committee considered the BDO Stoy Hayward Internal Progress Report and, in view of the inability to maintain the protocol, welcomed further information. It was confirmed that, as the Executive Team was actively involved in all management responses, this led to further dialogue and prompted delays.

BDO confirmed that, whilst they welcomed this as there were no major issues, they would review the report to show the delays caused by the protocol requirement for transparency. The Committee was pleased at the quality of responses but wished to ensure that the reasons for any delays were understood.

It was resolved **THAT:**

The report be noted and further information be provided to the next meeting.

7. RISK MANAGEMENT REPORT AND ACTION PLAN

The new Risk Management Report and Action Plan prepared by the Executive Team was considered by the Committee. It was considered that an additional column showing residual risk attained after actions would be of benefit and the Clerk to the Corporation confirmed that this amendment would be pursued for the next report.

It was resolved **THAT:**

The Risk Management Report and Action Plan be recommended to the Corporation.

8. ANNUAL CALENDAR OF BUSINESS

The proposed calendar of items to be considered by the Audit Committee in 2009/10 was considered by the Committee, following which,

It was resolved **THAT:**

The Annual Calendar of Audit Business for 2009/10 be approved.

9. ANNUAL AUDIT REPORTS BY OTHER EXTERNAL AGENCIES

The following Annual Audit Reports by other external agencies were considered by the Committee:

- Gold Food Hygiene Inspection Rating for the Academy and Brazz Restaurants from the Public Protection Officer Stratford-on-Avon District Council;
- Report on the recently undertaken ILR Review;
- Gold Food Hygiene Inspection Rating for the L'Apprenti Restaurant at Rugby from the Rugby Borough Council Food Hygiene Inspector;
- A report by the Warwickshire Fire and Rescue Service confirmed that the College Fire Risk Assessment and Records were fully compliant.

It was resolved **THAT:**

The Committee receive the reports and were pleased with the positive outcomes.

10. REVIEW WORK AND EFFECTIVENESS OF COMMITTEE

The Committee reviewed its work and effectiveness over the last 12 months and completed the Audit Self-assessment Checklist. Every area was completed with a 'yes' except for two:

- "Are new Audit Committee Members provided with an appropriate induction?"
Induction was generally satisfactory but the College needed to remain aware of the individual needs of members.
- "Are agenda papers circulated in advance of meetings to allow adequate preparation by Audit Committee members?"
The Committee confirmed that they wished to receive all papers in a timely manner and that little should be submitted at the meeting or with only a few days notice, including late audit reports.

11. IDENTIFICATION OF REPORTS TO FUTURE MEETINGS

It was resolved **THAT:**

No reports were identified for future meetings.

12. APPOINTMENT OF INTERNAL AUDITORS 2009/10

The Committee discussed the appointment of Internal Auditors for 2009/10 in preparation for the formal interviews being held on Tuesday 7 July 2009.

13. ANY OTHER BUSINESS

14. DATE OF NEXT MEETING

It was resolved **THAT:**
The Audit Committee meet again on:

- **Tuesday 7 July 2009 from 10.00am to 1.00pm** for the interviews for Internal Auditors for 2009/10.
- A date to be agreed in September 2009.

Signed :(Committee Chair)