

**STRATFORD-UPON-AVON COLLEGE CORPORATION**

**DRAFT MINUTES OF AUDIT COMMITTEE MEETING  
WEDNESDAY 10 MARCH 2010**

<b>Present:</b>	Geoff Thompson	Chair
	Lyn Anslow	Governor
	Royston Hollyer	Support Staff Governor
	Garry Rollason	Co-Optee to Audit Committee
<b>In attendance:</b>	Charlie Durnin	CIS Manager
	Patrick Green	RSM Tenon
	David Jackson	Clerk to the Corporation / Vice Principal - Resources
	Norman MacDonald	Vice Principal - Finance
	Alex Patterson	Compliance Officer
	Louise Tweedie	RSM Tenon

**1. APOLOGIES**

Apologies were received from Gill Roache and Paul Oxtoby of Baker Tilly.

**2. DECLARATIONS OF INTEREST**

Members were invited to declare any interest in business to be discussed at the meeting, following which Garry Rollason declared an interest as a representative for Warwickshire County Council where there would be a future funding relationship.

The Chair ascertained from the Internal Auditors that there were no issues regarding the Vice Principals - Finance or Resources that would warrant their withdrawal from the meeting.

**3. MINUTES OF THE PREVIOUS MEETING**

Following discussion of the draft minutes of the meeting held on 17 November 2009,

It was resolved **THAT:**

The minutes of the meeting held on 17 November 2009 be regarded as correct and signed by the Committee Chair.

**4. MATTERS ARISING**

It was clarified that the RSM Tenon follow-up issue raised in item 5 would be covered under the follow-up audits in June 2010.

**5. RSM TENON**

Patrick Green of RSM Tenon outlined the self-explanatory letter from them regarding their merger as RSM Bentley Jenmison with Tenon Group Plc on 30 December 2009 and their new name of RSM Tenon. The staff working with the College would remain unchanged.

It was resolved **THAT:**

The letter be noted.

**6. INTERNAL AUDIT PROGRESS REPORT**

The RSM Tenon Internal Audit Progress Report was presented by Louise Tweedie for the Committee to review and consider.

The two reports presented at item 7 showed no fundamental or significant findings and the delay to the Key Financial Controls report was due to the hold up in debriefing arrangements and that there was no concern from the Auditors. The client briefings were discussed individually and the Committee was advised that, as this was a catch up situation, there were more than would normally be presented.

Garry Rollason asked if, in future, it would be possible to provide one sheet highlighting the main points and with the College's response for the Committee to consider.

It was confirmed by the CIS Manager and Vice Principal – Finance that the College was well aware of all the funding issues raised. It was noted that Safeguarding was not part of the Risk Register despite its importance. The Committee queried where Safeguarding sat in relation to audit. The Clerk to the Corporation drew attention to a consultant currently working with the College in relation to Safeguarding and suggested that the report be presented to the next meeting if appropriate.

It was resolved **THAT:**

- a) The report be noted;
- b) A Safeguarding report be presented to the next meeting;
- c) Safeguarding be noted on the next Risk Management Report and Action Plan;
- d) In future, a summary of the main points of the client briefing be presented to the Committee, together with management comments.

## **7. INTERNAL AUDIT REPORTS**

Louise Tweedie presented Internal Audit Reports on Learner Support Fund and Learner Number Systems, both of which were positive, strong and in line with benchmarking.

It was resolved **THAT:**

The reports be noted and the Committee send its congratulations to the two areas involved.

## **8. RISK MANAGEMENT REPORT AND ACTION PLAN**

The Clerk to the Corporation presented the current Risk Management Report and Action Plan that was considered by the Executive Team at its meeting on 24 February 2010.

It was confirmed that Safeguarding would be added to the register.

The Committee discussed the possible need for more information on actions taken; however, it was confirmed that all issues were discussed regularly at Executive meetings, any changes noted and action taken where necessary.

Patrick Green assured the Committee that this register was an assurance model and it was possible to retain residual risk even if all the action plans had been completed due to the importance of the topic.

It was resolved **THAT:**

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

## **9. ALR FUNDING CLAIM 2008/09**

The ALR Funding Claim for 2008/09, submitted by KPMG to the LSC on 25 November 2009 that showed an anticipated claw-back of circa £100k, was presented to the Committee. The roll out of electronic registers was confirmed by the CIS Manager which will ensure a closer and quicker check on delivered hours.

It was resolved **THAT:**

The report be noted.

## **10. AUDIT CODE OF PRACTICE CONSULTATION**

Patrick Green confirmed that there was a working group looking at this from a practical view point. The LSC is consulting providers on changes in the Audit Code of Practice and a copy of the suggested response was considered.

It was resolved **THAT:**

The response to the consultation was agreed and was to be forwarded to the LSC.

## **11. LSC FUNDING CLAIMS 2008/09**

The CIS Manager presented the draft management report on the Audit of the LSC funding claim for 2008/09 and an assurance was given that the matters identified as issues were incorporated in current year systems.

It was resolved **THAT:**

The report be noted.

## **12. FUNDING AUDITOR FRANCHISE / PARTNERSHIP SPOT CHECK REPORTS**

The College's student catering provider, Aramark, carries out regular safety audits on the provision. Their findings were considered which showed that the Aramark benchmark was met and the Committee asked that future audits be presented to the Committee for progress to be assured.

It was resolved **THAT:**

The report be noted and no on-going concerns were identified.

## **13. IDENTIFICATION OF REPORTS TO FUTURE MEETINGS**

It was resolved **THAT:**

Apart from those already reported, there were no specific reports to go to future Committee meetings.

## **14 ANY OTHER BUSINESS**

### **14.1 Internal Audit Plan 2009/10**

It was confirmed to the Committee that, having received a request from RSM Tenon, arrangements had been made for Karen Gentles from RSM Tenon to attend the Standards and Performance Monitoring Committee meeting on 8 July 2010 in order to observe a Corporation meeting and to assess how the information on performance was used and actioned.

It was resolved **THAT:**

The request be noted.

### **14.2 LSC Confirmation of Financial Statements, Indirect Assurance Reviews and Financial Management and Control valuation.**

It was reported that the LSC had confirmed that:

- They concur with the self-assessment of the Financial grade "Satisfactory";
- The College had no need to undertake an Interim Regularity Audit; and
- They "concur" with the self-assessment of "Good" re FMCE.

It was resolved **THAT:**

The letter and comments be noted.

## **15. DATE OF NEXT MEETING**

It was resolved **THAT:**

The Audit Committee meet again on **Tuesday 6 July 2010 at 10.00am.**