

STRATFORD-UPON-AVON COLLEGE CORPORATION

MINUTES OF AUDIT COMMITTEE MEETING TUESDAY 19 OCTOBER 2010

Present:	Geoff Thompson	Governor, Committee Chair
	Lyn Aynslow	Governor
	Royston Hollyer	Governor
	Gill Roache	Governor
In attendance:	Charles Anderson	Deputy Principal
	Patrick Green	RSM Tenon
	David Jackson	Clerk to the Corporation
	Norman MacDonald	Vice Principal finance
	Louise Tweedie	RSM Tenon

The Chair opened the Meeting by expressing his concern and that of his fellow Governors that three of the Appendices were late being circulated and explored the reasons why, particularly as the meeting had been postponed by almost one month. He reminded both the College and RSM Tenon that these were technical papers that needed to be given adequate consideration prior to the meeting.

1. **APOLOGIES**

Apologies were received from Garry Rollason, who already had a diary commitment for the rescheduled meeting date.

2. **DECLARATIONS OF INTEREST**

Members were invited to declare any interest in business to be discussed at the meeting, following which there were no declarations of interest.

The Chair ascertained from the Internal Auditors that there were no issues regarding the Vice Principal Finance that would warrant his withdrawal from the meeting.

3. **MINUTES OF THE PREVIOUS MEETING**

Following discussion Minutes of the meeting held on 6 July 2010

It was resolved **THAT:**

The minutes of the meeting held on 6 July 2010 be regarded as correct and signed by the Committee Chair.

4. **MATTERS ARISING**

Item 5 Internal Audit Reports

The Vice Principal Finance reported that discussions remained ongoing with Lloyds TSB around the bank link and a further report would be made to the next meeting.

It was resolved **THAT:**

The report be noted and a further report be made to the next meeting.

Item 6 Risk Assessments and CRB Checks of regular visitors

It was resolved **THAT:**

The proposed actions in relation to safeguarding be noted.

Item 10 Aramark

The Clerk to the Corporation drew attention to the practices adopted by Aramark in relation to Safety Audit, the contractual implications placed upon them and the regular review meetings that took place with College Management. It was felt that following further discussion the Committee recognised that they were in danger of getting into operational matters following which

It was resolved **THAT:**

The Committee accepted the updated report and took assurance that whilst there would appear to be room for improvement, both Aramark and the College Management have systems in place to highlight where there was non-compliance with the Contract.

5. INTERNAL AUDIT REPORTS

Louise Tweedie of RSM Tenon presented the following Internal Audit Reports:

- **Risk Management – Maturity**

She drew particular attention to the Executive Summary which stated that in the opinion of RSM Tenon the College was risk managed on the maturity spectrum which meant that the College did not view Risk Management as a tick box exercise and used it as a tool to help run College activities. When compared to other Colleges it was considered that the College was in line with the majority of Beacon Colleges and the Committee went on to explore various aspects of the report with RSM Tenon. The Committee considered that the Management responses were appropriate, the suggestions were at the margins and the report to be discharged.

It was resolved **THAT:**
The above report be discharged.
- **Organisational Performance Management Thematic Review**

The headline findings of the report were outlined to the Committee. The object of the Review was to consider the College's performance management framework in the context of understanding the high level arrangements and reporting lines. There were no major recommendations arising from the report.

It was resolved **THAT:**
The above report be discharged.
- **Train to Gain**

As this report had only been circulated at the meeting the Chair adjourned the meeting to enable members to read the report prior to its discussion. After reconvening Louise Tweedie of RSM Tenon worked through the report and drew attention to the fact that Train to Gain as a funding stream was unlikely to be around for much longer. Overall the report provided an adequate assurance. The Committee queried a number of aspects of the report before it was resolved that the Committee agree the Management Response,

It was resolved **THAT:**
The above report be discharged.
- **Safeguarding**

The Committee were reminded that Safeguarding, despite changes in Coalition approach, was still at the heart of OFSTED inspections. The Committee questioned RSM Tenon on a number of aspects of the report. Members were very aware that Stratford-upon-Avon College was an open site and explored the desirability or otherwise of investing to secure entrances. The Deputy Principal indicated that he considered that what was important here was the students' reaction to the question "Do you feel safe?" and currently it was considered that the College in the short term would not need to invest in that area. After further discussion it was considered that the Management response was appropriate and the report be discharged.

It was resolved **THAT:**
The above report be discharged.
- **Follow up of Previous Internal Audit Recommendations**

RSM Tenon drew attention to the conclusion they had reached that taking account of the issues identified in the report their opinion was that Stratford-upon-Avon College had demonstrated reasonable progress in implementing the actions agreed to address previous internal audit recommendations. The Committee went on to discuss the report in detail and the definition of reasonable progress before it was resolved that again the Management response be considered appropriate and the report be discharged.

It was resolved **THAT:**
The above report be discharged.

6. ANNUAL INTERNAL AUDIT REPORT

Patrick Green of RSM Tenon presented the Annual Internal Audit Report for 2009/10. In presenting the report he stated that the College had received a clean opinion and that the overall level of assurance was good. The Committee explored with the Auditors a number of aspects contained in their report before It was resolved **THAT:**

- a) The Annual Internal Audit Report for 2009/10 be recommended to the Corporation
- b) The College Management Team be applauded for the report.

7. INTERNAL AUDIT REVIEW OF PERFORMANCE 2009/10

The Clerk to the Corporation drew attention to Appendix I and stated that due to delays in finalising some of the reports, which in turn had delayed the Internal Audit Annual Report, it had not been possible for detailed consideration to be given to the completion of the Performance Indicators. However, informal conversations had indicated that the satisfaction rating amongst Managers was likely to be towards the higher end of the scale. The Committee went on to consider the indicators as they affected the Committee and concluded that their assessment in general terms was that the performance was towards the higher end.

It was resolved **THAT:**

The Committee expressed their satisfaction with RSM Tenon for the 2009/10 Audit Year.

7. RISK MANAGEMENT POLICY

The Clerk to the Corporation introduced the revised Risk Management Policy, which had been amended to reflect the Risk Management Audit referred to earlier in the Agenda. Following a discussion.

It was resolved **THAT:**

The Risk Management Policy be recommended to the Corporation for approval.

8. RISK MANAGEMENT REPORT AND ACTION PLAN

The Clerk to the Corporation reported that the Risk Management Report and Action Plan is currently undergoing a thorough revision by the Executive Team, in part arising from the recommendations of the Audit Report and also the impact of the Comprehensive Spending Review and the revised Risk Management Report and Action Plan would be presented to the next meeting.

It was resolved **THAT:**

The Report be noted.

9. IDENTIFICATION OF REPORTS TO FUTURE MEETINGS

It was resolved **THAT:**

No specific reports for future meetings were identified at this point in time.

10. ANY OTHER BUSINESS

There was no other business.

15. DATE OF NEXT MEETING

It was resolved **THAT:**

The Audit Committee meet again on **Tuesday 7 December 2010 at 10.00am.**

Signed : Chair)