

AUDIT COMMITTEE MEETING
Wednesday 29 November 2023 at 5.00pm
MINUTES

Present: Chair: Gareth Bullen

Members: David Flinton Jason Saunby Tim Griffin

Also present: Phil Rumsey – Principal by invitation
Lesley Clemmet – Director of Finance & Resources by invitation
Tania Exley-Moore – Assistant Principal

Heather Campbell – Clerk to the Corporation

Present via Teams Angela Ingham – Associated Director, AZETS
Wayne Brown – Associate Director of Business Assurance, AuditOne
Scott McCready – Audit Manager, Wylie Bisset

The Chair welcomed Angela, AZETS, Wayne, AuditOne and Scott, Wylie Bisset (newly appointed Internal Auditors) to the meeting via Teams.

1. **Apologies for absence**

Apologies from Sean Kelly due to stepping down as a College governor.

The meeting was quorate with 4 members present.

2. **Declaration of any personal conflicts of interest**

None.

3. **Minutes of the previous meeting**

a. **Agree minutes**

The Minutes of the meeting held on 14 June 2023 were approved at the 11 July 2023 Corporation meeting and signed by the Chair.

The Chair asked if members had any matters in the minutes they wanted to raise.

There were no matters raised.

b. **Updates from Clerk or College Management**

None raised.

c. **Action previously agreed**

The Chair referred to the Actions Agreed Schedule and noted the following outstanding action:

- 14-June-2023 5. e) DoF to ask TIAA to quote for External Auditors for the College from 1 August 2024 – the DoF advised that she had contacted TIAA and they finally got back to her to say they don't want to be the External Auditors but in speaking with AZETS they have told her that they would be happy to continue but understand the Audit Committee's reservation of appointing the same external auditors over a number of years.

The Chair observed that the longevity of the contract with the External Auditors was commented on in the FE Commissioner visit and the committee is aware that other colleges have found it difficult to get external auditors to quote for education, but we have to show that we have tried and asked the DoF to go out to tender for a minimum of 3 quotes for the committee to consider at their next meeting.

ACTION AGREED

The DoF to go out to tender for External Auditors with a minimum of 3 quotes and bring these to the next Audit committee meeting on 27 February 2024.

d. **Matters arising not covered in agenda below**

None raised.

4. **Risk Management and Business Assurance Update**

See confidential minute

5. **Meet with Internal Auditors**

See confidential minute.

6. **Meet with the External Auditor**

See confidential minute.

7. **Discuss Audit Committee's Draft Annual Report 2022**

See confidential minute.

8. **Receive Updated S6F Fire Risk Assessment April 2023**

See confidential minute.

9. **Receive List of College Policies Audit Committee is responsible for**

The Chair referred to the policies the committee is responsible for and noted that there was only one which was reviewed at this meeting and the next review is due November 2024.

Members noted the list with no matters raised.

10. **Any discussion item(s) to be classified as “Confidential / Restricted”**

Members considered their discussions and it was agreed that item 4., 5., 6., 7. and 8. be classified as confidential. There were no discussions which required classifying as restricted.

11. **Any Other Business**

The Chair raised that the committee needs to elect a Vice Chair and he contacted David Flinton who said that if there was no other member interested then he would. The Chair noted that he did not think Jason could as he was a Staff Governor and Tim was new to the committee, therefore he proposed David Flinton as the Vice Chair and asked the members present if they were in agreement.

The committee agreed the appointment of David Flinton to the role of Vice Chair of the Audit Committee.

12. **Date of Next Meeting: Wednesday 28 February 2024**

13. **Confidential / Restricted Items** – *See Separate Minutes*

There being no further business the meeting closed at 6.15pm.