



Notre Dame

CATHOLIC SIXTH FORM COLLEGE

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Principles: *Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership*
Virtues: *Trust, Wisdom, Kindness, Justice, Service, Courage, Optimism*

Minutes of the Audit Committee held on Microsoft Teams on:
Wednesday 17 September 2025 at 5.00PM

PRESENT Paul Casey (Chair)
 John Barnes
 Father Michael Hall
 David Ellis

IN ATTENDANCE: Karen Petrillo - Director of Finance and Operations
 Justine Barlow - Principal
 Cameron Boyd - TIAA
 Denise Hark – Clerk to Corporation

1.00	APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS	ACTION
1.01	Apologies for absence were received from Ade Kosoko (TIAA) and Scott Gillon (Wylie Bisset)	
5.00	DECLARATION OF INTERESTS There were no declarations of interest made regarding items on the agenda.	
8.00	INTERNAL AUDIT REPORT	
	TIAA Annual Report 2024/2025	
	It was agreed that this item be taken at the start of the meeting.	
8.01	CB presented the TIAA Internal Audit Report for 2024/2025.	
8.02	Four reviews had taken place over the year with one area receiving Substantial assurance. There were no areas where limited assurance had been provided.	
8.03	There had been 16 recommendations, 6 of these being routine.	
8.04	The planned HR Audit had been replaced with an audit on 16-19 Bursaries. This work had been delivered within budget.	
8.05	Q: Is the overall opinion at a similar level to the previous year?	

A: (CB) Yes. Reasonable is the best overall opinion which can be given for a year. Substantial assurance overall could not be given as all areas had not been reviewed.

8.06 Q: Has action been taken on areas raised in the reports?

A: (DFO) These are currently being worked through. TIAA will follow up on these during this year and then provide a report to the committee.

8.07 The Internal audits scheduled for the current year are: International Students (week commencing 13 October), Cyber Security, Procurement and Premises Management compliance.

10.00 COLLEGE FINANCES

10.01 The DFO reported that the External auditors had carried out the audit of Teachers' pensions which is an annual requirement.

10.02 There had been one minor adjustment amounting to £164 which referred to an amount not being taken from the system for one individual.

(CB left the meeting at this point – 5.12pm)

12.00 ANNUAL REPORT OF THE AUDIT COMMITTEE

12.01 The Chair noted that the draft report provided with the papers takes account of the findings of Internal audit but would need the addition of a section to include the comments from the external auditors.

12.02 It was agreed to summarise the proposed section on the Home Office audit as follows: A Home Office audit had taken place which identified a number of breaches of sponsorship duties, as a result, an action plan was put in place to which the college had responded in a positive manner.

12.03 **Agreed:** That an updated version of the Annual Report of the Audit Committee, incorporating suggestions by committee members, be presented for approval at the joint meeting with the Finance & Resources Committee meeting in December.

3.00 ELECTION OF CHAIR OF THE COMMITTEE

3.01 PC reported that he would not stand for election to the position of Chair of the Audit Committee as his period of office as Foundation Governor was due to expire in February 2026.

3.02 **Agreed:** That John Barnes is elected as Chair of the Audit Committee.

4.00 COMMITTEE TERMS OF REFERENCE

Updated draft committee terms of reference were presented for approval.

4.01 Q: Will reference need to be made to the DWP as they have taken over on skills?

A: This is unclear at the moment.

4.02 It was agreed that points 18 to 21 be amended stylistically to match the previous points and that the numbering issue be rectified.

4.03 **Agreed:** That the committee terms of reference are recommended to Corporation for approval.

9.00 **INSURANCE RISK AUDIT**

9.01 The DFO reported that an insurance risk audit had been carried out by Romero, the college's risk broker. The report had not yet been finalised. The report will provide a full report on their findings and include a risk score from an insurance perspective. The audit had looked at compliance and how to reduce the insurance premium.

9.02 It was agreed that the report should be an agenda item at the February Audit Committee meeting.

6.00 **MINUTES OF THE PREVIOUS MEETING**

6.01 The minutes of the previous meeting held on 20 May 2025 were **agreed** as a correct record and are **approved** for signature.

7.00 **REVIEW ACTIONS AND MATTERS ARISING**

7.01 Further to minute 8.04 regarding the recommendation for a new risk register system the DFO reported that she had not been able to look into this yet.

DFO

(MH left the meeting at this point 5.55pm)

11.00 **RISK MANAGEMENT**

11.01 The updated risk register had been provided with the papers for the meeting. The DFO noted that there had not been any major changes.

11.02 Student recruitment had been positive.

11.03 The Principal noted that mitigation would be put in place for the January exams.

11.04 The Chair noted that the residual scores for September 2025 were in line with those reported previously.

13.00 **ANY OTHER BUSINESS**

There were no items of any other business raised.

14.00 **DATE AND TIME OF NEXT MEETING**

14.01 The date of the next meeting was confirmed as 2 December 2025. This would be a joint meeting with the Finance & Resources Committee.

The meeting at closed at 6.00pm.