

NOTRE DAME CATHOLIC SIXTH FORM COLLEGE

Minutes of the **Audit Committee** meeting held via Teams on:
TUESDAY 27 SEPTEMBER 2022 AT 5.00PM

PRESENT Paul Casey (Chair) Graeme Brown
John Barnes Father Michael Hall

IN ATTENDANCE: Principal
Susan Francis – Clerk to Corporation
SG – Wylie and Bisset
AM – TIAA (Internal auditors)

1.00 APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS

1.01 All were present. Graeme Brown was welcomed to his first meeting.
*The quorum for a committee meeting is a **minimum of two governors**.*

2.00 ELECTION OF COMMITTEE CHAIR

2.01 The election was carried out by Clerk to the Corporation.
Paul Casey was nominated as Chair of the Committee. He was voted in for another term of office for a period of one year.
Resolved: That Paul Casey be Chair of the Audit Committee for a one-year term of office.

3.00 SCHEME OF DELEGATION/TERMS OF REFERENCE

3.01 Committee members had all had sight of the documents ahead of the meeting. An explanation was given about how the scheme would work moving forwards.
Several points were clarified with regards terminology, whistleblowing policy and reference to GDPR breaches. The documents were agreed in principle, subject to a minor amendment.
Resolved The committee adopted the Terms of Reference and Scheme of Delegation.

4.00 DECLARATION OF INTERESTS

4.01 There were no declarations relating to any agenda item.

5.00 MINUTES OF THE LAST MEETING

5.01 Minutes from the Audit Committee meeting on 30 June 2022 had been circulated as part of the meeting bundle. They were agreed as a true record and the Chair was authorised to sign them.

6.00 REVIEW ACTIONS AND MATTERS ARISING

6.01 Minute 4.04 – Cyber Security

Deferred: In the absence of a current permanent Director of Finance, feedback from the TIAA 2022 ICT Management Controls audit review would be dealt with at the next meeting.
UPDATE: TIAA shared the reports with the Audit committee the following day.

ACTION

Audit

Minute 11.01 – VAT Impact on potential change of status from Private to Public following ONS (Office National Statistics) consultation

6.02 **Completed:** SG from Wylie and Bissett explained that most Academies with whom they dealt were not registered for VAT. There followed a discussion around the VAT process and the different categories that were exempt.

7.00 AUDIT REPORTS

Governors were asked to refer to following documents which had been included in the meeting bundle:

- Annual Internal Audit Annual Report 2021/22 (TIAA – received)
- Compliance with Regularity and Propriety Self-Assessment questionnaire 2021/22 (*draft shared*)

7.01 Annual Internal Audit Annual Report 2021/22

Governors were taken through the above report and the following highlighted:

- There were no areas reviewed by internal audit where it was assessed that the effectiveness of some of the internal control arrangements provided 'limited' or 'no assurance'.
- TIAA carried out five reviews, which were designed to ascertain the extent to which the internal controls in the system are adequate to ensure that activities and procedures are operating to achieve the College's objectives.
- The 2021/22 Annual Audit Plan approved by the Audit Committee was for 20 days of internal audit coverage in the year. During the year there were no changes to the Audit Plan.
- TIAA was satisfied that, for the areas reviewed during the year, the College had reasonable and effective risk management, control and governance processes in place.

7.02 The Chair thanked the Principal and all College staff for their ongoing work especially given the recent challenges of the pandemic. That this report provided a clear view for the committee from which they could report back to the Full Corporation in their annual report.

7.03 It was noted that the Principal and TIAA would arrange a meeting to plan for the following year.

7.04 The forthcoming audit with Wylie and Bissett would take place on 7 November 2022. All concerned parties were happy with this date and the report would be available for the Full Corporation meeting on 13 December.

7.05 The committee discussed the Compliance with Regularity and Propriety Self-Assessment Questionnaire 2021/22. All were satisfied with the responses.

The external review of governance was discussed, the Clerk would update governors further after attending a webinar on the 4 October.

Annual Report

Principal/TIAA

Wylie and Bissett

Clerk

There was a query around the figures from the international Department on the report, the Principal stated she would get clarification on these.

Principal

SG left the meeting.

8.00 RISK REGISTER

8.01 As had been agreed at the previous meeting, the executive risk register summary did not give all the evidence of actions, therefore the full risk register had been shared with the committee ahead of the meeting. SLT (Senior Leadership Team) reviewed the risk register on a regular basis, an update from which would be provided for the next meeting on 30 November.

Principal

9.00 COLLEGE FINANCE

9.01 Cyber security was discussed briefly. There were good assurances from the recent internal audit in this area, which would be discussed at the next meeting.

9.02 The Principal gave a brief update on the capital build project. That work was going well and largely on schedule. Monthly meetings took place between College staff (Principal, Estates Manager, Health and Safety Officer), Triton and AHR.

9.03 Information on the approval of pay awards was given. That the outcome of ongoing negotiations with the NJC (National Joint Council) was awaited nationally. College were mindful of the impact of potential pay rises on the budget.

9.04 In terms of funding bids, the deadline for the bid for Post 16 Capacity funding was November and the final phase of this planning was being done in conjunction with AHR and the Interim Director of Finance. Details of the successful funding for the T Level Wave 4 Grant were shared with the committee, information from which had been sent to all Governors in the summer.

10.00 POLICY REVIEW

10.01 The Whistleblowing (Confidential reporting) had been passed through legal and SLT. The committee were happy to recommend it for Corporation approval.

Recommended for approval at Full Corporation.

**Full
Corporation**

11.00 ANY OTHER URGENT BUSINESS

11.01 There was no other business to address.

12.00 DATE AND TIME OF NEXT MEETING

12.01 Joint Finance and Physical Resources meeting in M1 **in College** on **Wednesday 30th November 2022 at 5pm.**

The meeting closed at 6.30pm.