



**Mission Statement:** *Inspiring learning, developing character, building futures*

## MINUTES OF THE MEETING OF THE AUDIT COMMITTEE

**Date:** Tuesday 28<sup>th</sup> January 2020  
**Venue:** The Blackpool Sixth Form College  
**Room:** Committee Room  
**Time:** 4.30pm-5.15pm

**Present:** Ms C Coyne (Chair)  
Ms W Middlemas (Observer)  
Cllr D Clapham  
Ms J Gray (Principal)  
Cllr C Baxter

**Together with:** Mr I Pinches (Audit Manager- Mazars)  
Mrs S Hawitt (Governance Administrator-FCAT)

**Apologies:** Mr C Simkins OBE and Ms C Lancaster

		Action
<b>01.2020</b>	<b>Preliminaries</b> The Chair welcomed everyone to the meeting and apologies were noted	
<b>02.2020</b>	<b>Declarations of Interest</b> There were no declarations of interest	
<b>03.2020</b>	<b>Consideration of any items of urgent business.</b> There were no items of urgent business to discuss	
<b>04.2020</b>	<b>Confirmation of Quoracy</b> It was noted the meeting was quorate	
<b>05.2020</b>	<b>Minutes of the meeting held on 11<sup>th</sup> November 2019</b> The minutes of the meeting held on 11 <sup>th</sup> November 2019 were approved	
<b>06.2020</b>	<b>Matters arising from the minutes not covered elsewhere on the agenda</b> <ul style="list-style-type: none"><li>a) <b>Disclosure and Barring Service (DBS) checks-</b>(item 33.2019 from the previous minutes) confirmation external auditors will have a valid DBS for any future work carried out at the college</li><li>b) <b>Counter Fraud Strategy-</b>(item 34.2019 from the previous minutes) confirmation Examinations and IT policies had been referenced in the Fraud Policy</li><li>c) <b>Terms of Reference-</b>(item 36.2019 from the previous minutes) confirmation the changes had been made to the committee's ToR</li></ul>	
<b>07.2020</b>	<b>Internal Audit Reports</b> The committee received and considered the Safeguarding Audit report November 2019 (paper 7.1) written by Blackpool School's Safeguarding Adviser Jeremy Mannino	

The committee noted that following the Audit, Jeremy Mannino had been recommended and appointed to the board of directors for the college. He has agreed to become the new safeguarding director and will sit on the FCAT safeguarding board in representation of the BSFC directors.

It was confirmed that at the time of the Audit there was no conflict of interest. Directors were informed that the audit and the report were very thorough and included some valid minor points to work on. It illustrated that moving away from the Internal Auditor agreement with RSM was the right decision as it allows the college to commission specialists in their field to carry out relevant audits within the college.

**07.2020 D1 Resolved: to recommend to the corporation for approval the Safeguarding Audit report November 2019**

**08.2020**

### **Risk Management**

Directors received the Risk Management Report and Risk register (papers 8.1) presented by the Head of Finance, she presented a summary of the key points which included explaining the process taken in order to identify and respond to risks. It was also noted that out of the 27 risks, 6 of those had been archived, these will not be included in future updates unless they are reconsidered as current risks.

Directors were informed of one new risk 'risk of VAT errors' and were informed of the key control mechanisms which includes a VAT helpline with Mazars for a period of 12 months and a VAT adviser will provide support with the first VAT return at the end of February.

### **Questions from Directors**

In response to a question about the current financial health grading it was noted that despite it being a very challenging year the college remained in good health. The Principal pointed out that the Head of Finance is doing a fabulous job despite the many changes from the ESFA in regards to the new Integrated Financial Model.

*Cllr Callum Baxter joined the meeting*

Directors were informed that the Financial Plan 2020-2021 had been updated on an initial estimate prior to the full business planning process beginning February after confirmed funding allocations had been received.

Directors were informed by the Head of Finance that the increase in student funding allocation is only for one year making it very difficult to plan long term. The Principal assured directors that the government were at least talking about the Sixth Form College sector and expectation are that more news regarding funding will be delivered before the Summer. Any further updates will be communicated to directors.

Asked about the funding changes in pay scale for teachers, directors were informed that this related to schools and not sixth form colleges.

Directors were assured that the risks relating to funding are mitigated in the college action plan

**08.2020 D1 Resolved: recommend the Risk Management Report and Risk Register to the Corporation for approval**

**09.2020**

### **Internal Audit Tracking Report**

Directors considered the Internal Audit Tracking report (paper 9.1) presented by the Head of Finance, she assured directors that this provides an extra layer of monitoring risks and that currently there are no serious issues to be considered.

### **Questions from Directors**

Directors asked if college had considered various lenders with regarding the cost of the loan repayments, it was noted that the original deal with the bank is a good one and is both manageable and affordable, however is looked at very closely on a regular basis. It was also noted that due to new regimes in place bank loans are not as readily available to colleges anymore.

- 10.2020** | **Private meeting of the committee with Auditors without staff**  
No meeting was required
- 11.2020** | **Private meeting of the committee without staff or Auditors**  
No meeting was required
- 12.2020** | **AOB**  
There was no other business to discuss
- 13.2020** | **Identification of any new or amended risks**  
No new risks were identified
- Date and Time of next meeting**  
Monday 15<sup>th</sup> June 2020

Signed \_\_\_\_\_

Date \_\_\_\_\_