

AQUINAS COLLEGE AUDIT COMMITTEE

Meeting: 27 January 2014
Time: 4.30pm
Venue: The College

GOVERNORS PRESENT

Mrs P Lynch, Mr A Martin and Mr A McCarthy.

Mrs P Lynch in the Chair

IN ATTENDANCE

Mr K Rushton	Baker Tilly
Mrs D Blackburn	Assistant Principal (Finance)
Mr T Conlon	Clerk to the Governing Body

1. APOLOGIES FOR ABSENCE

An apology for absence was received from Mr G Hitchmough (Mazars LLP).

2. DECLARATION OF INTERESTS

Governors and Staff were asked to declare any interest, which they may have in any items on the Agenda for this meeting. No interests were declared.

3. COMMITTEE MINUTES

RESOLVED – That the minutes of the meeting held on 4 November 2013, copies of which had been circulated previously be approved and signed by the Chairperson as a correct record.

4. MATTERS ARISING FROM THE COMMITTEE MINUTES

i) Letter of Engagement – Minute 4 (b)

Mrs Blackburn advised Governors that a new Letter of Engagement had been issued to cover the period 1 October 2013 to 31 July 2014 and had been signed of by the Chair of Governors.

ii) New UK Gap – Minute 11

Mrs Blackburn outlined the implications that this had for the College.

5. INTERNAL AUDIT PROGRESS REPORT

Baker Tilly reported that everything was on target to complete their work in accordance with the Audit Plan for 2013/2014. Two more reports would be submitted to the June 2014 meeting of the committee a) IT Application Review – Student Records System and b) Employee Performance Management. The audit on Employee Performance Management would replace the planned audit on Quality Assurance Systems. This change has been made in light of the recent Ofsted Inspection.

RESOLVED: That the Internal Audit Progress Report be received.

9. FEEDBACK ON RISK REGISTER AND MANAGEMENT ACTIONS

Mrs Blackburn circulated a report that gave Governors a brief overview on risk areas which are a focus for the beginning of the Spring term. The areas included the following:

- i) Reduction in funding following public sector review
- ii) High Level ALS
- iii) Reduction in Post 19 SFA Funding
- iv) Underachievement of elements of the funding, such as under recruitment of students, result in rebasing of the following year's budget income.

At future meetings Mr Blackburn will provide a report for Governors that will detail the areas that the Management Team of the College are currently looking at.

After a full discussion it was:

RESOLVED: That the report be received.

10. FRAUD LOG BOOK

Mrs Blackburn advised Members that there were no incidents of fraud or corruption to report.

The Auditor left the meeting at this point.

11. APPOINTMENT OF AUDITORS FOR 2014/2015

A discussion took place on the audit needs of the College for 2014/2015 and it was agreed that full assurance would be needed by Governors. The actual schedule of work to be determined by the College management in consultation with the Internal Auditors and the Audit Committee.

RESOLVED: That Governing Body be recommended to appoint the the following Auditors for 2014/2015:

Internal Auditors: Baker Tilly External Auditors Mazars LLP

12. ANY OTHER BUSINESS

i) Lighting - Mr Martin asked who is responsible for the costs of operating the generator that is used to light the path from the car park to the College. Mrs Blackburn advised the Governors that the builders are responsible for the costs. In the near future then floor lighting will be removed and bollards installed.

ii) Policies – It was agreed that the College's policies on a) Fraud and Corruption and b) Bribery be reviewed at the next meeting.

13. DATE OF NEXT MEETING

It was agreed that Mr D Pearson (Principal) be invited to attend the next meeting that would be held on 9 June 2014 at 4.30pm.

Signed _____
Chair of the Audit Committee

Date _____