

# STRATFORD-UPON-AVON COLLEGE CORPORATION

## MINUTES OF AUDIT COMMITTEE MEETING THURSDAY 10 SEPTEMBER 2009

<b>Present:</b>	Geoff Thompson	Chair of Committee
	Ian Lumley	Support Staff Governor
	Gill Roache	Governor
<b>In attendance:</b>	Paul Taylor	BDO Stoy Hayward (items 1-8)
	David Whitehouse	BDO Stoy Hayward (items 1-8)
	Paul Oxtoby	Baker Tilly
	Patrick Green	RSM Bentley Jennison (items 9-15)
	Louise Tweedie	RSM Bentley Jennison (items 9-15)
	Tim Astbury	Assistant Principal Curriculum
	Vamsi Bodepudi	Director of Computing Services
	David Jackson	Clerk to the Corporation
	Alex Patterson	Compliance Manager

### 1. APOLOGIES

Apologies had been received from Gary Rollason, Norman MacDonald and Kevin Bruerton of BDO Stoy Hayward.

### 2. APPOINTMENT OF CHAIR OF AUDIT COMMITTEE

With the retirement of Graham Crump, nominations for the Chair of the Audit Committee were invited. The Search Committee would review Committee membership when it met in November.

It was resolved **THAT:**

Geoff Thompson be appointed Chair of the Audit Committee with immediate effect.

### 3. DECLARATIONS OF INTEREST

Members were invited to declare any interest in business to be discussed at the meeting, following which the Chair ascertained from the Internal Auditors that there were no issues regarding the Vice Principals which would warrant their withdrawal from the meeting.

### 4. MINUTES OF THE PREVIOUS MEETING

It was resolved **THAT:**

The minutes of the meeting held on 7 July 2009 be regarded as correct and signed by the Committee Chair.

### 5. MATTERS ARISING

#### 8.6.09 meeting, Item 5, Internal Audit Lecturer Utilisation Report

As requested by the Committee, Tim Astbury, Assistant Principal Curriculum, discussed with the Committee the progress made on implementing the recommendations of the Internal Audit Lecturer Utilisation Report. He confirmed that delivery was his prime focus and that he would be holding weekly and minuted individual meetings with Curriculum Managers this term.

BDO Stoy Hayward presented the summary of their audits with other colleges and, in addition, the present contracts issued to staff were discussed.

The Committee was concerned that this report should be followed up by the new Internal Auditors to give re-assurance to the Assistant Principal Curriculum and the Governors.

It was resolved **THAT:**

Governors noted the progress to date and requested Bentley Jennison to follow up this report early in the Autumn Term as part of their operational plan for 2009/10.

### 6. INTERNAL AUDIT REPORTS

BDO presented to the Committee the following audit reports for consideration:

**Follow-up** - This was discussed and accepted.

**SBS** - This was up-dated by the Assistant Principal Curriculum and the Committee asked that it be noted that it recognised the significant work undertaken to improve processes in this area. The Committee explored to its satisfaction the links between the Follow-up Report in relation to SBS and the SBS report.

**IT reports** – This was up-dated by the Director of Computing Services and the Committee noted that a number of the recommendations had already been put in place.

It was resolved **THAT:**

The above three audit reports be discharged and noted that these would be reviewed as part of the follow-up work in 2009/10.

**7. INTERNAL AUDIT ANNUAL REPORT**

The Internal Audit Service Annual Report was presented by BDO Stoy Hayward and considered by the Committee. Whilst disappointed that the Lecturer Utilisation report was recorded as weak, the Committee felt that sufficient progress and checking arrangements had been put in place.

It was resolved **THAT:**

The Internal Audit Annual Report be recommended to the Corporation.

**8. INTERNAL AUDIT REVIEW OF PERFORMANCE 2008/09**

The College Executive Team had completed a review of the performance of BDO Stoy Hayward in 2008/09 which was provided to the Committee primarily for information given the change in Internal Audit provider.

It was resolved **THAT:**

The report be noted.

*BDO Stoy Hayward left the meeting at this point.*

**9. APPOINTMENT / REMUNERATION OF NEW INTERNAL AUDITORS**

RSM Bentley Jennison were welcomed to their first meeting of the Audit Committee since their appointment as the College's Internal Auditors for 2009/10.

Following discussion of the Engagement letter,

It was resolved **THAT:**

The Engagement letter be noted.

**10. INTERNAL AUDIT OPERATIONAL PLAN FOR 2009/10 TO 2011/12**

The draft Strategy for Internal Audit for 2009/10 to 2011/12, drawn up by RSM Bentley Jennison in discussion with the Vice Principal – Finance and the Clerk to the Corporation and considered by the Executive Team, was considered in detail by the Committee. The Plan for 2010–2012 would be reviewed at the end of the year in the light of operational needs.

It was resolved **THAT:**

- a) The Audit Committee recommend the Operational Plan for 2009/10 to 2011/12 to the Corporation, with the following amendments:
  - The number of days allocated for procurement, financial support of students and risk management be reduced.
  - Reference on page 8 to Train to Gain be amended to T2G and Work Based Learning and for classification after SBS income targets in the risk column the words T2G and WBL will be added in brackets.
  - That a followup audit of Lecturer Utilisation of 2 days be arranged in October 2010.
- b) The Plan for 2010–2012 would be reviewed at the end of the year in the light of operational needs.

**11. ANNUAL REPORTS ON AUDITS BY OTHER EXTERNAL AGENCIES**

Whilst there were no audits by external agencies to be reported, it was advised that an LSC College Funding Audit 2008/09 will take place between October and November 2009.

**12. RISK MANAGEMENT REPORT AND ACTION PLAN**

The current Risk Management Report and Action Plan, up-dated by the Executive Team on 2 September, was considered by the Committee.

It was resolved **THAT:**

The Risk Management Report and Action Plan be recommended to the Corporation.

**13. IDENTIFICATION OF REPORTS TO FUTURE MEETINGS**

No specific reports for future meetings were identified.

**14. ANY OTHER BUSINESS**

There was no other business.

**15. DATE OF NEXT MEETING**

It was resolved **THAT:**

The Audit Committee meet again on **Tuesday 17 November 2009 at 10.00am.**

