

Approved

## **EXETER COLLEGE FURTHER EDUCATION CORPORATION**

### **AUDIT COMMITTEE**

#### **Minutes of the meeting held on Wednesday 2 December 2015 in the Board, Hele Road, Exeter College**

**Present** Chris Hoar Chair  
Elaine Hobson  
David Batho  
Dave Underwood  
John Coombs

#### **In Attendance**

<i>All bar item 4.7</i>	Richard Atkins	Principal
<i>Item 4 only</i>	Kate Baczkok	Management Accountant
<i>All bar item 4.7</i>	Steve Campion	Executive Director Finance & Resources
<i>Item 4 only</i>	Derek Fargher	Interim Finance Controller
<i>All bar item 4.7</i>	John Laramy	Vice Principal
	Paul Putnam	Grant Thornton
	Barbara Sweeney	Clerk to the Corporation

#### **Apologies**

PriceWaterhouse  
Coopers

1. **Welcome Apologies and Declarations of Interest** **Action**

The Chair welcomed colleagues to the meeting which was the annual meeting at which the Committee considered the Audit Findings and Letter of Representation relating to the Statutory Accounts, for recommendation to the Board. He particularly welcomed Paul Putnam, Grant Thornton.

Since there were no internal audit reports, apologies were received from PriceWaterhouseCoopers. There were no other apologies.

David Batho declared an interest in item 5.2 as ICT manager at the College.
2. **Minutes**
  - 2.1 The minutes of meeting held on 30<sup>th</sup> September 2015, as circulated, were agreed and signed by the Chair.
  - 2.2 The confidential minutes of meeting held on 30<sup>th</sup> September 2015, as circulated, were agreed and signed by the Chair.
3. **Matters arising**

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3.1 Board Decisions

The report advising what Board actions had been taken on the recommendation of this Committee was received and **noted**.

3.2 Anti Bribery Policy

The report was received and Steve Campion, Executive Director Finance and Resources reminded the Committee that the Anti-Bribery Policy had been approved by the Board on 9<sup>th</sup> October 2015, on the recommendation of this Committee. Following review and approval of the Financial Regulations, it was necessary to include a reference to gifts and hospitality within the Anti-bribery Policy.

The Committee agreed

**To recommend the revised Anti Bribery Policy to the Board on 11 December 2015.**

*Vote: Unanimous*

All other matters had been completed or were covered elsewhere on the agenda.

4. **Financial Statements - Confidential**

4.1 Audit Findings Report

This item was dealt with as a confidential item in accordance with the College's confidentiality policy and recorded in the confidential minutes.

4.2 Financial Statements - Exeter College

This item was dealt with as a confidential item in accordance with the College's confidentiality policy and recorded in the confidential minutes.

4.3 Regularity self assessment report

This item was dealt with as a confidential item in accordance with the College's confidentiality policy and recorded in the confidential minutes.

4.4 Financial Statements – Aplus Training (SW) Limited

The confidential report was received and **noted** for information.

4.5 Financial Statement - Ecole Limited

The confidential report was received and **noted** for information.

4.6 Letter of Representation

This item was dealt with as a confidential item in accordance with the College's confidentiality policy and recorded in the confidential minutes.

*College Managers withdrew for Item 4.7*

4.7 Governors' Only Item with Auditors

This item was dealt with as a confidential item in accordance with the

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College's confidentiality policy and recorded in the confidential minutes.

## 5. **Internal Audit Action Plan**

### 5.1 Progress Update

The report was received. Steve confirmed that there were no outstanding actions from 2013/14. He updated the Committee on progress towards the one outstanding action for 2014/15, which related to the students' record system for Aplus. The training provider had come into the College and subsequently been incorporated into the Faculty of Business and IT. Because of the changes in staff, completion of the action had been deferred to January 2016.

The Committee agreed to

**a) Note the report.**

**b) Remove completed actions**

### 5.2 Penetration Testing Update

This item was dealt with as a confidential item in accordance with the College's confidentiality policy and recorded in the confidential minutes.

## 6. **Risk Management**

### 6.1 Annual Report to Corporation

The report was received. Steve confirmed that the Annual Report summarised the activity relating to risk management for the year. He confirmed that it highlighted the risk management policy and framework and the College Risk Register. The College had a strong culture of risk management at all levels, demonstrated at recent Quality and Resource Review Days, with Heads of Faculty having a clear understanding of appropriate significant risks.

Steve recommended that the College retain an Internal Audit Service. Although no longer mandatory, it provided a valuable resource and additional assurance. However, as was typical in the sector, there might be a change of focus to provide greater value for money, and fewer contracted days.

The Committee agreed to:

**Recommend the Risk Management Annual Report to the Corporation Board for approval at its meeting on 11<sup>th</sup> December 2015.**

BHS

*Vote: unanimous*

### 6.2 Risk Management Update

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The report, including the risk register and risk heat map, was received. Steve confirmed that the risk register was reviewed termly by the Senior Leadership Team. Although mainly unchanged from the register considered by the Committee at its last meeting, he update the Committee, providing the rationale for decisions. He highlighted the significant issues.

The Committee agreed to

**Recommended the Risk Register and Risk heat Map to the Board** BHS

*Vote: unanimous*

7. **Audit Committee Annual Report to Corporation**

The paper was received and the Committee considered the draft report which would be presented to the Board in order for it to confirm in the Financial Statements the adequacy and effectiveness of the College's system of risk management, controls and governance process.

The Committee agreed that the report was an accurate reflection of the work of the Committee during the year and that it was happy to endorse the draft conclusions. It agreed to

**Recommend the Audit Committee Annual Report to the Board for approval at its meeting on 11<sup>th</sup> December 2015.** BHS

*Vote: unanimous*

8. **Dates of Next Meetings**

Wednesday	9 <sup>th</sup> March	2016
Wednesday	15 <sup>th</sup> June	2016