

Approved

EXETER COLLEGE FURTHER EDUCATION CORPORATION

AUDIT COMMITTEE

Minutes of the meeting held on Wednesday 30th November 2016 in the Board, Hele Road, Exeter College

Present Chris Hoar Chair
Elaine Hobson
Dave Underwood

In Attendance

<i>All bar item 4.7</i>	John Laramy	Principal
<i>To item 4.7</i>	Kate Barczok	College Accountant
<i>All bar item 4.7</i>	Steve Campion	Executive Director Finance & Resources
<i>To item 4.7</i>	Derek Fargher	Interim Finance Controller
	Paul Putnam	Grant Thornton
	Barbara Sweeney	Clerk to the Corporation

Apologies

David Batho
John Coombs
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.

The Committee thanked Derek Fargher, who was leaving at the end of the term following 17 months as Interim Finance Controller, for his contribution; particularly for his help in preparing the Financial Statements. Governors welcomed Kate Barczok, who had been appointed College Accountant.

Apologies were received. Since there were no internal audit reports, apologies were also received from PriceWaterhouseCoopers.

There were no declarations of interest

2. Minutes

2.1 The minutes of meeting held on 28th September 2016, as circulated, were agreed and signed by the Chair.

3. Matters arising

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3.1 Teachers' Pension Contributions Letter

The report was received and Paul Putnam, Grant Thornton reminded the Committee that at its last meeting the External Audit Plan was received and which stated that in addition to undertaking the Financial Statements the auditors also, in alia, reviewed the Teachers' Pension Scheme return and issued a letter to say that it was a clean report with no issues. The Committee agreed to

Note the Teachers' Pension Scheme return

3.2 Audit Tender update

The agreed process for the tender was received. Steve Campion, Vice Principal Finance and Business Operations, confirmed that the tender interviews were scheduled for the 21st February 2017 and proposed the interview panel. The Audit Committee would be invited to consider the panel's recommendation at its meeting on 8th March 2017, and at which it would, in turn make the recommendation to the full Board at the next meeting after that on 5th May 2017. Given the timing, the successful bids would be notified of the result subject to Board ratification after the Audit Committee on 8th March 2017.

3.3 Board Decisions

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

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 accounts of the dormant company, which had been scrutinised by the Business Services Committee on the 28 November 2016 and recommended to the Board, were received **and noted**.

4.5 Financial Statement - Ecole Limited

The accounts of the dormant company, which had been scrutinised by the Business Services Committee on the 28 November 2016 and recommended to the Board, were received **and noted**.

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

5. **Internal Audit Action Plan**

5.1 Progress Update

The report was received. Steve summarised the progress against four outstanding actions from the Business Continuity Audit. The membership of the Business Continuity Group had been reconfigured and the new membership was working to drive through the other four actions. Business impact assessments were being completed and the various documents collated. A scenario rehearsal was scheduled for the summer term.

The Committee agreed to remove the completed actions from the Internal Audit Action Plan and the Committee agreed to:

a) Note the report.

b) Remove completed actions from future reports

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, and reminded the Committee of the current significant risks.

The Committee agreed to:

Recommend the Risk Management Annual Report to the Corporation Board for approval at its meeting on 9th December 2016.

Vote: unanimous

6.2 Risk Management Update

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, and had last been reviewed on 14th November 2016. Although mainly unchanged from the register considered by the Committee at its last meeting, he update Governors, providing the

BHS

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rationale for decisions.

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 9th December 2016. BHS

Vote: unanimous

8. **Reporting and future planning**

8.1 Items to take to Board

The Committee reviewed the agenda and agreed on the items to be reported to the Board at its next meeting on 9th December 2016.

8.2 Items for next meeting

The Committee reviewed the cycle of business for the September meeting and agreed on additional items to be included in the agenda for the next meeting

9. **Dates of Next Meetings**

Wednesday 8th March 2016

Wednesday 14th June 2016