



**Minutes from the remote meeting of the Audit Committee  
on the 3rd of December 2024**

<p><b>Present:</b>  N Hainsworth (NH) - Chair  K Robinson (KR)  S Tinsley (ST)  P Riley (PR)</p>	<p><b>In Attendance:</b>  D Carter (DC) - Director of Governance  J Flaherty (JF) - Vice Principal Finance and Planning  Micheal Speight (MS) - Mazars  Joshua Miles (JM) - Mazars  Tausif Taj (TT) - TIAA</p>
--	--

		Action
Meeting commenced at 6.00pm		
1	<p><b>Welcome, Apologies for absence, Disclosure of financial and/or personal interest</b>  DC welcomed everyone to the meeting. It was noted MS and JM would arrive slightly late. There were no disclosures of personal or financial interests.</p>	
1a	<p><b>Appoint Chair and Vice Chair of the Committee</b>  NH was appointed as Chair of the committee.  <b>Action:</b> The position of Vice Chair will be deferred until the February meeting.</p> <p><i>JM and MS arrived 6.06pm</i></p>	Agenda
2	<p><b>To agree agenda and order of business as circulated</b>  Item 15 to be taken with item 7.</p>	
3	<p><b>To approve the minutes of the meeting held on 25 June 24</b>  The minutes were approved as a true and accurate record of the meeting by those in attendance.</p>	
4	<p><b>Matters arising</b>  None</p>	
5	<p><b>To receive updates on risk and assurance:</b>  <b>a) Receive a progress report on the Risk Register including Residual Risk Grid</b>  JF reported the format of the risk register has been updated following feedback from the July training session.  JF explained the rationale behind the update of the risks and how they are now reported. The risks will no longer be filtered to each committee as many are linked.  A discussion took place around the risks and those that were seen as the highest risk at the moment.  A member asked about staff strike action, JF confirmed there has been none to date.</p> <p>Members felt the new format worked well and the grid was a good visual representation.</p>	

	<p><b>b) To receive an update on WYCC</b> JF updated members on the consortium.</p> <p><b>Receive an update on the 23/24 Internal audit and assurance work</b> <b>TIAA Annual Report</b> TT informed Governors of an amendment which will be made to the report. Members discussed the table which set out the framework of the recommendations. There were no substantial findings and no concerns raised by the committee.</p> <p><i>TT left the meeting at 6.20pm</i></p> <p><b>c) Consider the scope of work of Internal Auditors for 24/25</b> A discussion took place around the scope and when best to confirm. It was confirmed two areas would be considered initially and then in February one can be replaced by a different area, if appropriate. The committee was asked to let JF know of any areas it is important to consider.</p> <p>A question was asked around the previous findings and if these had been resolved, JF confirmed both previous recommendations have been resolved-</p> <p><b>d) Receive a summary of known outcomes to date of the ESFA funding audit</b> JF reported the outcomes of the ongoing audit on revenue. Members discussed what non compliance would mean and the external auditors gave their interpretation. A discussion took place around funding and the risk appetite. The Chair commented that small changes can impact as margins are fine.</p>	
6	<p><b>To receive :</b></p> <p><b>a) the audit completion report from Mazars</b> <b>b) Including draft letters of representation to Mazars re Financial statements &amp; Regularity</b></p> <p>MS gave an overview of the report including the findings, and explained the college is heading for a clean audit opinion. Two low level findings were reported.</p> <p>Members discussed the comparisons between this year's and last year's reports.</p> <p>JM explained in terms of control recommendations, there are three categories and the auditors have not noted any significant deficiencies. Two immaterial matters only were noted.</p> <p>A question was asked around sample size and JF responded. Members recommend to the Corporation that the letter of representation can be signed.</p>	
7	<p><b>To consider the draft Financial Statements, including:</b></p> <p><b>a) Strategic Report</b> <b>b) the Statement of Corporate Governance and Internal Control</b></p>	

	<p><b>c) Governing Body's statement on the College's regularity, propriety and compliance with funding body terms and conditions of funding</b></p> <p><b>d) the Statement of the Responsibilities of the Members of the Corporation for the Financial Statements</b></p> <p>The Chair reminded members the Audit Committee was primarily concerned with the first half of the financial statements.</p> <p>MS explained the noteworthy items from the financial statements. JF stated everything has been discussed over the year.</p> <p><b>Action:</b> A member suggested the overlap of JF and Lorraine Swift, his predecessor, should be explained more clearly. A few other minor points regarding wording and layout were flagged which JF will consider and update.</p> <p>The committee agreed the various statements could be signed by the Principal and Chair of the Corporation.</p>	
15	<p><b>To Consider whether it is appropriate to use of the 'Going Concern' principle in the Financial Statement</b></p> <p>Members discussed the use of the Going Concern basis of accounting - JF explained the revenue and outgoings as well as monies from the AEB contract and the FECTF.</p> <p>Members agreed the College is a going concern in line with accounting requirements.</p>	
8	<p><b>To give Auditors the opportunity, if necessary, to go into a confidential session without Management/Observers in attendance</b></p> <p>MS confirmed this was not needed.</p> <p><i>MS and JM left the meeting at 8.57pm</i></p>	
9	<p><b>To consider the Acceptable Use Policy</b></p> <p>Members approve the policy and recommend to the Corporation.</p>	
10	<p><b>To consider Shipley College Developments end of year accounts and recommend to the Corporation</b></p> <p>It was confirmed this is currently a dormant company. JF suggested that the company secretary should be changed to him, and the change registered at Companies House, It was noted that Lorraine Swift (the current secretary) remains employed by the college.</p> <p>Members recommended approval of these accounts by the Corporation.</p>	
11	<p><b>To receive details of any significant changes to the funding agreement</b></p> <p>A discussion took place around the rapid review and the curriculum review announced by the government and how this will affect the plan of TLevels and Level 3 Courses being defunded.</p>	
12	<p><b>To consider the Annual Health and Safety Report</b></p> <p>Members discussed the data within the report and the increase in student numbers. The hard work of Lucy Pripachailo and Ian Durham ensuring the health and safety around the recent refurbishments and keeping students and staff safe was noted.</p>	

	<p>A member asked if the fire risk strategy documentation had been updated following the works to ensure the management of these are still compliant.</p> <p><b>Action:</b>The member accepted an offer to meet with ID.</p> <p>Governors recommend the report to the Corporation.</p>	JF/ID
13	<p><b>To consider the outcome from the 2023/24 Audit Committee Performance Review Questionnaire</b></p> <p>DC explained the lowest score related to the size of the committee and the work taking place to try and recruit another Audit member. Members acknowledged the work being undertaken and were pleased one new had joined the meeting today.</p>	
14	<p><b>To consider the Regularity Self-Assessment Questionnaire</b></p> <p>JF highlighted the changes in the document. As previously discussed most policies and procedures are well established.</p> <p>JF advised members of the change of process this year due to the questionnaire being signed earlier.</p> <p>Members are content with the outcome.</p>	
16	<p><b>To confirm the continued appointment of the Financial Statements Auditors</b></p> <p>A discussion took place around compliance and when the right time to go out to tender would be. It was noted there has been a rotation of personnel at Mazars looking after the college.</p> <p>A member asked about an extension of contract and JF confirmed we are already in an extension period. It was discussed and agreed a formal process would need to take place for 2025/26, but an extension would be the preference for 2024/25 if the costing is inflationary increase only.</p>	
17	<p><b>Any Other Business</b></p> <p>None raised</p>	
	<p><b>Dates of meetings to December 2025</b></p> <ul style="list-style-type: none"> <li>•Tuesday 11 March 2025 at 6.00pm</li> <li>•Tuesday 24 June 2025 at 6.00pm</li> <li>•Tuesday 2 December 2025 at 6.00pm</li> </ul>	

Meeting closed 7.25pm

### Decision and Action Tracker

Date /Item	Decision/Action	Person responsible
031224 item 1a	<p><b>NH was appointed as Chair of the committee.</b></p> <p><i>The position of Vice Chair will be deferred until the February meeting.</i></p>	Agenda
031224 item 3	<p><b>The minutes were approved as a true and accurate record of the meeting.</b></p>	
031224 item 6	<p><b>Members recommend to the Corporation that the letter of representation can be signed.</b></p>	
031224 item 7	<p><i>A member suggested the overlap of JF and Lorraine Swift, his predecessor, should be explained more clearly. A few other minor points regarding wording</i></p>	JF

	<p><i>and layout were flagged which JF will consider and update.</i></p> <p><b>The committee agreed the various statements could be signed by the Principal and Chair of the Corporation.</b></p>	
031224 item 15	<b>Members agreed the College is a going concern in line with accounting requirements.</b>	
031224 item 9	<b>Members approve the Acceptable Use Policy and recommend to the Corporation.</b>	
031224 item 10	<b>Members recommended approval of the Shipley College Development accounts by the Corporation.</b>	
031224 item 12	<p><i>A member accepted an offer to meet with ID.</i></p> <p><b>Governors recommend the Health and Safety report to the Corporation.</b></p>	JF/ID
031224 item16	<b>It was agreed a formal process would need to take place for 2025/26, but an extension of the auditors contract would be the preference for 2024/25 if the costing is inflationary increase only.</b>	