

Audit Committee 20th September 2011, Committee Room, Ashington Campus

	<p>Present : S Barlow(Chair), P Langton, C Todd, T Shirley</p> <p>In attendance: K Allan, K Ramsey, S McNair (PWC)</p>	
Audit/20Sept11/01	<p>Confirmation of eligibility and quorum:</p> <p>The meeting was agreed to be quorate.</p>	
Audit/20Sept11/02	<p>Apologies</p> <p>Apologies were received from Lesley Rickerby</p>	
Audit/20Sept11/03	<p>Minutes of the previous meeting</p> <p>The minutes of the meeting held on 28th June 2011 were approved as a correct record subject to the addition of Kelly Ramsey (KR) to the attendance list.</p>	
Audit/20Sept11/04	<p>Internal Audit Report – Risk Management</p> <p>Susan McNair (SM) of PWC (internal auditors) presented this report which provided a “high assurance” rating, increased from “moderate assurance” for the previous audit on the same subject. The report contained one low priority risk, the management response to which had been completed.</p>	
Audit/20Sept11/05	<p>Internal Audit Report – Procurement</p> <p>SM presented this report which provided “limited assurance”. Governors expressed their disappointment at this outcome. Chris Todd (CT) stated that the majority of the concerns had related to orders placed within two college departments and appropriate action had been taken with regard to the two managers concerned.</p> <p>The appropriateness of credit checks on suppliers was discussed and it was agreed that the degree of checking should be proportionate to the level of risk (for example the ready availability of other suppliers for commodity goods).</p> <p>It was agreed that a repeat audit of procurement should be scheduled early so that a report can be submitted to the December 2011 meeting of the Audit Committee.</p>	
Audit/20Sept11/06	<p>Internal Audit Report – Curriculum Planning</p> <p>SM presented this report which provided “moderate assurance”, including two medium priority and four low priority findings.</p> <p>KR confirmed that a post-implementation review of curriculum planning would be held in the next few weeks to establish lessons learned.</p>	
Audit/20Sept11/07	<p>Strategic and Operational Internal Audit Plan 2011/12</p> <p>SM presented this plan which outlined the topics to be audited during 2011/12 and the number of days work allocated to each topic. The Audit Committee approved the plan.</p>	

	SM left the meeting at this point.	
Audit/20Sept11/08	<p>SFA Audit – apprenticeships and SFA Audit – Train to Gain</p> <p>CT introduced these two Funding Assurance Audit reports from the Skills Funding Agency. The reports identified apparent over-claiming of SFA funds by the college, which the SFA intended to claw back.</p> <p>CT explained that college management were reviewing information to ensure that the amount of clawback calculated by the SFA was accurate. He also identified the steps that were being implemented to improve processes and systems relating to apprenticeships, including:</p> <ul style="list-style-type: none"> • Identification of a lead person in the MIS team who will monitor funding guidance and ensure that data is complete in the required fields. • Preparation of a guidance manual • Revision of documentation • Creation of an employer-responsive learning forum, to meet once month • Improving training and supervision of assessors <p>Governors were disappointed to note the planned clawback. Tony Shirley commented that the systems required were very basic ones which should be in place in any college.</p> <p>It was agreed that a follow-up report would be considered by the Audit Committee in December 2012</p>	CT
Audit/20Sept11/09	<p>Confidential items and items for the risk register:</p> <p>There were no confidential items or items for the risk register to report.</p>	
	Date of next meeting: 6 th December 2011	

Minutes agreed at meeting held 6th December 2011

Signed:

Chair of Audit Committee

Date signed: