



**MINUTES OF THE TRC  
AUDIT COMMITTEE MEETING**

**MONDAY 20 JUNE 2016**

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**PRESENT**

Ms J Collier (Chair); Mr M Chaudhary; Mrs A Todd

**In Attendance:**

Mr M Patterson, Vice Principal Finance & Resources; Mrs S Martin, Clerk

**APOLOGIES**

16.012 Apologies were received from Mr T Grice

**DECLARATIONS OF INTEREST**

16.013 Members were reminded of the need to declare any interests. No interests were declared in respect of agenda items however, members reserved the right to declare an interest at any stage of the meeting.

**MINUTES**

16.014 The Minutes of the meeting held on 14 December 2015 were agreed as a true and accurate record and were signed by the Chair.

*N.b. the 14 March 2016 meeting of the audit committee had been incorporated within the full corporation meeting held on the same day.*

**MATTERS ARISING**

16.015 The committee received a list of actions arising from the previous meeting and it was noted that all items are now complete.

**ELECTION OF VICE CHAIR**

16.016 The Clerk informed members that the position of Vice Chair for the Audit Committee was vacant. Volunteers were requested and it was agreed that Mr M Chaudhary be appointed as Vice Chair.

**RESOLVED: 16.016 That Mr M Chaudhary be appointed Vice Chair of the Audit Committee.**

**RISK MANAGEMENT MONITORING REPORT**

16.017 The VP F&R referred to the Risk Management Monitoring Report 2015/16, commenting on the updated items that were highlighted in bold. There were minimal changes but it was noted that that the most significant update was in relation to frequent internet attacks slowing down the internet connection throughout college. Members were assured that, so far, the security systems in place have prevented access or damage to the data and network.

The Report was noted and received.

### **RISK MANAGEMENT ACTION PLAN & RISK REGISTER**

16.018 Having been circulated with the agenda the VP F&R referred to the Risk Management Action Plan and Risk Register for 2016/17, explaining that many of the risks are ongoing from the previous year with any changes highlighted in bold. Each risk was considered, with members noting the action being taken.

Discussion focused on risk 3.9 – restructuring impact i.e. joining a MAT, collaborative working or doing nothing and risk 1.6 – Insufficient information to decide between ABR options. The highest score of 48 for risk 3.9 within the register was acknowledged, with agreement that this accurately reflects the level of risk involved. Members made it clear that due to the level of risk involved in what would be a multi-million pound transaction, the process of due diligence should provide a significant level of detail regarding potential partner institutions. This should ensure that adequate risk analysis can be undertaken before making the final decision on whether or not to pursue the option of becoming part of a multi-academy trust.

Mr M Chaudhary suggested that, given the level of risk involved, the final decision should be unanimous and not by a majority vote. The Chair responded, explaining that this suggestion would need to be raised with the Chair of the Corporation.

**RESOLVED 16.018 To recommend the Risk Management Action Plan 2016/17 to the Corporation for approval.**

### **ANNUAL HEALTH & SAFETY AND ACCIDENTS REPORT**

16.019 The Committee received an analysis of accidents at the college between 02/09/15 and 20/05/16 and any management action taken. Only 3 incidents required management action as follows:

- 1) Checking of a storage area following cuts/bruising to a member of staff. No further action required as a result of the checks made.
- 2) Site staff checked the condition of the football nets following a student's sporting injury. The resulting action being to ensure that students are not given the task to dismantle nets in future.
- 3) A near miss within the geography department resulted in remedial work to replace coving.

The report referenced a child suffering a sporting injury and members queried why there would be a child on the premises. The VP F&R explained that the sports centre provide activities and events for children to attend.

The report was noted and received with agreement that it would not be necessary to present the report to the full corporation.

### **AUDIT PLAN 2016/17**

16.020 The VP F&R informed the committee that the Audit Plan 2016/17 was not yet available as the meeting with the auditors will be held on Thursday 23<sup>rd</sup> June 2016. The plan will be presented at a future meeting and will be very similar to previous years despite the imposed change to the format of the accounts as a result of the Financial Reporting Standard 102 (FRS 102). The main issue arising from this change is that the auditors' fees will increase for 2015/16 only but, although this is inevitable, any excessive increase will be challenged.

**DATE AND TIME OF NEXT MEETING**

16.021 The Clerk informed the committee that the calendar of Corporation and Committee meetings for 2016/17 is on the agenda for approval at the next Corporation meeting on Monday 4<sup>th</sup> July.

Signed \_\_\_\_\_ Mr M Chaudhary (Vice Chair) \_\_\_\_\_

Date \_\_\_\_\_ 5<sup>th</sup> December 2016 \_\_\_\_\_