

## Newbury College Corporation Audit Committee

### Minutes of a meeting held on Monday 24<sup>th</sup> February 2020

	Name	Present	Role
<b>Membership</b>	Sally Osmond	*	External Member – Chair
	Jonathan Hopson	*	External Member
	Tom Rossiter	*	External Member
	Glyn Howells	*	External Member – Vice Chair
<b>In Attendance</b>	Iain Wolloff	*	Principal
	Jayne Steele	*	Director of Finance & Resources
<b>Quorum:</b>	Three members required		Meeting quorate, four members present

#### AGENDA ITEMS

Item No.		Action
<b>1</b>	<b>APOLOGIES FOR ABSENCE</b> Apologies were received from Lee Hunt.	
<b>2.</b>	<b>DECLARATIONS OF INTERESTS</b> Members confirmed that they had no declarations of interest to make	
<b>3.</b>	<b>MINUTES OF THE PREVIOUS MEETING</b> The minutes of the meeting held on 18 <sup>th</sup> December 2019 were approved as a correct record.	
<b>4.</b>	<b>MATTERS ARISING FROM THE MINUTES</b> <b>Item 4.1</b> - The Management team would evaluate the counter fraud strategy, fraud risk and create a fraud response plan for review at the next Audit Committee. The Plan was ongoing. Action to take to the next meeting for a progress update – see Item 6.  <b>Item 5.4</b> - It was noted the College should audit the services that Mitie provides by sample testing the PPMs to ensure value for money from the contract. The Committee agreed to add this to the Audit Business Plan with a target for presenting in July and a review in December. GP had added to the Business plan.  <b>Item 5.4 b</b> The Committee noted their wish to progress actions taken on the risk of Legionella and an update would be added to the Committee business plan.	

	<p><b>Item 6</b> - GH suggested Health and Safety could be considered in the future. SO agreed to raise this at the next Full Corporation meeting as a proposal from the Audit Committee.</p> <p><b>Item 11</b> - GP would send a link to the Audit Committee of the most up-to-date JACOP. This had been done.</p>	
5.	<p><b>OUTSTANDING RECOMMENDATIONS (INTERNAL AND EXTERNAL AUDIT)</b> (SI)</p> <p>JS presented her report.</p>	
6.	<p><b>FRAUD REPONSE PLAN UPDATE</b></p> <p>JS provided an update.</p>	
7.	<p><b>PROGRESS AGAINST AUDIT COMMITTEE STRATEGIC TARGETS</b> (SI)</p> <p>IW verbally updated the Committee.</p>	
8.	<p><b>RISK MANAGEMENT REPORT AND RISK REGISTER</b> (SI)</p> <p>IW presented his report.</p>	
9.	<p><b>INTERNAL AUDIT PLAN</b></p> <p>JS explained that</p>	
10.	<p><b>TENDER PROCESS FOR INTERNAL AND EXTERNAL AUDITOR SELECTION</b></p> <p>JS and SO updated the Committee</p>	
11.	<p><b>SIGNIFICANT INCIDENT REPORT</b> (SI)</p> <p>There were no significant incidents since the last meeting.</p>	
12.	<p><b>AOB</b></p>	
13.	<p><b>EVALUATION OF MEETING</b></p> <p>XX completed the evaluation.</p>	

Confirmed as a correct record:

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Signature of Committee Chair

Date .....