

# Minutes

## AUDIT MEETING

Date:	9 June 2025	Time:	4PM
Chairperson:	Russell Shackleton (RS)	Location:	Newbury College, The Hart Room

Present	Name	Role
<b>Membership</b>	Chris Wilson (CW)	External Member – Vice Chair
	Javid Iqbal (JI)	External Member
	Stuart Compton (SC)	External Member
	Tim Major (TM)	External Member (On Teams)
	Russell Shackleton (RS)	External Member – Chair
	Julian Cooper (JC)	External Member
<b>In Attendance</b>	Julian Tucker	Director of Finance (DF)
	Chris Rising (CR)	Internal Auditor – MHA
	Nathan Hall (NH)	Director of Estates and Facilities (DEF)
	Heather Large (HL)	Governance Professional (GP)
	Lee Probert (LP)	Principal and Chief Executive (PCE)
	Jo Houghton (JH)	Vice Principal – HE & Skills (VPHEs)
	Richard Elwell (RE)	IT Manager (RE) (Agenda Item 9 Only)
<b>Apologies</b>	Cathy Wright (CWr)	Vice Principal – Central Services (VPCS)
	Jatinder Matharu (JMa)	Director of Safeguarding and Support (DSS)
	Lee Jamieson (LJ)	Deputy Principal
<b>Absent</b>	Chris Mantel (CM)	External Auditor - Alliotts
<b>Quorum</b>	Three members required	Meeting quorate, six members present

### AGENDA ITEMS

Item No.		Reports
	<b>PRE-MEET WITH SLT WITHOUT PCE AND AUDITORS</b> Chris Rising and PCE left for this Agenda item. No concerns were raised.	Verbal
	<b>PRE-MEET WITH SLT WITHOUT AUDITORS</b> This was subject to a Confidential Minute	Verbal
1.	<b>APOLOGIES FOR ABSENCE</b> There were apologies for absence received and accepted for: Cathy Wright Jatinder Matharu	Verbal

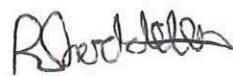
	Lee Jamieson	
	It was noted that Chris Mantel was absent.	
2.	<b>DECLARATIONS OF INTEREST</b> There were no declarations of business, pecuniary or conflict of interests raised.	Verbal
3.	<b>ELECTION OF EXTERNAL MEMBER</b> The Committee duly nominated and elected Julian Cooper as an External Member of the Audit Committee.	Verbal
4.	<b>MATTERS OF FRAUD OR POTENTIAL FRAUD</b> None Reported.	Verbal
5.	<b>MINUTES OF THE PREVIOUS MEETING</b> The Minutes of the Audit Committee held on the 3 February 2025 were duly agreed, accepted, and will be signed off by the Audit Committee Chair following the Clerk amending the spelling of Precision to Procision. The Minutes of the Confidential Minutes of the Audit Committee meeting held on 3 February 2025 were duly agreed, accepted and will be signed off by the Audit Committee Chair. <b>The Committee accepted the minutes as an accurate record.</b>	Paper (3)  Paper (9)
6.	<b>MATTERS ARISING FROM THE MINUTES</b> The Committee reviewed the matters arising from the Minutes of 3 February 2025.  <ol style="list-style-type: none"> <li>1. DEF to raise and promote more Health and Safety awareness within the culture of the College. <b>Complete</b> The Committee were informed of the processes and reporting levels for health and safety along with the responsibilities of such issues. The Committee explained their reasoning for more information around the culture of health and safety being embedded in everyday College life.</li> <li>2. PCE to provide AI Report for next meeting. <b>Outstanding</b> <b>The Committee were informed by the PCE that the arrangements and use of AI were more detailed and complex therefore a more comprehensive report will be provided to the next meeting.</b></li> <li>3. PCE to update risk register with AI actions undertaken. <b>Closed</b> <b>The Committee were informed that register updates will be made in time for a new risk register for the 2025/26 Academic year. Action: PCE to coordinate with DF to provide updated Risk Register to next meeting.</b></li> <li>4. Revised risk register requirements and changes to process to be provided to next meeting PCE/Audit Committee Chair. <b>Complete. Duplicate of Action 3.</b></li> <li>5. PCE to provide the committee with a list of all potential inspections that would be within the scope of the Audit Committee for next meeting. <b>Outstanding.</b></li> <li>6. FD to review Mitie duties and responsibilities and ensue any quotes for essential works are actioned. Review any breaches of contract and address. Provide a life cycle for tenders/contracts. <b>Complete.</b> Clarification and advice given to the Board April 2025.</li> <li>7. DF to provide a date when the Business Continuity inspection will be completed. <b>Ongoing.</b></li> <li>8. DF to provide a report for the next meeting on how partnerships such as the Procision Contract and similar organisations are governed and how off-site provision is governed at all levels. <b>Closed. Committee noted that: the leadership of Offsite Provision is subject to the ongoing restructure. Action: DF Offsite provision to be scheduled for a Deep Dive by the Audit Committee in 2025/26 business cycle.</b></li> </ol>	Paper (11)

	<p>9. DF/PCE to compile a new risk register to manage and report risk management for Committee approval. <b>Complete. Duplicate of Action 3.</b></p> <p>10. DF/PCE to provide evidence in the risk report for the next meeting on how risk areas have been discussed and managed from the last meeting. <b>Complete</b> To be discharged in the production of a new risk register for 2025/26.</p> <p>11. DF to propose a schedule of deep dives for the academic year on risks. <b>Outstanding.</b></p> <p>12. DF/PCE to produce an AI Report at the next meeting. <b>Closed. Duplicate of Action 2</b></p> <p>13. DF/PCE to produce a list of organisations that could potentially perform inspections. <b>Closed. Duplicate of Action 6.</b></p> <p>14. Clerk to add Any Matters of Fraud or Potential Fraud as an agenda item after declarations of interest to future agendas. <b>Complete.</b></p> <p>The PCE informed the meeting that the version of the 'Action Tracker' included in the 'Board Papers' was not the most recent version. The Committee noted this and agreed that there was insufficient time to prepare for a discussion of this.</p>	
7.	<p><b>FINANCE DIRECTOR REPORT</b></p> <p>Subjects under discussion included, the transition from the previous Director of Finance, the college financial position, the schedule of work by the finance team, preparations for the external 2024/25 audit, risk management and other related issues.</p> <p>It was noted that the new DF had only been in post for 1 week and had focused his time on an operational handover. The previous DF had produced the Finance Report therefore the new DF was not fully aware of the wider issues supporting the papers and needed more time to familiarise himself with the content and background of these.</p> <p><b>Subject to a Confidential Minute</b></p>	Verbal
8.	<p><b>OUTSTANDING RECOMMENDATIONS</b></p> <p>The Committee were informed there are none.</p>	Verbal
9.	<p><b>RISK MANAGEMENT AND RISK REGISTER – Cyber Security Deep Dive</b></p> <p>The Committee were introduced to Richard Elwell, IT Manager who presented an overview of the College Cyber Security arrangements and readiness. A deep dive discussion followed which identified the risks, controls and whether their were potential areas of vulnerability.</p> <p>The contents of this discussion are subject to a Confidential Minute.</p> <p><b>Richard Elwell left the meeting at 17.01 hours</b></p>	Verbal
10.	<p><b>INTERNAL AUDIT REPORTS</b></p> <p>The Committee were informed that the College has received one completed report this year on the Payroll activities of the College and the report rating was "Substantial". Members asked for clarification of the results.</p> <p>The College received a first draft second report, that one on learner numbers, at the start of June and so management haven't had time to review and respond to the points raised. The report received a rating of "Adequate". <b>The committee agreed to wait for the final report to be provided before further discussion.</b></p>	Paper (p15)  Paper (p17)

	<p>The third piece of internal audit review work on GDPR is scheduled to be performed this half term.</p> <p>The Committee emphasised to MHA (Internal Audit) the importance of reviewing and providing an update to the Committee on the implementation status of actions from audits carried out since their appointment. This was particularly important due to the changes in SLT personnel and changes in responsibilities and structures within the college.</p> <p><b>ACTION: MHA to complete review of Internal Audit Recommendation status.</b></p>	
<b>10.1</b>	<p><b>INTERNAL AUDIT PLAN</b></p> <p>The Committee were recommended to approve the Internal Audit plan which had been discussed with the DF and have recommended that the 2025/26 Internal Audit plan covers the following three areas:</p> <ul style="list-style-type: none"> <li>• Risk Management;</li> <li>• Recruitment and retention of staff; and</li> <li>• Curriculum planning.</li> </ul> <p>These areas have not been reviewed in the last two years and two of the areas, risk management and curriculum planning, would be reviewed following a College refresh in these areas in 2024/25.</p> <p>The committee noted that the above areas are impacted by changes being made at the college and therefore need time for new processes to become embedded. Internal Audit were advised to consider this as part of their scheduling of the Audits.</p> <p>The number of audits and audit hours will remain unchanged from the current year.</p> <p>The Committee asked:</p> <ul style="list-style-type: none"> <li>• If the Curriculum and Planning would be for 2025/26. It was explained that the processes for the current year has been updated and it would be useful to inform on the impact in the following year. It was agreed that the IA would start from January 2026.</li> <li>• Are MHA content with not having an ILP Audit given the verbal assurances received to date. This was confirmed.</li> <li>• That the Internal Audit Plan cover staff engagement, day to day management of estates and PFI.</li> </ul> <p><b>The Committee duly approved the Internal Audit Plan for 2025/2026.</b></p>	Paper (p42)
<b>11.</b>	<p><b>EXTERNAL AUDIT TENDER 2025-26</b></p> <p>The tender process and outcome were discussed by the Committee. The Committee agreed to recommend to the Corporation the appointment of firm that most effectively met the criteria within the tender as the External Audit provider.</p> <p>Subject to a Confidential Minute.</p>	Appendix 1
<b>12.</b>	<p><b>POLICIES</b></p> <p>The Committee were informed that it had been agreed all procedures will now go to relevant SLT/Owner. All other statutory policies will go to Board.</p>	Verbal

13.	<p><b>HEALTH AND SAFETY</b></p> <p>The Committee received an up-to-date Health and Safety Report. The Committee asked:</p> <ul style="list-style-type: none"> <li>• Is COSHH training up to date. This was confirmed and it is audited.</li> <li>• If H &amp; S policies for offsite providers align with College H &amp; S policy, it was confirmed this is still outstanding but would be reported on at the next meeting within the H &amp; S report.</li> <li>• How effective is mental health and workload fatigue of staff identified and tackled. Committee were informed of the training is rolled out and Line Manager responsibilities and (all staff) look for signs and how to report it.</li> </ul>	Paper (p49)
14.	<p><b>SIGNIFICANT INCIDENT REPORT AND PREPAREDNESS</b></p> <p>The Committee were informed there is nothing to report.</p>	Verbal
15.	<p><b>AUDIT COMMITTEE ANNUAL BUSINESS CYCLE</b></p> <p>The Committee reviewed recommending that there may be a change for the first meeting of the new academic year for items not covered in this meeting.</p>	Paper (p55)
16.	<p><b>AI WITHIN AUDIT COMMITTEE</b></p> <p>The Committee were informed this is 'In-progress' with the PCE to provide a report to the next meeting.</p>	Verbal
17.	<p><b>INSPECTION READY</b></p> <p>The Committee asked:</p> <ul style="list-style-type: none"> <li>• Would the College be ready for an unannounced visits such as Fire or Food Hygiene. Committee were informed fire visits are not usually unannounced but felt confident with areas that would be under this remit.</li> <li>• If there are briefings on dangerous chemicals. This was confirmed.</li> </ul> <p>Confirmation to be provided of readiness for Environmental Health Food Hygiene audits.</p> <p><b>ACTION: PCE to coordinate this report to the next meeting.</b></p>	Verbal
18.	<p><b>ANY OTHER BUSINESS</b></p> <p>There was none</p>	
	<p><b>EXTERNAL MEMBERS TO MEET WITH INTERNAL AND EXTERNAL AUDITORS WITHOUT SLT PRESENT</b></p> <p><b>All SLT left the meeting at 18.00 hours</b></p> <p>This is subject to a Confidential Minute</p>	
19.	<p><b>POST MEET WITH EXTERNAL MEMBERS</b></p> <p><b>It is to be noted that Chris Rising left the meeting at 18:13 hours with the exception of the External Members.</b></p> <p>This is subject to a Confidential Minute</p>	Verbal
19.1	<p><b>TO APPROVE CONFIDENTIAL EXTERNAL MEMBERS AUDIT COMMITTEE MINUTES OF 3 FEBRUARY 2025</b></p> <p>This is subject to a Confidential Minute</p>	Paper (p58)
	<p><b>Meeting Closed at 18:14 hours</b></p> <p><b>Date of Next Meeting: Monday 24 November 2025 at 4pm</b></p>	

Signed:



(Chair) Date:

19<sup>th</sup> March 2026

