**AUDIT COMMITTEE AGENDA**

For the meeting from 5.00 pm on Monday 10th June 2024

Board Room, Cirencester College. This meeting will also be available via Microsoft Teams.

In attendance:

Nick Case (NC) (Cirencester College, IT Manager)

Angelo Faria (AF) (Cirencester College, Finance Director)

Karen Fraser (KF) (Cirencester College, VP Student Journey and External Relations)

Mahalah Gleed (MG) (Cirencester College, Head of Human Resources)

Jon Marchant (JM) (Audit Partner, Mazars LLP)

Giles Robinson (GR) (Cirencester College, Finance Manager)

Jeannie Adam (JA) (Clerk to the Corporation)

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|  |  | Who | Time |
| 1. | **Apologies for absence and welcome**   1. Ping Li as new member of the Audit Committee. | Chair/Clerk | - |
| 2. | **Declarations of interest** | All | - |
| 3. | **Losses, fraud and whistleblowing (confidential)**   1. **To receive** notification of incidents of losses and fraud since the last meeting:  * **Losses paper May 2024.**  1. **To receive** notification of any whistleblowing incidents since the last meeting (verbal report) | Chair | 5 |
| 4. | **Minutes of the previous meeting**  **To receive and approve** the m[inutes](https://cirencestercollege.centraldesktop.com/corporationmeetings/file/24599441/?pgref=&successmsg=Successfully%20Uploaded&new_file=true) of the last meeting held on the 4th March 2024 (NB sent to committee for comment on 11/3/2024 and received by Corporation on 18/3/2024):   1. Confidential internal. 2. External. | Chair/Clerk | 5 |
| 5. | **Matters arising from the minutes of the previous meeting not covered within the agenda of this meeting.**  **To review** any matters arising from the minutes.  A draft HR data benchmarking report has been prepared to enable a comparison between the college against the national data collated by the Department for Education Further Education Workforce Survey 2021-2022 (published November 2023). The Audit Committee is asked to consider the report as a mechanism to report to the Corporation and give its assessment of the structure of the workforce at Cirencester College and identify any strategic issues for the Corporation to address with college leadership.   1. HR data benchmarking report summary sheet 2. HR data benchmarking report (June 2024) | Chair/Clerk | 10 |
| 6. | **HR System (confidential)**  **To receive** a report from the Head of HR on the Succeed HR system, the further implementation plan and timetable. | Head of HR | 10 |
| 7. | **IT and Cyber-security report (confidential)**   1. **To receive and note** the IT and cyber-security report for June 2024. 2. IT and cyber security report summary sheet. 3. IT and cyber security report. 4. **To receive and note** the IT and cyber security risk register for June 2024. | VP Student Journey and External Relations.  IT Manager | 15 |
| 8. | **Financial Statements 2022-2023**  Following the submission of the audited financial statements and associated returns for the year ended 31st July 2023:   1. Letter from ESFA (22nd April 2024) detailing the Cirencester College Financial Statements Review 2022-2023 and financial health grade of outstanding. 2. Letter from Finance Director to ESFA (26th April 2024) confirming statement of corporate governance and internal control compliance. 3. Email from ESFA to Finance Director (30th April 2024) acknowledging receipt of statement of corporate governance and internal control compliance. | Finance Director/Clerk | 5 |
| 9. | **Interim Risk Management Report**  **To receive and review** the interim Risk Management Report as of June 2024. | Finance Director | 15 |
| 10. | **Risk Assurance Register**  **To receive and review** the Risk Assurance Register as of June 2024. | Finance Director | 10 |
| 11. | **Outstanding audit recommendations (confidential)**  **To receive and review** the registers of outstanding audit recommendations as of June 2024:   1. **ESFA funding review audit report of November 2023.**   The committee is advised that the ESFA funding review audit of November 2023 has been re-opened by the ESFA.   1. Email (7th May 2024) from Finance Director and VP Curriculum and Quality to ESFA.      1. For information - ESFA guidance document ‘Common findings from funding assurance work on post 16 education providers (October 2023). | Finance Director | 10 |
| 12. | **Internal audit 2023-2024**  **To receive, review and note** a report detailing the current status of the internal audit programme for 2023-2024 (as approved by Corporation on 26th June 2023).    **(Audit Committee Terms of Reference 3.4)** | Finance Director | 10 |
| 13. | **Internal audit 2024-2025**  **To discuss and make a recommendation** to Corporation regarding potential areas for internal audit during the 2024-2025 academic year.   1. For information and guidance - The ESFA guidance document ‘The scope of the work of audit committees and internal auditors in college corporations. Annex A refers to areas for the Audit Committee to consider. 2. Recommendation to the Corporation meeting on 24th June 2024 regarding potential areas for internal audit during 2024-2025. |  | 10 |
| 14. | **External audit (confidential)**   1. **To receive, review and note** Mazar’s Audit Strategy Memorandum (year ending 31 July 2024). 2. The committee is asked to make a recommendation to the Corporation that it approve Mazar’s Audit Strategy Memorandum (year ending 31 July 2024). | Mazars | 10 |
| 15. | **Post 16 Audit Code of Practice 2023-2024**   1. **To receive, review and note** the Post 16 Audit Code of Practice 2023-2024 (issued March 2024) which sets out how the Corporation provides assurance to the ESFA that public money is spent in accordance with HM Treasury guidelines and that statutory and other legal requirements have been properly discharged.   *NB - Significant changes in the Post 16 Audit Code of Practice 2023-2024 have been included in the updated draft of the Audit Committee Terms of Reference for review by the committee as item 16 of this agenda.*  **Regularity Self-Assessment Questionnaire**   1. **To receive, review and note** the draft of the Regularity Self-Assessment Questionnaire 2023-2024 which will need to be approved by the Corporation and signed by the Chair of the Corporation and the Accounting Officer at the 24th June 2024 meeting. 2. **To receive** the draft letter to Mazars regarding regularity assurance engagement for the period ended 31 July 2024 and to recommend the authority be granted for the Finance Director to sign this on behalf of the college. **To recommend** approval by the Corporation at the 24th June 2024 meeting. | Chair  Finance Director | 10 |
| 16. | **College Financial Handbook 2024**  **To note** that the College Financial Handbook 2024 has been published by the ESFA (March 2024) and is effective from 1 August 2024. This is an important new document and sets out the framework for the implementation of effective financial management and other controls for colleges. A briefing session for governors will take place prior to the Corporation meeting on 24th June 2024. | Chair | 5 |
| 17. | **College Accounts Direction 2023-2024 – Financial reporting requirements for sixth form colleges and further education colleges – March 2024**  **To receive, review and note** the College Accounts Direction 2023-2024 (March 2024) which sets out the Education and Skills Funding Agency (ESFA) financial reporting requirements and will inform the annual report of the Audit Committee to the Corporation (due December 2024).  *Note – the College Accounts Directions 2022-2023 will be issued to all governors via the Corporation meeting on 26th June 2023.* | Chair | 5 |
| 18. | **College Financial Planning Handbook 2024**  **To receive, review and note** the ‘College financial planning handbook 2024 (Financial outturn requirements for the year 2023 to 2024 and financial planning requirements for the years 2024 to 2025 and 2025 to 2026 for further education and sixth-form college corporations)’ issued by ESFA May 2024.  The mandatory College Financial Forecasting Return (CFFR) must be submitted by 31st July 2024.  *Note – the College Financial Planning Handbook 2024 will be issued to all governors via the Corporation meeting on 24th June 2024 as it is relevant to all governors as charity trustees.* | Chair | 5 |
| 19. | **College oversight: support and interviention**  **New guidance effective 1/8/2024**  **To receive, review and note** the College Oversight: support and intervention document issued by the Department for Education (DfE) and effective from 1st August 2024.  The purpose of this document is to set out how the DfE will work with colleges to identify and financial and quality issues which may hinder success. | Chair | 5 |
| 20. | **Policies**  **To receive and review** the following policies:   1. Financial Regulations 2024-2026 2. Cover paper from Finance Director regarding the review of Financial Regulations 2024-2026. 3. Financial Regulations 2024-2026 (with track changes). 4. Risk Management Policy (with track changes) 5. **To make a recommendation** to the Corporation at its meeting on 24th June 2024 to approve the policies. | Finance Director | 10 |
| 21 | **Audit Committee Terms of Reference and Procedures**   1. Standing Order Appendix 5A - Constitution, terms of reference and procedures.   **To complete the annual review** of the Audit Committee Terms of Reference (Standing Order Appendix 5A) and make any recommendations for approval to the Corporation meeting on 24th June 2024.  *NB - Significant changes in the Post 16 Audit Code of Practice have been incorporated into the document and are highlighted.* | Chair | 5 |
| 22. | **Audit Committee Self-Assessment Questionnaire (SAQ) 2023-2024**  **To receive, discuss and approve** a draft of the Self-Assessment Questionnaire 2023-2024 (SAQ) of the Audit Committee. | Chair | 5 |
| 23. | **Date of the next meeting**  The next Audit Committee Meeting is proposed to take place at 5pm on 18th or 25th November 2024 in the Board Room at Cirencester College. This is subject to the approval of the Calendar of Meetings 2024-2025 (Standing Order 8) at the Corporation meeting on 24th June 2024. | Chair |  |