

HILLS ROAD SIXTH FORM COLLEGE

**Meeting of the Audit Committee (In-Person at the College)
Wednesday 11 June 2025 at 6.00pm**

Please note the venue and time of this meeting.

1 Apologies for Absence & Quoracy

2 Declarations of Interest

3 Minutes of the Previous Meeting: 26 February 2025

To note that the draft minutes have received provisional approval by the Independent Chair of the Committee for circulation.

To approve the minutes as a correct record of the business transacted, and *prima facie* evidence of the proceedings to which they relate.

4 Matters Arising from the Minutes of the Previous Meeting: 26 February 2025

Minute 7: to confirm that the Vice-Principal (Staff & Student Learning) has provided for members of the Committee details of how the risk assessments for non-DBS cleared staff are conducted, and according to what criteria.

To note that other matters arising from the previous minutes are dealt with under this meeting agenda.

To note any other matters not dealt with under the meeting agenda.

5 Board Assurance Framework (BAF), Operational Risk Register and College Risk Dashboard

For information and, if thought fit, recommendation of the BAF to the Corporation.

6 Financial Statements Audit Strategy 2024-25

To consider and, if thought fit, recommend for approval by the Corporation, the financial statements audit strategy, prepared by Buzzacott, for the reporting period ending 31 August 2025.

To note that the reporting period ending 31 August 2025 will be comprised of thirteen months (from 1 August 2024).

To note that the estimates of income and expenditure for August 2025 will be presented for approval by the Corporation at the meeting to be held on 25 June 2025.

7 Internal Audit Review: Budgetary Control

To receive and consider a report, prepared by Scrutton Bland, on the implementation of internal audit recommendations and value-added points.

8 College Responses to Internal Audit Recommendations 2024-25

To receive and consider a verbal report, including an update on the implementation of recommendations, prepared by relevant lead respondents to audits conducted during the year.

9 Internal Audit Annual Report

To receive and consider the annual internal audit report 2024-25 prepared by Scrutton Bland.

10 Financial Regulations

To receive and, if thought fit, approve revised Financial Regulations.

11 Protection of College Assets: Land & Buildings

To receive a verbal report from the Chief Operating Officer.

12 Safer Recruitment Panels

To note a report prepared under the authority of the Vice-Principal: Staff and Student Learning setting out the membership of staff selection panels in terms of persons trained in safer recruitment since those reported at the previous meeting.

13 Reasons Given by Staff for Leaving College Employment (Anonymised)

To receive an update prepared under the authority of the Vice-Principal: Staff and Student Learning in relation to staff who have left the College in the academic year to date.

14 Review of Staff Expenses

To note a report prepared under the authority of the Chief Finance Officer of expenses paid to staff since those reported at the previous meeting.

15 Confidential Reporting: Staff

To note any instances of confidential reporting (“whistleblowing”) by members of staff in the period since the previous meeting.

On the advice of the Governance Professional, and with the agreement of the Committee, matters raised under this agenda may be treated as reserved business. It may also not be possible to record or discuss details of matters raised which are under investigation.

16 Confidential Reporting: Members of the Corporation

To note any instances of confidential reporting (“whistleblowing”) by members of the Corporation in the period since the previous meeting.

On the advice of the Governance Professional, and with the agreement of the Committee, matters raised under this agenda may be treated as reserved business. It may also not be possible to record or discuss details of matters raised which are under investigation.

17 Fraud and Irregularity

To note any instances of fraud or financial irregularity arising since the previous meeting.

On the advice of the Governance Professional, and with the agreement of the Committee, matters raised under this agenda may be treated as reserved business. It may also not be possible to record or discuss details of matters raised which are under investigation, whether by law enforcement agencies or otherwise.

18 Discharge of the Committee

To note that the Committee will be discharged on 31 August 2025 (the date of the winding-up of the Corporation), and that the present meeting is the last scheduled for the Committee.

To agree that the minutes of the present meeting, as approved for circulation by the Independent Chair of the Committee, be referred for formal noting by the Corporation at the meeting being held on 25 June 2025, and that the incoming governing body will determine the arrangements, if any, attending their formal approval under the aegis of Hills Education Trust Limited.

19 Any Other Competent Business

To note Laragh Jeanroy's final meeting in her presiding role as Independent Chair of the Audit Committee of the Corporation of Hills Road Sixth Form College.

Any other business will be taken at the discretion of the Independent Chair of the Committee.

Please notify the Governance Professional of any other competent business no later than 1.00pm on the day of the meeting.