

HILLS ROAD SIXTH FORM COLLEGE

Meeting of the Audit Committee (Online) Tuesday 13 June at 6.30pm

1 Welcome to External Governance Reviewer

To note the attendance of, and extend a welcome to, Dr Ron Hill.

2 Apologies for Absence & Quoracy

3 Declarations of Interest

4 Minutes of the Previous Meeting: 22 February 2023

To note that the draft minutes have received provisional approval by the 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.

5 Matters Arising from the Minutes: 22 February 2023

Minute 4: to report that the Corporation, at its meeting held on 29 March 2023, referred back to the Audit Committee the determination of arrangements for the inclusion of an appraisal element of members within the internal review of governance to be conducted from the 2023-24 year.

Minute 4: to report that the Corporation, at its meeting held on 29 March 2023, agreed that role descriptions for the Chair and Vice-Chair of the Corporation should be drawn up by the Clerk to the Corporation for approval by the Corporation, but that whether the Vice-Chair's role should include discrete responsibilities additional to acting as deputy for the Chair in the event of that the latter is unavailable should be deferred for consideration by the Corporation (as advised by the Chair and Vice-Chair) in the Autumn Term 2023-24.

Minute 4: to report that the Nominations Committee, at the Audit Committee's request, had conducted an updated survey of members' skills and experience, and considered the outcome at its meeting held on 21 March 2023.

Minute 14: to report that the revised edition of the Bye Laws of the Corporation, as recommended by the Audit Committee, were approved by the Corporation at its meeting held on 29 March 2023.

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

6 Review of Staff Expenses

To note expenses paid to staff since those reported at the previous meeting.

7 Safer Recruitment Compliance

To note the membership of staff selection panels in terms of persons trained in safe recruitment since those reported at the previous meeting.

8 Reasons Given by Persons Leaving Employment with the College (Anonymised)

To receive an update from the Vice Principal: Finance and Operations (as provided under Minute 10:1 December 2022) in relation to staff who have left the College in the academic year to date.

9 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 Clerk to the Corporation, 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

10 Confidential Reporting: Members of the Corporation

To note any instances of confidential reporting ("whistleblowing") by members of the Corporation since the previous meeting.

On the advice of the Clerk to the Corporation, 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.

11 Fraud and Irregularity

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

12 Board Assurance Framework and Risk Register

For information and, if thought fit, recommendation of the Board Assurance Framework to the Corporation.

To receive an update on the implementation of IT recommendations made by the internal audit service

13 Reclassification of the College to the Public Sector

To receive and consider a further update, if any, concerning the effects on the College of its reclassification from the private to the public sector.

14 Review of Financial Regulations

To receive, consider and, if thought fit, approve on behalf of the Corporation proposed amendments to the financial regulations arising from the College's reclassification to the public sector or other causes.

15 Draft Data Protection Policy

For information and, if thought fit, approval on behalf of the Corporation.

16 Draft Financial Statements Audit Re-Tendering Policy

For information and, if thought fit, approval on behalf of the Corporation.

17 Financial Statements Audit Plan for the year ending 31 July 2023

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

18 Internal Audit Report: Estates Planning and Maintenance

For information and discussion.

19 Internal Audit Report: Pay and Pensions

For information and discussion.

20 Internal Audit Report: Staff Recruitment and Retention

For information and discussion.

21 Internal Audit Plan 2023-24

For information, discussion and, if thought fit, approval on behalf of the Corporation.

22 Committee Self-Assessment

To receive and consider a draft schedule prepared by the Clerk to the Corporation.

23 Any Other Competent Business

To be taken at the discretion of the Chair of the Committee.

Please notify the Clerk to the Corporation of any other competent business no later than 1.00pm on the day of the meeting.

24 Meeting Evaluation

To consider how the interests of students have been served as a result of the Committee's deliberations and actions at the meeting.

25 Dates and Times of Audit Committee Meetings 2023-24

To note the following approved dates and times:

Wednesday 15 November 2023

Wednesday 29 November 2023

Wednesday 21 February 2024

Wednesday 19 June 2024

To further note that the meetings will be held online, except for that on 19 June 2024 which, public health circumstances permitting, will be held in-person.