

HILLS ROAD SIXTH FORM COLLEGE

Meeting of the Audit Committee (Online) Wednesday 22 February 2023 at 6.30pm

1 Apologies for Absence & Quoracy

2 Declarations of Interest

3 Minutes of the Previous Meeting: 1 December 2022

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.

4 Matters Arising from the Minutes: 1 December 2022

Minute 12: to note that Stone King, in the person of Dr Ron Hill, have been commissioned to conduct the External Review of Governance at the College during the summer term.

Minute 13: to confirm that the Corporation will be invited, at its meeting on 29 March 2023, to consider the inclusion of an appraisal element of members within the internal review of governance to be conducted from the 2023-24 year.

Minute 13: to confirm that the Corporation will be invited, at its meeting on 29 March 2023, to determine whether role descriptions for the Chair and Vice-Chair of the Corporation should be drawn up, and by whom, and 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.

Minute 13: to note that the Nominations Committee, at the Audit Committee's request, has conducted an updated survey of members' skills and experience, and will consider the outcome at its meeting on 21 March 2023.

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

5 Review of Staff Expenses

To note expenses paid to staff since those reported at the 1 December 2022 meeting.

6 Safer Recruitment Compliance

To note the membership of staff selection panels in terms of persons trained in safe recruitment since those reported at the 1 December 2022 meeting.

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

To be advised by the Vice Principal: Finance and Operations (as provided under Minute 10:1 December 2022)

8 Confidential Reporting: Staff

To note any instances of confidential reporting ("whistleblowing") by members of staff in the year to date.

On the advice of the Clerk to the Corporation, and with the agreement of the Committee, matters raised under this agendum may be treated as reserved business. It may also not be possible to record details of matters raised which are under investigation

9 Confidential Reporting: Members of the Corporation

To note any instances of confidential reporting ("whistleblowing") by members of the Corporation in the year to date.

On the advice of the Clerk to the Corporation, and with the agreement of the Committee, matters raised under this agendum may be treated as reserved business. It may also not be possible to record details of matters raised which are under investigation.

10 Fraud and Irregularity

To note any instances of fraud or financial irregularity in the year to date.

11 Board Assurance Framework and Risk Register

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

Specifically:

to receive a report on reasons for the increase in the number of safeguarding concerns brought to the attention of College staff (as provided under Minute 10: 1 December 2022);

to be advised of the ongoing contingency arrangements put in hand by the College to manage an extended pattern of strikes by members of the teaching staff; *and*

to receive an updated report on the implementation of internal audit recommendations by the College IT department (as provided under Minute 10: 1 December 2022).

12 Reclassification of the College to the Public Sector

To receive and consider a report on the effects on the College of its reclassification from the private to the public sector.

13 Data Protection Policy

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

14 Bye Laws of the Corporation

To receive and consider proposed amendments and, if thought fit, to recommend their adoption to the Corporation.

15 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.

16 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.

17 Dates and Times of Remaining Audit Committee Meetings 2023-24

For approval:

Wednesday 15 November 2023

Wednesday 29 November 2023

Wednesday 21 February 2024

Wednesday 19 June 2024

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

18 Date and Time of the Remaining Audit Committee Meeting 2022-23

To note the following approved date and time:

Wednesday 14 June 2023 (6.00pm)

Public health circumstances permitting, the meeting will be held in person.