

HILLS ROAD SIXTH FORM COLLEGE

Meeting of the Audit Committee (Online) Wednesday 26 February 2025 at 6.30pm

1 Apologies for Absence & Quoracy

2 Declarations of Interest

3 Minutes of the Previous Meeting: 4 December 2024

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 of the Previous Meeting: 4 December 2024

Minute 5: to confirm that the Risk Management Policy, recommended for approval by the Corporation, was duly approved.

Minute 8: to confirm that the amendment to the Policy: Provision of Non-Audit Services by the Financial Statements (External) Auditor has been made.

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 and Risk Dashboard to the Corporation.

6 Internal Audit Review: Equality and Diversity

To receive and consider a report on the implementation of internal audit recommendations and value-added points.

The Vice-Principal: Staff and Student Learning will attend for this agendum.

7 Internal Audit Review: Safe Recruitment

To receive and consider an internal audit report.

The Vice-Principal: Staff and Student Learning will attend for this agendum.

8 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 safe recruitment since those reported at the previous meeting.

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

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

10 Protection of College Assets: Land & Buildings

To receive and consider an internal College report.

11 Draft Reserves Policy

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

12 Committee Protocol: Attendance by, and Reports from, College Staff in Relation to Audit Reports and Other Sources of Assurance

For discussion and, if thought fit, approval.

13 Appointment of Financial Statements Auditor

To receive a report from the Independent Chair of the Committee.

If thought fit, to recommend the selected audit provider for approval by the Corporation.

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 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.

19 Meeting Evaluation

To consider how the decisions taken by the Committee at this meeting will be of benefit to students of the College.

20 Date and Time of Remaining Audit Committee Meeting 2024-25

To note the following approved date and time:

Wednesday 11 June 2025 (6.00pm)

To further note that the meeting will be held in-person at the College (commencing at **6.00pm**).