



TRURO AND PENWITH COLLEGE CORPORATION



Audit Committee

Minutes of the Audit Committee held on Tuesday 28 February 2017 at Truro College.

Members: Mrs L Batchelor, Mr S Gainey, Ms D Skinnard and Mr K Wilson (Chair)

Also Present: Mr M Arnold (Director of Quality), Ms J Cashmore (Director of Operations), Mrs S Dickinson (Director of Finance), Mr D Haughton (Finance Officer), Mrs C Mewton (Director of Studies), Mr V Shutler (TIAA, Internal Auditors – left after item 17/04), Mr D Walrond (Principal) and Mrs A Winter (Clerk to the Corporation)

Apologies: Mrs S Sanderson
Also, Mrs A Oliver and Ms N Hughes (Bishop Fleming, Financial Statements Auditors), Mr A Stittle (SMT Development Post), Mr M Tucker (Director of Penwith College) and Mr M Wardle (Director of Curriculum).

Item	Decision	Action
17/01	<p>Minutes</p> <p>The Minutes of the meeting held on 24 November 2016 were approved and signed as a correct record.</p>	
17/02	<p>Internal Audit Report: Visit 1</p> <p>The Committee received the report of the two internal audit reviews completed in November 2016. The Internal Auditor summarised the scope of each review, the key matters for information and any issues arising from the review.</p> <p>Each area was assessed as follows:</p> <ul style="list-style-type: none"> • Governance: Performance Management – Substantial Assurance • Risk Management: Fraud Risk – Substantial Assurance <p>The Auditor found that a comprehensive range of reports, data and other performance related items were routinely considered by the Corporation and committees in order to effectively monitor and review the performance of the College. There were no recommendations arising from the audit.</p> <p>The review of Fraud Risk included an audit of a range of policy areas and found that the necessary anti-fraud policies and procedures were in place. The review also included significant checking and detailed testing to ensure arrangements to guard against fraud in relation to new suppliers and IT equipment were adequate.</p>	

	<p>The Auditor identified a small number of Apple Macs that had not been etched to show they were College property. As it was no longer possible to etch recent models, an alternative security process to ensure the equipment was traceable would be introduced.</p> <p>The Committee NOTED the outcome of the audits and was satisfied with the management action proposed.</p>	
17/03	<p>Internal Audit Report: Visit 2</p> <p>The Committee received the draft report of the two internal audit reviews completed in February 2017. The Internal Auditor explained that the intended review of IT had not been completed due to the unavailability of staff but would be finished later in the year.</p> <p>The Auditor summarised the scope of each review, the key matters for information and any issues arising from the review.</p> <p>Each area was assessed as follows:</p> <ul style="list-style-type: none"> • Key Financial Controls – Substantial Assurance • Capital Scheme: Callywith College – Substantial Assurance <p>The Committee NOTED that each audit had been positive. The Auditor made one recommendation that an explanation of the fees for capital projects should be presented to governors. The Auditor acknowledged that the Callywith College project had been very fast-moving and that regular cashflow reports to the Committee included fee payments. The Finance Director undertook to provide a written fees budget for any future schemes.</p>	SD to action for future schemes
17/04	<p>Convergence Audit Reports</p> <p>The Committee received a report summarising the co-financed Convergence projects which concluded in July 2015 and had recently been audited by the Skills Funding Agency (SFA) or Department for Work and Pensions (DWP). In each case the College was working in partnership with another institution which was acting as the lead organisation.</p> <p>Members were pleased to note that no issues had been identified and a clean audit had been issued in relation to the College's role.</p>	
17/05	<p>Update on Appointment Process for External Auditor</p> <p>Members received an update on the external auditor appointment process and noted that five firms had expressed an interest and would be invited to submit a detailed tender by 18 April 2017. An assessment of the tenders would be undertaken and interviews arranged, if necessary, on 13 June 2017.</p> <p>The Committee AGREED the membership of the selection panel: Committee Chair, Principal, Stephen Gainey and Linda Batchelor with the Finance Director, Finance Officer and Clerk.</p>	SD/DH/AW to review tenders Panel to note date
17/06	<p>Date of Next Meeting</p> <p>The Committee would meet at 5.00pm on Tuesday 13 June 2017 at Truro College.</p>	ALL to note