

Queen Elizabeth Sixth Form College

Minutes of the Meeting of the Audit Committee held on Thursday 5 March 2009 at 5.30 pm

Present: Mrs E Lyle (Chairman)
Mr M Ithurralde
Mr N Waterfall-Brown

In Attendance Mrs S Turner (Bentley Jennison)
Mr G Brookes (Clerk)

In Attendance by Invitation
Mr T J Fisher
Dr S D Hunnisett
Mr T M Loftus
Mrs J Wilson

01/09 Apologies
Apologies were received from Mrs D Leigh, Mr C McCain and KPMG and were **accepted** by the Committee.

02/09 Minutes of the Previous Meeting
It was pointed out that in paragraph 43.2.2 the word 'commands' should be replaced by 'comments'. With this amendment the minutes of the meeting held on 13 November 2008 were **accepted** as a true record and signed by the Chairman.

03/09 Matters Arising
Reference the action at 41.1a, Mrs Turner informed the meeting that a presentation would be made at the next meeting. **Action Bentley Jennison**

There were no other matters arising.

04/09 Outstanding References
There were no outstanding references.

05/09 Urgent Business
No items of urgent business were raised.

06/09 Internal Auditor's Report
Mrs Turner referred to the following reports and highlighted specific points:

06.1 Learner Number Systems (04.2007/08) (Collection and Data Accuracy)
a. The 'substantial assurance' assessment in section 1.2.
b. The one 'significant' and two 'merits attention' recommendations which were all agreed by the management.

06.2 Learner Number Systems (02.2008/09) (Enrolment, Attendance, Transfers and Withdrawals)
a. The 'substantial assurance' assessment in section 1.3
b. Only one recommendation ('merits attention').

In discussion, sample sizes were considered and BJ confirmed that if systematic errors were identified the sample size would be extended.

06.3 Personnel/HR (02.08/09)
a. The 'adequate assurance' assessment in section 1.3.
b. The three 'significant' and three 'merits attention' recommendations.

The recommendations were discussed at length. The College had already identified the issues and had appointed additional staff to help where appropriate. All the recommendations were agreed and have been, or will be, implemented.

06.4 Progress Report

- a. Mrs Turner explained the work being carried on in the College this week and which would be reported at the next meeting.
- b. The two key tasks to be included in Audit Committee and/or Corporation meetings in Autumn 2009, namely:
 - Freedom of Information and,
 - Finance Management and Control Evaluation.
- c. Freedom of Information
A new model publication scheme has been produced and Bentley Jennison were asked by Members to give the College guidance on what is required. It was **agreed** that Mrs Turner and Mr Loftus would discuss the matter and present a scheme at the next meeting.

Action Bentley Jennison/Mr Loftus
- d. Financial Management and Control Evaluation
It was confirmed that the Financial Management and Control Evaluation (FMCE), which replaces the Self-Assessment Report Questionnaire, had been completed by the College and submitted to the LSC by 12 December 2008.

06.5 Further Education Thematic Review

The report provided an overview of further aspects of BJ's thematic review of information relating to governance and how QE compared with other colleges involved in the review.

The Committee **accepted** all five reports.

07/09 Financial Statements Auditor's Report

Mr Loftus reported that as usual at this stage KPMG had no comment to make and had sent their apologies for not attending the meeting.

The Committee **accepted** the report.

08/09 Progress on Outstanding Audit Recommendations

Mr Loftus reported that the information in the current status column had been changed for relevant items as a result of the review carried out after the last meeting. (Ref 39/08).

The Committee **accepted** the report.

09/09 Risk Management

Mr Loftus reported verbally that there will be a major review of risk management in conjunction with a review of strategic objectives. Currently, the internal auditors are carrying out a detailed review which will be reported at the next meeting.

The Committee **accepted** the report.

10/09 Urgent Business raised under Item 05/09

No urgent business was raised.

11/09 Confidentiality

There were no confidential items.

12/09 Date and Agenda for the Next Meeting

The next meeting will be held on Thursday 21 May 2009 at 5.30 pm. There being no further business the meeting closed at 5.55 pm.