

**CALDERDALE COLLEGE
AUDIT COMMITTEE MEETING**

**Draft Minutes of the Meeting held on 21 October 2021 at 16.00 via MS
Teams**

Present:

Rachel Court	External Governor (Chair)
Richie Dunk	External Governor
Katherine Disley	External Governor
Adrian Furness	External Governor
Chris Reeve	Co-Opted Governor

In Attendance:

Sharon Bowker	Executive Director (Finance and Funding)
Jane Taylor-Holmes	Clerk
Diane Cothey	External Governor (Observer)

Agenda: There were no items of other business.

Min. No	Minutes	Action
1	AC/21/129 - Apologies for absence Apologies were received from Jenny Grainger, External Governor.	
2	AC/21/130 – Confirmation of eligibility, quorum and declarations of interest No notice had been received of any member becoming ineligible to hold office. The meeting was quorate. There were no declarations of interest in agenda items.	
3	AC/21/131 – Appointment of Chair 2021/22 Resolved - Rachel Court was appointed Chair of the Committee for 2021/22.	
	AC/21/132 – Minutes of previous meetings	

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4	Resolved – The minutes of the meeting held on 10 June 2021 were approved as a true and accurate record.	
5	<p>AC/21/133 – Matters Arising</p> <p>Mrs S Bowker, Executive Director (Finance and Funding) explained that the AEB and Apprenticeship internal audit report remained outstanding. This would be forwarded to Committee members when agreed.</p>	<p>Action: Mrs Bowker When available</p>
6	Mrs R Court, External Governor and Chair described the session to be held on 12 November at the Governor Development day on risk to ensure that all Governors are aware of the risk register and purpose and are able to contribute to discussions in relation to risk, tolerance and appetite.	
7	Committee members noted the comments within the matters arising matrix.	
8	All further matters were complete or for completion at a later date.	
9	<p>AC/21/134 - External Audit Appointment Progress / Timeline</p> <p>Mrs Bowker explained that the original recommendation would have been that go to a full tender. However, having spoken to other Colleges in the region and a number of those audit firms on the framework, the recommendation had been revised to use the CPC framework.</p>	
10	In relation to the previous framework submission, Mrs Bowker explained that this had been received by at least one company, as one response was received. A number of firms spoken to had confirmed that they had not received the submission. The previous submission had been made under the regional framework, it was recommended that the submission would be made under regional and national framework.	
11	It was noted that there had been a slight change to the list of firms on the framework. It was further noted that all those on the framework had passed criteria around relevant experience in the sector.	
12	Committee members asked about the timeframe should the framework fail again. Mrs Bowker confirmed that there	

Min. No	Minutes	Action
13	<p>was enough time to take an alternative approach and a tender approach would be used should the framework approach be unsuccessful.</p> <p>Mrs Bowker explained that, in discussions with some firms on the framework, they had indicated that they would be interested in entering a bid. It was agreed that Mrs Bowker would contact interested firms to explain that the submission had been published.</p>	<p>Action: Mrs Bowker December 2020</p>
14	<p>It was noted that the decision in relation to the process and the final appointment was a decision of the Audit Committee.</p>	
15	<p>Resolved: Committee members approved the use of the CPC national and regional framework.</p>	
16	<p>It was agreed that an update would be provided to the Board.</p>	
	<p>AC/21/135 – Committee Self-Evaluation</p>	
17	<p>Mrs J Taylor-Holmes, Clerk to the Corporation presented the Committee Self-Evaluation.</p>	<p>Action: Mrs Taylor-Holmes When available</p>
18	<p>Mr C Reeve, Co-opted Governor commented on the AoC training which had been delivered and explained that this had provided reassurance that the content and range of matters considered by the Committee was appropriate.</p>	
19	<p>It was agreed that further training opportunities for Audit Committee members would be shared when available.</p>	
20	<p>It was agreed that there had been significant changes in terms of the content of the Audit Committee meetings and there had been many improvements in the content of the papers delivered to the Committee.</p>	<p>Action: Mrs Bowker 12 November 2021</p>
21	<p>Mrs K Disley, External Governor had asked whether it would be possible to receive further information or training on the risk management process and how risks were managed internally by the College. It was noted that this was part of the Governor Development session on 12 November.</p>	
22	<p>It was agreed that risk management training would be incorporated into the induction training for new Governors</p>	<p>Action: Mrs Bowker Ongoing</p>

Min. No	Minutes	Action
	<ul style="list-style-type: none"> ➤ Update to the approach being taken in relation to the appointment of the External Auditors. ➤ The Committee had reviewed the Committee Self-Evaluation and made a number of suggestions ➤ That the Committee Terms of Reference would be presented to the December Board meeting. 	
33	<p>AC/21/138 – Dates of Future Meetings</p> <p>Joint Audit and Finance & Resources Committee – 25 November 2021, 17.35-18.35 Audit Committee – 25 November 2021, 18.40-19.40</p>	
34	<p>AC/21/139 – Meeting in absence of Management</p> <p>There was no meeting held in the absence of management.</p>	

Signed as a true and accurate record

Rachel Court

25 November 2021

Chair

Date