CALDERDALE COLLEGE
AUDIT COMMITTEE MEETING

Minutes of the Meeting held on 26 June 2025, held via MS Teams at 6.00pm.

Present:

Safia Kauser	External Governor
Richard Laycock	External Governor
Greg Scully	External Governor
Martyn Stone	External Governor (Chair)

In Attendance:

Andrew Harrison	Vice Principal – Corporate Services
Vici Cadwallader-Webb	ICCA
Scott McCready	WBG
Ryan Falls	CavanaghKelly
Jane Taylor-Holmes	Clerk

Agenda: There were no items of other business. Items were considered in the order recorded in the minutes.

Min. No	Minutes	Action
	AC/25/118 - Apologies for absence	
1	No apologies were received, all present	
2	Committee members welcomed new member; Safia Kauser, External Member and welcomed Scott McCready, WBG and Ryan Falls, CavanaghKelly.	
	AC/25/119 – Confirmation of eligibility, quorum and declarations of interest	
3	No notice had been received of any member becoming ineligible to hold office. There were no declarations of interest in agenda items. The meeting was quorate.	
	AC/25/124 - Internal Audit reports	
4	The Committee received the internal audit report covering Human Resources (HR) and Payroll processes. The Audit provided a substantial assurance opinion, indicating that the	

Min. No	Minutes	Action
	design of controls was adequate and that application and compliance were good.	
5	The audit reviewed standard HR and payroll control objectives, including: Organisational structure and segregation of duties Policies and procedures Processes for starters and leavers	
6	Ms V Cadwallader-Webb, ICCA referred Committee members to the Executive Summary and reiterated the overall assurance conclusion and commented on the summary of recommendations. Three low-priority recommendations had been identified, all relating to the design of the system rather than operational failures. These were:	
7	Payroll Processing Timetable Recommendation: Develop a detailed monthly payroll processing timetable, including task deadlines and responsible individuals, to support segregation of duties and ensure completeness. Management Response: Accepted, with implementation scheduled for September 2025.	
8	Overpayments Policy and Reporting Recommendation: Introduce a formal policy for the recovery and/or write-off of overpayments and maintain a reporting log for overpayments and advances. Management Response: Accepted, with implementation scheduled for September 2025. Context: This aligns with obligations under public money management and the Economic Crime Act.	
9	Final Payroll Authorisation Recommendation: Introduce a documented final sign-off by a senior leadership team member prior to payroll processing. Management Response: Accepted and implemented with immediate effect. The Head of HR and Organisational Development and the Payroll and Pensions Lead now ensure this is completed each month.	
10	Mr A Harrison, Vice Principal – Corporate Services explained that he had been responsible for signing off two payroll runs prior to payment, with approval evidenced via email.	
11	Mr R Laycock, External Governor asked whether someone other than the payroll inputter check the figures for reasonableness. Mr Harrison explained that there was a monthly comparison undertaken with the Head of HR and Organisational	

Min. No	Minutes	Action
	Development. Mr Harrison confirmed that he also undertook a check of reasonableness.	
12	Mr M Stone, External Governor and Committee Chair asked around segregation of duties and asked how often did the Auditors see HR and Payroll in the same reporting line. Ms Cadwallader-Webb confirmed that the functions were usually in the same reporting line in FE.	
13	Mr Harrison explained that there was now full integration between the HR system and Payroll system on i-Trent; the HR staff submitted HR information and Payroll staff check payments.	
14	Mr Stone asked about access of Payroll system by HR. Mr Harrison explained that this was not done as this was not part of the HR team duties however, it was not clear if this was tested or if access was not allowed between the teams and the system. Mr Harrison commented that further information could be reported back to a future Audit Committee if needed.	
15	The Committee received the internal audit report on the student journey from enquiry to enrolment. The audit concluded with a substantial assurance opinion, reflecting both good design and good application and compliance of controls. Notably, the report contained no recommendations, which was considered highly unusual and indicative of excellent practice.	
16	The audit assessed the effectiveness of systems, processes, and controls across the full enquiry-to-enrolment cycle. The auditors commended the College for its highly integrated and professional approach, with clear ownership of each stage across marketing, admissions, student services, and MIS teams.	
17	Key findings included: Commercially Strategic Marketing: The College's marketing team were praised for their targeted and commercially driven approach, investing in high-impact media such as radio and digital advertising rather than traditional promotional materials. This strategy was seen as directly contributing to recruitment success and financial performance.	
18	Targeted Recruitment Strategy: The College's focus on increasing learner numbers incrementally within existing groups was recognised as both ambitious and effective, supporting sustainable growth.	

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19	Demographic and Curriculum Development: The report highlighted a positive shift in learner demographics and curriculum levels. While Level 3 enrolments had continued to grow, the College had also achieved a 50% increase in Level 1 enrolments, reflecting a broadening of provision and successful engagement with a wider learner base.	
20	Process Ownership and Integration: The audit noted the seamless transition between teams and the clear delineation of responsibilities, which contributed to the overall effectiveness of the process. This level of coordination was described as exemplary and not commonly observed in the sector.	
21	The Committee welcomed the findings and commended the College on the outstanding outcome of the audit.	
22	The Committee received the internal audit report on the follow-up of recommendations made during the 2023/24 academic year. The purpose of the review was to assess whether previously agreed actions had been fully implemented.	
23	The audit concluded with a substantial assurance opinion, confirming that all recommendations due for implementation had been addressed in full. The review covered recommendations arising from the following three internal audit reports:	
24	Student Sign-Up Process Attendance, Retention and Intervention (Student Journey) HR Performance Management No follow-up was required in relation to the Estates and Capital Projects audit, as no recommendations were made in that area.	
25	The report included a summary of each recommendation, its original priority rating (high, medium, or low), and confirmation of its implementation status. All recommendations reviewed were found to be fully implemented, and there were no outstanding actions to be carried forward into the 2024/25 academic year.	
26	The Committee noted the report and welcomed the positive assurance outcome and Mr Stone commented on the reflection of the response on the culture around management and internal audit.	
27	The Committee received the Internal Audit Annual Report for the academic year 2024/25. Although no longer a mandatory requirement, the report has been produced by the internal auditors to support the College's assurance framework and	

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	governance reporting. It was noted that this would be published in final.	**Action: ICCA June 2025**
28	The report confirmed that the College was allocated and utilised a total of 30 audit days during 2024/25. Based on the work undertaken, the internal auditors provided the following assurance opinions:	
29	Risk Management: Reasonable assurance Systems of Internal Control: Reasonable assurance Governance: Excluded from opinion, as no specific governance review was undertaken during the year	
30	Ms Cadwallader-Webb confirmed that reasonable assurance was the highest level of assurance which could be provided. Ms Cadwallader-Webb clarified that governance had been excluded from the annual opinion as a dedicated review had not been conducted, acknowledging that an internal audit in risk management had been undertaken which did include a review of governance arrangements.	
31	The report outlined the basis for the assurance opinions, summarising the individual audit assignments completed during the year, the assurance levels provided, and the number and priority of recommendations raised. It also highlighted that the follow-up review of previous recommendations resulted in substantial assurance, with all prior recommendations from 2023/24 confirmed as fully implemented.	
32	The Committee noted the report and welcomed the positive assurance outcomes, which would support the Committee's own assurance statement and Annual Report to the Board.	
33	Committee members discussed the importance of adding an additional section the Audit Committee Annual report around governance referring to the annual internal assessment of governance, the last External Governance review undertaken and the development of Governance Improvement Plan.	
34	Committee members thanked Ms Cadwallader-Webb and ICCA for undertaking the role of Internal Auditor.	
35	**Resolved –** Committee members received the Internal Audit Reports and the Internal Audit Annual Report.	
	AC/25/116 - Appointment of Financial Statement Auditors – ratification of decision	

Min. No	Minutes	Action
36	Mr Harrison, Vice Principal provided a paper updating members of the Committee on the process undertaken to recruit.	
37	The Committee received confirmation of the outcome of the recent tender exercises undertaken for the appointment. Due to the time-sensitive nature of the process, approvals were sought and obtained via email prior to the meeting.	
38	**Resolved:** The Committee ratified the appointment of CavanaghKelly as the new external auditors.	
39	For completeness, Mr Harrison explained that RSM had resigned as external Auditors, albeit outside of contract with the College.	
	AC/25/116 - Appointment of Internal Auditors – ratification of decision	
40	Mr Harrison, Vice Principal provided a paper updating members of the Committee on the process undertaken to recruit.	
41	The Committee received confirmation of the outcome of the recent tender exercises undertaken for the appointment. Due to the time-sensitive nature of the process, approvals were sought and obtained via email prior to the meeting.	
42	The Committee also received assurance that governance assurance requirements were discussed during the internal audit tender process. WBG confirmed that their audit planning would include appropriate coverage to support the College's annual governance assurance reporting.	
43	Mrs Taylor-Holmes expressed appreciation for the timely responses from members during the email approval process.	
44	**Resolved:** The Committee ratified the appointment of WBG as the new internal auditors.	
	AC/25/120 – Minutes of previous meeting	
45	**Resolved -** The Audit Committee minutes of the meeting held on 27 March 2025 were approved as a true and accurate record.	
	AC/25/121 – Matters Arising	
46	Committee members reviewed the matters arising matrix and the comments made in relation to progress.	

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47	Mrs Taylor-Holmes explained in relation to Audit Committee membership, in addition to Ms Kauser joining the Committee, there would be a recommendation from the Search and Governance Committee at the next Board meeting for a new Governor who would be invited to join the Committee.	
48	It was agreed that the continued focus on Aptem would be discussed as part of the follow up report.	
49	All further matters arising from previous meetings were completed, for completion at a future meeting date or on the agenda for discussion.	
	AC/25/122 – Vice Principal Report	
50	Mr Harrison provided the Vice Principal's Report, which provided a summary of key operational and compliance matters relevant to the Audit Committee's remit.	
51	Funding Data Submissions: The Committee was informed that all funding returns had been submitted accurately and on time, with no issues to report. This update is provided routinely to ensure transparency and mitigate risks associated with data misreporting.	
52	Fraud and Irregularity: A minor breach of financial regulations was reported, involving a junior staff member placing a verbal order without raising a formal requisition. The matter had been addressed internally, and the individual has been spoken to. No further action was required at this stage.	
53	Post-16 Audit Code of Practice: The Committee was advised that the Post-16 Audit Code of Practice had been withdrawn and replaced by a new framework for Auditors (or Financial Handbook in some sections). The College would continue to monitor developments and ensure compliance with any updated requirements.	
54	FA Foundation Bid: The College was progressing with a bid for support from the Football Association Foundation. Approval had been obtained from the Department for Education in relation to managing public money requirements associated with the bid and on the conclusion of the planning permission process, full approval would be sought from Governors.	
55	Business Continuity and IT Resilience: In response to a previous query, the Committee was updated on the College's IT infrastructure. While the College currently operated a mirrored server setup, additional fibre links would be installed	

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	during the summer as part of a core switch replacement project to enhance system resilience.	
56	Health and Safety: A detailed update was provided on health and safety developments: The College continued to work with external consultants (WorkNest) to strengthen its health and safety culture, particularly in workshop environments.	
57	An internal Health and Safety Committee was being reintroduced to raise awareness and engagement across the workforce.	
58	Several incidents were reported: A minor injury to an apprentice at the Engineering Centre in Brighouse, attributed to human error. Processes were being reviewed in response. A near-miss incident involving students accessing the roof of the Inspire building. Four students were suspended, and access control measures had since been strengthened. A small fire in a power inverter connected to the College's wind turbine. The fire was contained, the building was safely evacuated, and an investigation was underway in collaboration with the manufacturer with the manufacturer taking the faulty part away for testing.	
59	Ms Kauser asked about the number of first aid trained members of staff and how staff were distributed across the sites. It was agreed that Mr Harrison would provide an update on figures to the next meeting.	**Action: Mr Harrison October 2025**
60	ESFA Funding Audit - The College had concluded a prolonged retrospective funding audit with the Education and Skills Funding Agency (ESFA), relating to funding errors. Following extensive engagement, a recovery amount of £101,000 had been agreed, significantly reduced from the initial risk estimate £212,000. The College had prudently made full provision for this in its financial statements, and repayment was scheduled within the coming month.	
61	Governance Failures – Sector Update - The Committee was briefed on a significant governance failure at Weston College, which had received national attention. The case involved unauthorised payments exceeding £2.5 million to the Principal and highlighted serious governance lapses. In response, the FE Commissioner had issued a sector-wide letter reinforcing governance expectations. The College had undertaken an internal review of its compliance with the recommendations and sector guidance, which had been discussed at the Senior Staff	

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	Employment Committee. The outcomes, along with minor amendments to Committee terms of reference, would be reported to the Board.	
62	Historic Student Financial Support Funds - The College had reached agreement with the DfE to return £418,000 in historic student financial support funds held in a separate account dating back to 2013/14. Due to limitations in record-keeping from that period and constraints on eligible expenditure, the funds could not be appropriately utilised or evidenced. Repayment would be made in June and July. The Committee noted that provision for these funds had already been made in the College's accounts, and that this was a sector wide issue.	
63	Mr Scully asked about the risk of the student on the roof issue being replicated in other areas in the College. Mr Harrison explained that this related to external sports coaches who utilised the site. Clear instruction had been provided and clarity provided about student access to equipment and rooms. The use of the rooms was being monitored by College facilities staff.	
64	**Resolved:** Committee members received the updates within the Vice Principal report.	
	AC/25/123 – Audit Recommendations and Actions	
65	Mr Harrison provided an overview of progress towards the agreed actions arising from Internal and other Audit reports.	
66	It was noted that there had been 68 actions completed; 61 by the due date with a further seven actions nearing the due date. Mr Harrison explained that these would be removed from the register after the actions had been reviewed by Internal Audit as complete in the Follow up report.	
67	Mr Scully asked about the implementation of the new finance system from 1 August and asked if the College was on track for implementation. Mr Harrison confirmed that the College was on track and was using a Consultant to support the transition. Mr Harrison explained that this was one area which had been discussed with WBG for inclusion in the Internal Audit Plan.	
68	Mr Scully also asked about the success or impact of the Attendance Policy which had been implemented in August 2024. Mr Harrison explained that performance in curriculum was monitored by the Curriculum, Quality and Standards Committee.	

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69	Mr Laycock asked if there were any issues in the ICCA reports outstanding if these would be followed by WBG in 2025/26. Mr McCready explained that a Follow up report was including in the annual plan and would follow up those items not yet due for completion or not completed.	
70	Mr Stone asked for additional information in the delay in IT security training. Mr Harrison explained that the delay had been in funding appropriate training. There was a good level of knowledge within the team and a new member of staff had also been appointed. Mr Harrison confirmed that the new training would include all IT staff.	
71	Mr Stone asked that the paper be updated to reflect that the action had not been implemented and was past the due date. It was agreed that the original implementation date should be the benchmark.	**Action: Mr Harrison October 2025**
72	Mr Scully asked about the output from Aptem and the review of reports on apprenticeships. Mr Harrison explained that the Curriculum, Quality and Standards Committee were starting to see reports from Aptem. This would be continued in 2025/26 meetings.	**Action: Curriculum, Quality & Standards Committee 2025/26**
73	**Resolved:** The Committee noted the progress in relation to Audit recommendations.	
	AC/25/126 – Internal Audit Strategy 2025/26 including the Internal Audit Plan	
74	Mr McCready provided the proposed Internal Audit Strategy and Annual Plan for 2025/26. Committee members noted that the plan was developed following consultation between Mr G Gillespie, WBG Head of Internal Audit and the College Senior leadership team and included a review of the College's risk register, previous internal audit coverage, and strategic priorities.	
75	The plan outlined the purpose of internal audit as providing an independent and objective assessment of the adequacy and effectiveness of internal controls. The Committee was advised that the plan was designed to align with the College's key risks and assurance needs, and was supported by an audit universe and assurance map.	
76	Key elements of the 2025/26 plan included: AI Governance and Strategy Review - To assess the governance structures and alignment of digital systems with the College's AI strategy.	

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77	Safeguarding Review - To evaluate the College's safeguarding systems and procedures for compliance with statutory requirements and best practice.	
78	Subcontracting Review - A mandatory review in line with Department for Education (DfE) requirements.	
79	Mock Funding Audit – Adult Skills - A mini-assurance review modelled on DfE funding audits, to assess the robustness of funding arrangements.	
80	New Finance System Implementation Review - To assess whether the system was operating effectively, meeting College needs, and supported by appropriate training and controls.	
81	Follow-Up Review - To confirm implementation of prior internal audit recommendations.	
82	The plan also included a proposed timetable for delivery, with audits scheduled across four visits from September 2025 to May 2026, and reporting aligned to Audit Committee meetings throughout the year.	
83	A draft three-year plan was also presented, covering proposed audits for 2026/27 and 2027/28. These include areas such as procurement, apprenticeships, EDI, GDPR, cybersecurity, health and safety, and governance (with a topic yet to be agreed). The auditors confirmed that this plan would be reviewed and updated annually in consultation with management and the Committee and in response to a question from Mr Laycock confirmed that, with notice, the plan could be amended in year.	
84	Reporting and Assurance Framework - The report outlined WBG's reporting arrangements, grading structure (strong, substantial, weak, no assurance), and key performance indicators (KPIs) for audit delivery. The Committee was assured that governance considerations were embedded across all audit areas, even where a standalone governance review was not undertaken.	
85	Training and Support – Mr McCready explained that WBG also offered annual training sessions for Committee members on topics such as risk management, internal audit roles, fraud awareness, and cybersecurity.	

Min. No	Minutes	Action
86	The Committee reviewed and approved the Internal Audit Strategy and Annual Plan for 2025/26 and noted the proposed three-year strategic plan.	
87	Committee members discussed the plan and areas for potential inclusion. Mr Scully asked about sexual harassment and responsibility for third party harassment (which included student incidents). Mrs Taylor-Holmes confirmed that the Sexual Harassment Policy approved by the Board in July did cover third party harassment. It was agreed that this could be added as an objective within the EDI audit. Mr Harrison confirmed that the Finance & Resources Committee received a HR update which includes information on staff disciplinary and grievances and also any employment tribunal activity.	**Action: WBG 2025/26**
88	Mr Stone asked whether the AI review would have a focus on cyber security risk. Mr McCready confirmed that this review would be undertaken by the WBG cyber security expert and would also include a review of how the Colleges uses and had implemented AI and comparing use with other Colleges to benchmark.	
89	In relation to the Safeguarding review, Mr Stone asked if this would include any elements of whistleblowing and the use of this process to report concerns. It was agreed that this would be included.	**Action: WBG 2025/26**
90	Committee members asked about the process for internal audit to raise concerns should they encounter any resistance or challenges from staff (acknowledging how this linked to an assessment of culture). Mr McCready commented that the first step would be to discuss with Mr Harrison and if this did not resolve the issue, this would be escalated to the Chair of the Audit Committee and Audit Committee.	
91	**Resolved –** Committee members approved the Internal Audit Plan.	
	AC/25/127 Financial Statement Audit Plan for Year Ending 31 July 2025	
92	Mr Falls presented the Financial Statement Audit Plan for the financial year ending 31 July 2025. Mr Falls apologised for the late circulation of the report due to timing constraints around the appointment process and noted a minor typographical error in the draft.	
93	The plan outlined the scope, objectives, and approach of the external audit, including confirmation of auditor	

Min. No	Minutes	Action
	independence. It was noted that, as part of the new client onboarding procedures, Mr Falls had not yet been granted access to prior year audit working papers. This has been factored into the planning, and any material implications would be reported to the Committee if necessary.	
94	Key elements of the audit plan included:	
95	Independence and Scope: The auditors confirmed their independence and noted that the only additional service provided is the Teachers' Pension Scheme return, which does not compromise their objectivity.	
96	Significant Audit Risks: Two inherent risks were identified: Revenue Recognition – Focused on funding and tuition fee income, with testing of controls and recognition processes. Management Override of Controls – Standard risk in all audits, with testing of journals, estimates, and potential management bias.	
97	Other key audit risk areas included staff costs, accruals and provisions (particularly around cut-off and clawbacks), and pension liabilities.	
98	Materiality and Reporting Thresholds: Mr Falls explained that planning materiality had been set at 2% of total income based on 2023/24 figures, with a reporting threshold of approximately £28,000. It was noted that while audit materiality may be higher, the potential impact of adjustments on the College's financial health rating would also be considered.	
99	Audit Timetable: Mr Falls explained that fieldwork was scheduled to begin on 27 October 2025, slightly later than usual to accommodate the implementation of the College's new finance system. A preliminary systems review was planned for September to support a smooth transition and understanding of internal controls. The audit was scheduled to conclude in time for reporting to the December Joint Audit and Finance & Resources Committee meeting.	
100	Committee members were invited to consider the plan and raise any matters that should be brought to the auditors' attention. No matters were raised.	
101	**Resolved –** Committee members approved the Financial Statements Audit Plan for year ending 31 July 2025.	

Min. No	Minutes	Action
	AC/25/128 Policies • **Health, Safety and Wellbeing Policy**	
102	Mr Harrison explained that the Policy had been reviewed with Work Nest consultant and included updates around those involved, highlighting responsibilities and clarity around accountability. It was noted that this would be followed up with more training and Mr Harrison confirmed that IOSH training with Heads of Faculty had been undertaken.	
103	Mr Scully asked about the College culture in relation to Health and Safety. Mr Harrison confirmed that there had been a real shift and greater responsibility had been transferred to the Heads of Faculty. There are now new risk assessments written by those who work in the workshops and the approach allowed the Health and Safety Advisor to follow the audit regime.	
104	It was noted that an updated report from Work Nest would be provided to a future Committee meeting.	**Action: Mr Harrison / Work Nest March 2026**
105	Mr Stone asked whether there had been a re view of the bandwidth of the health and safety team. Mr Harrison confirmed that the Senior team had approved the addition of a Health and Safety Co-Ordinator to support the Health and Safety Advisor and this role would be advertised. The Health and Safety Advisor was also supported by the Head of Estates.	
106	Mr Scully asked for further information around the mechanism for compliance around trips and visits. Mr Harrison explained that the College currently used a system called evolve but feedback from staff had been negative, with the system being described as clunky, difficult to use and time consuming. The College was looking at utilising smart log for trips and visits. Mr Harrison explained that this change would likely be implemented in 2025/26.	
107	**Resolved –** Committee members recommended the Health, Safety and Wellbeing Policy to the Board for approval	
	• **Approval of Financial Regulations**	
108	The Committee received the updated Financial Regulations for annual review and consideration. The Regulations were presented to both the Audit Committee and the Finance & Resources Committee prior to being recommended to the Board for formal approval.	

Min. No	Minutes	Action
109	Mr Harrison outlined the key updates in this iteration, the most significant of which was the inclusion of provisions from the Procurement Act, including updated thresholds and procedural requirements. In addition, a benchmarking exercise was undertaken, reviewing financial regulations from other colleges, which informed several minor amendments to enhance clarity and consistency.	
110	The appendices covering anti-fraud, anti-bribery, and hospitality and gifts policies remained in place and unchanged in substance. The Committee was asked to review and confirm satisfaction with the wording of the revised document.	
111	Mr Scully raised a query regarding the reporting of declared gifts or hospitality. It was agreed that any reporting could be included within the Vice Principal's report to future meetings.	
112	**Resolved –** The Committee confirmed it was satisfied with the proposed updates and agreed to recommend the revised Financial Regulations to the Board for approval.	
	AC/25/129 Risk Management • **Risk Register**	
113	Mr Harrison presented the updated Risk Register and accompanying report, which summarised key changes and developments since the last meeting.	
114	Risk C11 – Accommodation for 16–19 Learners - An update was provided on the risk concerning the College's capacity to accommodate increasing numbers of 16–19 learners (following discussion at the last Audit Committee meeting) Discussions were ongoing with the local authority regarding potential short-term solutions, including the use of additional space. While the situation was being closely monitored, it was not currently considered an imminent threat, though some waiting lists may arise in specialist areas such as construction. The College was actively seeking to avoid last-minute measures such as hiring mobile classrooms due to cost and practicality.	
115	The Committee noted proposed reductions in the inherent risk scores for: F1 – Impact of Reduction in Public Expenditure and F4 – Failure to Control Expenditure (reworded to reflect alignment with income levels)	

Min. No	Minutes	Action
116	Mr Harrison explained that the changes reflected the College's improved financial position, including a projected surplus and more favourable-than-expected funding allocations. However, the Committee acknowledged the need for continued vigilance in light of potential future austerity measures.	
117	Red Risk – Staff Recruitment and Retention Mr Harrison commented that the only remaining red-rated risk related to the College's ability to attract and retain suitably skilled and motivated staff. This was discussed in detail at the Finance & Resources Committee, with particular concern noted around pay disparities between FE and school sectors, and recruitment challenges in high-demand areas such as electrical and engineering.	
118	The Committee was reminded of the annual review of the College's risk appetite framework. No changes were proposed to the current approach. The updated register included a heat map and colour-coded risk ratings to enhance clarity.	
119	The Committee noted the alignment between the internal and external audit strategies and the College's key risk areas, particularly in relation to management override and financial controls.	
120	Mr Stone asked for any comments from the internal and external auditors about the content of the risk register. Both commented on the fact that it was positive to see all the relevant items included on the register such as control assurance and progress update along with risk appetite. It was pleasing to see the risk register being operated as a 'live document', being actively considered with movement in year.	
121	**Resolved;** Committee members approved the risk register.	
	AC/25/130 - Items to be reported to the Board	
122	Items to be provided to the Board for information; It was agreed that the following would be reported to the Board for information, the Committee had;	
123	Ratified the appointment, of CavanaghKelly as Financial Statement Auditors along with that of WBG as internal auditors, following recent tender exercises.	
124	Noted the progress against the follow up register.	

Min. No	Minutes	Action
125	Internal Audit (ICCA): The Committee received the 2024/25 Internal Audit Annual Report, which provided reasonable assurance over internal controls and risk management. The follow-up audit confirmed all prior recommendations from 2023/24 had been fully implemented. Internal audit report on the student journey from enquiry to enrolment. The audit concluded with a substantial assurance opinion with no recommendations, the HR and Payroll internal audit review had provided substantial assurance with three low priority recommendations which had all been accepted by management with some already implemented.	
126	Internal Audit (newly appointed - WBG): The 2025/26 WBG Internal Audit Strategy and Plan was approved, including reviews of AI governance, safeguarding, funding, and the new finance system.	
127	External Audit: The Committee reviewed and approved the External Audit Plan for the year ending 31 July 2025. CavanaghKelly, the newly appointed auditors, outlined their approach, key risks, and timetable.	
128	Vice Principal's Report: Updates were provided on funding audits, governance developments in the sector, and the return of historic student support funds.	
129	Risk Management: The updated Risk Register was reviewed. Key changes included updates on accommodation planning for 16–19 learners and reduced risk scores for financial risks due to improved funding. Staff recruitment and retention remained the only red-rated risk. The Committee noted the alignment between audit activity and key institutional risks.	
130	Recommended to the Board for approval – Health, Safety and Wellbeing Policy & Financial Regulations	
131	Future focus – Mr Scully agreed to send over information received on HR matters and Sexual Harassment.	**Action: Mr Scully July 2025**
	AC/25/131 - Meeting in the absence of management	
132	Mr Harrison left the meeting at this point.	
133	Mr McCready and Mr Falls provided feedback on first impressions commenting on the support and engagement and proactive approach from Management to ensure that draft Audit Plans could be presented to the Committee.	

Min. No	Minutes	Action
134	**AC/25/132 – Dates of Future Meetings** Audit Committee – 9 October 2025 – 5.00pm – principally in person.	

Approved as a true and accurate record at the Audit Committee meeting held on 9 October 2025