



NORTH SHROPSHIRE COLLEGE

**MINUTES OF THE MEETING OF THE
AUDIT & RISK MANAGEMENT COMMITTEE
held on MONDAY 27 NOVEMBER 2017
in the Board Room
at the OSWESTRY CAMPUS**

Present:	Mr G Casson	GBC	Chair
	Mr A Clarke	AC	Co-optee
	Mr R Hargreaves	RH	
	Ms E McQueen	EMcQ	
	Mr J Nicholls	JN	

Attendance: 71.4%

In attendance:

Mr I Clinton	IC	Principal (part)
Mr P Nangle	PN	Deputy Principal (part)
Mr B Deed	BDd	Interim Finance Director – outgoing (part)
Ms S Whitling	SW	Interim Finance Director – incoming (part)
Ms L Randall	LR	RSM UK
Mr K Azeem	KA	RSM UK
Mr B Devitt	BDvt	Grant Thornton
Mrs C Thompson	CDT	Governance Advisor

The meeting opened at 6.45 pm

Item	Action
1. Apologies for absence Mrs V Cox; Mrs T Williams.	
2. Declarations of interest	

Graham Casson was the Chair of the Local Academy Committee at Holy Trinity Primary School.

3. Minutes & Matters arising

3.1 Minutes: 28 June 2017

The minutes of the meeting were agreed and signed by the Chair.

3.2 Matters arising: 28 June 2017

There were no matters arising.

3.3 Minutes: 2 October 2017

The minutes of the special meeting were agreed and signed by the Chair.

3.4 Matters arising: 2 October 2017

There were no matters arising.

4. Internal audit 2017/18 progress report

The internal audit plan had been updated. The sub-contracting audit had been deferred as guidance had not been issued yet by the Education & Skills Funding Agency.

5. Audit tracking report

The Committee asked about the recommendation that IT have separate email addresses for use by the administrators when carrying out that task. The Governance Advisor said that the ICT Manager had looked into this, but as the team was so small, they were carrying out such tasks continually throughout the day and it was not practical to implement the recommendation.

6. Audit Performance Indicators

Auditors had been very helpful and supportive. There had been some change in audit management during the year which had been handled well.

The Principal, Deputy Principal and both interim Finance Directors left the meeting.

7. Members' Opportunity to question the auditors

Members asked if the academic to business support staff ratio was correct: 60 vs 120. Ms Randall said there was no right or wrong and there was no benchmark figure.

Members asked what could be done to minimise the risk of the further churn in senior management: the internal auditor could ensure the information was coming through was timely and of the right quality. Members agreed it was positive that the new Finance Director would be working four days a week against her predecessor's three. The College was in a better position than it had been previously. Similarly there was more MIS cover to provide solid accurate reports so that decisions could be made using correct information.

8. Draft annual report of the Audit Committee

Members made two suggestions for changes. The Governance Advisor would amend the report and reissue to members for approval.

ACTION

- 1. Amend the report and reissue to members for approval, prior to presenting to Board.***

**CDT –
imm.**

9. Any Other Business

There were no items under Any Other Business.

10. Date of next meeting

The next meeting would be held on Tuesday 6 March 2018 at 6.00pm at the Oswestry Campus

The meeting closed at 7.30 pm.

Chair **Date**