



JOINT MEETING OF THE CORPORATE SERVICES AND AUDIT COMMITTEES

Report: Minutes of the meeting held on Thursday 23 January 2020
Author: Clerk
Action: Approve
Status: Open

Present: Chris Macklin (Chair)
Chris Toon (Acting Principal)
Neil Weddle
Darren Heathcote
John Hogg

In attendance: Keith Oxspring (Interim Finance Director)
Ivan Jepson
John Taylor (ESFA)
Lynn Chambers (RSM)
Lucy Robson (RSM)
Karen Finlayson (PWC) – by telephone
Sally Cooper (Clerk)
Suzanne Clark (Minutes)

JCA/40 Chair's welcome, apologies and conflicts of interest

It was agreed that the Chair of the Audit Committee, Chris Macklin, would chair the meeting. Apologies were received from Martin Jesper, David Keetley and Claire McHaffie (PWC).

The Chair advised that Audit Committee was quorate but due to recent changes in membership, Corporate Services was not quorate. Anything requiring the approval of the Corporate Services Committee would need be circulated to Board members to be considered during their weekly call later in the day.

The Chair introduced John Hogg who is the newly appointed Chair to the Corporation outlining that John would bring a wealth of FE experience as a previous Principal and FE Commissioner.

No conflict interests were declared at this point. The Chair reminded members to declare conflicts as soon as they became aware of them throughout the course of the meeting. The Chair indicated that as a Director of Zero Carbon Futures, a subsidiary of the College, he would normally be conflicted in the signing off of accounts and has previously passed this over to the Support Staff Governor. As

the accounts were not being signed off during the meeting this was not an issue but the Chair asked that this be noted.

The Clerk advised members that Martin Jesper has not yet returned to his role as a governor.

JCA/41 Minutes of the meeting dated 13 December 2018

The minutes of the meeting held on 13 December 2018 were agreed as a correct record.

The Clerk confirmed for new attendees that both Audit Committee and Corporate Services Committee have met since 13 December 2018 highlighting that the joint meeting is annual.

JCA/42 Matters arising

THIS ITEM IS CONFIDENTIAL AND NOT FOR PUBLICATION.

JCA/43 Management Accounts for November and December 2019

The report was presented by the Interim Finance Director.

THIS ITEM IS CONFIDENTIAL AND NOT FOR PUBLICATION.

The report was noted.

JCA/44 Amendment to Fees Policy 2020/21

The report was presented by the Interim Finance Director.

The report was recommended for approval by the Board.

JCA/45 Internal Audit Planning

A verbal update was given by the Internal Auditor.

THIS ITEM IS CONFIDENTIAL AND NOT FOR PUBLICATION.

The report was noted.

JCA/46 External Auditor Update

A verbal update was given by the External Auditor.

THIS ITEM IS CONFIDENTIAL AND NOT FOR PUBLICATION.

The report was noted.

JCA/47 Financial matters crucial to the 2018/19 signing of accounts

The report was presented by the Interim Finance Director.

The report was noted.

JCA/48 Financial Statements and Accounts for 2018/19

The reports were presented by the Interim Finance Director.

THIS ITEM IS CONFIDENTIAL AND NOT FOR PUBLICATION.

The report was noted.

JCA/49 Update on action plan following October 2019 ILR investigation

The report was presented by the Acting Principal.

THIS ITEM IS CONFIDENTIAL AND NOT FOR PUBLICATION.

The report was noted.

JCA/50 Timings and next steps

A verbal update was given by the Clerk.

THIS ITEM IS CONFIDENTIAL AND NOT FOR PUBLICATION.

The report was noted.

JCA/51 Any other business

There was none.

JCA/52 Dates of next meetings

The dates of the next meetings were confirmed as:

Audit Committee – Wednesday 25 March 2020 at 4.00pm

Corporate Services Committee – Thursday 26 March 2020 at 12.30pm