

**Minutes of the meeting of the Audit Committee
held on Tuesday 12 March 2013 at 8.00am
in Room 814 Matthew Boulton Campus**

Present:

Kathryn James (Chair)
Marina Hunt (Staff Member Business Support (MH))
Andrew Madden (AM)

Apologies

Anthony McCourt (AMcC)

In Attendance:

Catherine Bennett (Clerk)
Clive Hill (Executive Director Support Services)
Bob Pattni (Executive Director of Finance & Data Management) BP
Greg Wilson (GW) (Internal Auditor – PWC)
Ben Connor (BC) (Internal Auditor – PWC)

Declarations of Interest

There were no declarations of interest other than those already recorded in the register.

Declarations of Irregularities

There were no declarations of irregularities.

Item 1 – Minutes of the Meeting held on 27 November 2012

The Chair led the Committee through the minutes of the above meeting and it was agreed that they were a true and accurate record of the meeting.

Matters Arising

Health and Safety - CH reported that information from other colleges relating to health and safety matters was not readily available.

Student feedback – CH reported that feedback from students through regular meetings, KIT sessions and Student Voice is very positive. He added that the students are formally required to take part in national surveys and improvements can be seen on the previous year. Finally CH commented that the College is monitoring posting on social media networks.

Partnerships – CH gave a detailed review on how partners are selected and how they are managed. The Committee discussed this in detail and it was agreed that it is an area of interest for all Governors and that a KIT session would be useful on this subject. The Chair asked if the focus could be on the tangible aspect of the partnerships and how the culture and values are managed through student experience. This was agreed.

Action:

Clerk to add partnerships to the KIT session programme

Item 2 – Risk Register

- 2.1 BP presented this item and led the Committee through the Risk Register. The Committee discussed a particular aspect of this and it was agreed that it be recorded as a separate confidential minute.

Please see separate confidential minutes for the remainder of this item.

APPROVED:

The Committee approved the Risk Register.

Item 3 – Internal Audit Reports:

(i) Treasury and Management Accounts

- 3.1 BC led the Committee through the above internal audit report and led the Committee through the one medium and one low risk that had been identified in the report which the Committee discussed in detail.

APPROVED:

The Committee approved the internal report on Treasury and Management Accounts

(ii) General Ledger, Accounts Payable and Accounts Receivable

- 3.2 BC led the Committee through the above internal audit report and led the Committee through the one medium and one low risk has been identified in the report which the Committee discussed in detail.

APPROVED:

The Committee approved the internal report on General Ledger, Accounts Payable and Accounts Receivable

(iii) Progress Report

- 3.3 GW gave the Committee an update on the current position in terms of internal audit. He reported that no significant changes are likely and that in order to deliver added value, specialists have been brought in to look at areas such as Risk Management and Project Assurance. The Chair led a discussion with regards to the content of the reports and it was agreed by the Committee that the formatting of the reports was clear, concise and contained the appropriate level of information.
- 3.4 The Committee noted the report.

Item 4 – Confidential Item

Item 5 – Insurance Claims Report

- 5:1 BP presented this item setting out a summary of the insurance cover for the College. He reported that there are some spikes but no major incidents or areas of concern. The Committee agreed that it would be useful for an insurance expert to review the insurance cover of the College which BP agreed to arrange.

ACTION:

BP to arrange for insurance expert to come into BMET.

Item 6 – Any Other Business

The Chair of the Committee reminded the internal auditors that they could meet with the Committee at any Committee meeting without the Executive being present if required.

The meeting then ended.

Date of Next Meeting – Tuesday 11th June 2013

Signed: Rathna James Date: 11/6/13

Chair of the Audit Committee

