

Minutes of a meeting of the Audit Committee held on Monday, 24th June 2024 by Microsoft Teams.

Present: Robert Milburn (Chair); Norma Boyes; Elaine Clinton; Val Pallister; Denise Rollo

Apologies: Lee Todd

Also present: Karen Wilson (Deputy Principal); Karen Rae (External Auditor); Marc Harvey (Internal Auditor); Jane Murray, Clerk

18/24 Minutes

Resolved – that the minutes of the meeting held on 14th May 2024 be approved and signed as a correct record.

19/24 Declarations of Interest

Val Pallister declared an interest in the ESFA Mock Funding Audit having previously been data services manager. Following discussion, it was the advice of the Clerk and agreed by the Chair and the Committee as a whole that she was no longer a member of staff and therefore she had no reason to influence discussion. The Chair added that her experience was helpful to discussion. It was therefore concluded that there was no reason for Val Pallister to withdraw.

20/24 ESFA Mock Funding Audit

The internal auditor presented the report which gave 1 high recommendation, 6 medium and 8 low recommendations, with a 'reasonable assurance' opinion.

The Committee expressed disappointment at the conclusions of the report, particularly given that there had been similar audits in previous years and that progress had been slow.

The Chair asked the internal auditors to test for knowledge and understanding of procedures by staff, and for an appreciation of the importance of correct and accurate records and the repercussions to the business of a failure to follow procedures and that this should be included in a report back to the Committee. It was suggested that this should form part of the advisory audit which was due to take place during the summer.

21/24 Internal Audit Plan 2024-25

The internal audit plan for 2024-25, which had taken account of the suggestions made by the Committee at their previous meeting. The committee agreed that the plan look robust and based on the risk register and agreed to recommend the plan to the Corporation for approval.

22/24 Audit Tracking Report

The Committee received the latest audit tracking report and noted that the internal auditor would be tabling their compliance (with recommendations) report at the next meeting.

The meeting closed at 1810h.