

## **HILLS ROAD SIXTH FORM COLLEGE**

### **Meeting of the Audit Committee (Online) Wednesday 4 December 2024 at 6.30pm**

#### **1 Apologies for Absence & Quoracy**

#### **2 Declarations of Interest**

#### **3 Minutes of the Previous Meeting: 13 November 2024**

To note that the draft minutes have received provisional approval by the Chair of the Committee for circulation.

To approve the minutes as a correct record of the business transacted, and *prima facie* evidence of the proceedings to which they relate.

#### **4 Matters Arising from the Minutes of the Previous Meeting: 13 November 2024**

To note any matters not dealt with under the meeting agenda.

#### **5 Board Assurance Framework, Operational Risk Register, College Risk Dashboard & Risk Management Policy**

For information and, if thought fit, recommendation to the Corporation.

#### **6 Estates Strategy**

To receive and consider a report on the implementation of the Asset Management System

*The Director of Estates will attend for this agendum.*

#### **7 Internal Audit Report: Single Central Record Compliance**

For receipt and discussion.

#### **8 Policy: Provision of Non-Audit Services by the Financial Statements (External) Auditor**

For approval on behalf of the Corporation.

#### **9 Tender for Financial Statements Auditing Services**

To agree a timetable, and appoint a selection panel.

*The panel will make a recommendation to the Committee, which will, if thought fit, forward the recommendation to the Corporation for approval.*

## **10 Review of Staff Expenses**

To note expenses paid to staff since those reported at the previous meeting.

## **11 Safer Recruitment Panels**

To note the membership of staff selection panels in terms of persons trained in safe recruitment since those reported at the previous meeting.

## **12 Reasons Given by Staff for Leaving College Employment (Anonymised)**

To receive an update from the Vice Principal: Finance and Operations in relation to staff who have left the College in the academic year to date.

## **13 Confidential Reporting: Staff**

To note any instances of confidential reporting ("whistleblowing") by members of staff in the period since the previous meeting.

*On the advice of the Governance Professional, and with the agreement of the Committee, matters raised under this agenda may be treated as reserved business. It may also not be possible to record or discuss details of matters raised which are under investigation.*

## **14 Confidential Reporting: Members of the Corporation**

To note any instances of confidential reporting ("whistleblowing") by members of the Corporation in the period since the previous meeting.

*On the advice of the Governance Professional, and with the agreement of the Committee, matters raised under this agenda may be treated as reserved business. It may also not be possible to record or discuss details of matters raised which are under investigation.*

## **15 Fraud and Irregularity**

To note any instances of fraud or financial irregularity arising since the previous meeting.

*On the advice of the Governance Professional, and with the agreement of the Committee, matters raised under this agenda may be treated as reserved business. It may also not be possible to record or discuss details of matters raised which are under investigation.*

**16 Any Other Competent Business**

To be taken at the discretion of the Chair of the Committee.

Please notify the Clerk to the Corporation of any other competent business no later than 1.00pm on the day of the meeting.

**17 Meeting Evaluation**

To consider how the decisions taken by the Committee at this meeting will be of benefit to students of the College.

**18 Dates and Times of Remaining Audit Committee Meetings 2024-25**

To note the following approved dates and times:

***Wednesday 26 February 2025 (6.30pm)***

***Wednesday 11 June 2025 (6.00pm)***

To further note that the 26 February meeting will be held online, but that the 11 June meeting will be held at the College (starting at **6.00pm**).