

**CORPORATION OF HULL COLLEGE
AUDIT COMMITTEE**

**Public Minutes of the meeting
held 21st September 2022 via Teams**

MEMBERS PRESENT:	Ally Brooks David Flatters Rachel Storr	Governor and Chair of Audit Committee Governor Governor
IN ATTENDANCE:	Debra Gray Gino Tommasi Lesley Venables	Principal/CEO Vice-Principal (Finance & Corporate Services "VP(F&CS)" Interim Director of Governance
Min. No.		
11	APOLOGIES FOR ABSENCE Apologies for absence were received from Wayne Brown (Audit one – Internal Auditors) and Richard Lewis (RSM – Financial Statements Auditors).	
12	DECLARATIONS OF INTEREST RELEVANT TO THE AGENDA No declarations of interest were received.	
13	MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 3RD AUGUST 2022 Resolved - That, the minutes of the meeting held on 3 rd August 2022 be approved as a correct record and signed by the Chair.	
14	MATTERS ARISING Governors received an update on the actions identified at the previous meeting and noted that the majority of these had either been completed or were in progress. The response to question about item 3.2 is subject to a separate and confidential minute. Governors were advised that a Health & Safety Committee was being established and was scheduled to have its first meeting on 5 th October 2022. The Principal reported that the Executive Management Team (EMT) had carefully reviewed the proposed structure, reporting and membership of the Committee. It was noted that an updated Health & Safety Policy would feature on the agenda of the September 2022 Corporation meeting.	
15	INTERNAL AUDIT ANNUAL PLAN 2022/2023 In the absence of the Internal Auditor the VP(F&CS) presented the draft Internal Audit Plan for 2022/2023. Members of EMT had discussed in detail with Audit One any existing weaknesses in the control framework and under-performance against best practice, which had then been included in the proposed list of items to be covered by the Internal Auditors in 2022/2023. The Plan also aligned to the previous Internal Audit 3 Year Strategy, with some adjustments to the timing of individual visits. A governor queried how often policies and procedures were updated as part of the College's usual cycle of business. The CEO responded that this was dependent on any changes to current DfE/ESFA guidance and the nature and scope of the policy in question. For example, the Financial Regulations were updated annually to ensure that staff followed the latest requirements of the funding body. The Committee was advised that the newly-appointed Head of Bids would be responsible for the policy and strategy framework, which should improve effectiveness in this area.	

	<p>Governors queried the timing of the funding compliance audit and were informed that this had not yet been set. However, a funding audit was now underway and it was anticipated that the draft report would be available at the end of October, which would inform the Internal Audit Plan.</p> <p>In response to a member's question, the VP(F&CS) confirmed that the budget and financial forecasts included a number of possible scenarios to include the current main areas of concern were the significant increase in energy costs and estates and staff utilisation levels and improving efficiencies during the first half of the Autumn Term.</p> <p>The Committee queried how well the financial outturns aligned to the actual budget. The VP(F&CS) responded that the College had exceeded its budget but had under-performed compared to its forecast, but the latter had now been updated.</p> <p>The CEO reported that the Annual Operating Plan approved by the Corporation in June 2022 brought together the financial and curriculum planning processes. It was noted that there had been some inaccuracies and over-optimism in the information provided to the EMT from individual departments, for which the forecast had now been adjusted.</p> <p>Resolved – That the Corporation be recommended to approve the Internal Audit Annual Plan for 2022/2023.</p>
16	<p>ESFA SELF-ASSESSMENT REGULARITY QUESTIONNAIRE 2021/2022</p> <p>The Interim Director of Governance presented a draft of the Self-Assessment Regularity Questionnaire for 2021/2022, completion of which was a requirement of the ESFA's Post-16 Audit Code of Practice. Governors requested that evidence was included against each of the statements in the SARQ, with a final version submitted for approval by the Corporation and signature by the Chair of the Corporation and the CEO as part of the financial statements process.</p> <p>Resolved – That, subject to some minor updating, the Corporation be recommended to approve the SARQ for 2021/2022</p>
17	<p>ANY OTHER BUSINESS</p> <p>There was no other business.</p>
18	<p>ITEMS TO BE REPORTED TO THE CORPORATION</p> <p>The Chair summarised the main points of the meeting, which would be reported to the Corporation's September meeting, as follows:</p> <ul style="list-style-type: none"> • Draft Internal Audit Strategy for 2022/2023 recommended for approval by the Corporation • Progress report provided on the current audit reviews • SARQ for 2021/2022 was recommended for approval by the Corporation
	<p>DATE AND TIME OF NEXT MEETING</p> <p>7th December 2022</p>

Approved by the Audit Committee at the meeting held on 7th December 2022.