



SOUTH GLOUCESTERSHIRE AND STROUD COLLEGE
FURTHER EDUCATION CORPORATION

AUDIT COMMITTEE

There will be a meeting of the Audit Committee
On Tuesday 5 April 2022 at 3.00pm
To be conducted via Microsoft TEAMS

AGENDA

1. **Apologies for Absence**

2. **Declarations of Interest**

Members are asked to declare any interests, financial or otherwise, which they may have in any agenda item.

3. **Auditor Concerns**

Auditors are invited to raise any issues which they wish to discuss in the absence of College Management.

Members of the Senior Management Team to join the meeting at this point.

4. **Other Items of Urgent Business**

5. **Minutes of Previous Meeting**

To approve the minutes of the meeting held on 15 November 2021. Schedule A

6. **Matters Arising From Those Minutes**

- a) To note Corporation approval of the following:
- (i) 2020/21 Annual Report of the Audit Committee, including the annual risk management report;
 - (ii) Letter of Support to SGSCSL, for signing by the Chair of the Corporation;
 - (iii) 2020/21 Internal Audit Service Annual Report;
 - (iv) Financial Statement Auditor's Management Letter;
 - (v) SGS College Members' Report and consolidated Financial Statements 2020/21 for signing by the Chair of the Corporation and Group CEO & Executive Principal/Accounting Officer, subject to changes raised, and revisions to the Remuneration Annual Report; Schedule B
 - (vi) Letter of representation to KPMG, for signing by

- the Chair of the Corporation;
- (vii) Fraud Response Plan;
- (viii) Re-tendering of Financial Statements Auditors and tax services for the 2021/22 financial statements audit.

- b) To monitor actions on the Audit Committee action log. Schedule C
- 7. **Risk Management Report** Schedule D
To note a report.
- 8. **Internal Audit**
To consider the following reports:
 - a) Benchmarking Report 2020/21. Schedule E
 - b) Human Resources and Payroll Controls. Schedule F
 - c) HE Data - Office for Students follow up. Schedule G
 - d) Commercial Activities Arrangements. Schedule H
 - e) Learner Number Systems. Schedule I
 - f) Progress report 2021/22, including updates against the Internal Audit Protocol. Schedule J
- 9. **Gifts & Hospitality Register; Whistleblowing Update; Fraud Register and Fraud Risk Assessment action plan** Schedule K
To review.
- 10. **Data Breach** Schedule L
To consider a report.
- 11. **Audit Action Plan** Schedule M
To consider.
- 12. **Revisions to the Audit Committee Terms of Reference** Schedule N
To recommend to Corporation for approval.
- 13. **Re-tendering and Appointment of Financial Statements Auditor** Schedule O
To consider a report.
- 14. **Any Other Business**
- 15. **Key messages for Corporation**
To consider.
- 16. **Date of Next Meeting**
Thursday 16 June 2022, 3pm, Microsoft Teams.

Sharon Glover, Clerk to the Corporation
30 March 2022