



**SOUTH GLOUCESTERSHIRE AND STROUD COLLEGE**  
**FURTHER EDUCATION CORPORATION**

**AUDIT COMMITTEE**

There will be a meeting of the Audit Committee  
On Tuesday 21 September 2021 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 21 June 2021.                      Schedule A
6. **Matters Arising From Those Minutes**
  - a) To note Corporation approval of the following:
    - (i) The Internal Audit needs assessment, strategic plan and 2021/22 annual plan.
    - (ii) Risk Management and Assurance Policy.
    - (iii) Financial Regulations.
    - (iv) Audit Committee Terms of Reference.
    - (v) RSM's re-appointment for 2021/22.
  - b) To monitor actions on the Audit Committee action log.                      Schedule B
7. **KPMG Letter of Engagement**                      Schedule C  
To consider and recommend to Corporation for approval.

8. **Internal Audit**  
To consider the following reports:
- a) Student Debtor Processes. Schedule D
  - b) Draft 2020/21 Annual Report. Schedule E
  - c) Progress report, including updates against the Internal Audit Protocol. Schedule F
9. **Risk Management Annual Report** Schedule G  
To consider the College's draft 2020/21 Risk Management Annual report.
10. **Education and Skills Funding Agency Regularity & Propriety Questionnaire** Schedule H  
To note.
11. **Waivers/Breaches of Financial Regulations** Schedule I  
To note.
12. **Audit Action Plan** Schedule J  
To consider.
13. **Any Other Business**
14. **Key messages for Corporation**  
To consider.
15. **Date of Next Meeting**  
Monday 15 November 2021, 3pm, venue to be confirmed.

Sharon Glover  
Clerk to the Corporation  
13 September 2021