

**Greater Brighton Metropolitan College
Audit Committee**

**Minutes of a meeting held at the West Durrington Campus on
Monday 5 March 2018 commencing at 17.30**

Present: Eileen Houghton (Chair), Jim Hynes, Rob Lee

In attendance: Graham Gillespie (Wylie & Bisset), Nick Juba (CEO), Jon Rollings (COO)

Apologies: Natalie Brett, Kathleen Downes

MINUTES OF THE MEETING OF 4 DECEMBER 2017

84. The minutes of the meeting held on 4 December 2017 were taken as a correct record and signed by the Chair.

MATTERS ARISING

85. The Committee received and noted a schedule outlining the progress of actions from the minutes of the last meeting. All actions were complete or on schedule.

INTERNAL AUDIT

Audit Needs Assessment

86. Graham Gillespie ran through the Audit Needs Assessment.

87. The timing of audits was discussed and agreed.

88. It was noted that there would be a high volume of reports in July but accepted that this was an unavoidable outcome of the timing of appointment and the impact of the post-merger integration.

Resolved:

- (i) That the reports from visit 2 be circulated before the next audit committee.
- (ii) That the position regarding subcontracting be considered for 2017/18, alongside ESFA requirement.
- (iii) That the plan is approved.

Internal Audit Reports

89. The Safeguarding benchmarking position was noted, along with "strong" assurance and two low recommendations.

90. The Apprenticeship Levy "substantial" position was noted with four recommendations.

91. The Committee noted the good performance taking account of changes in the external environment.

RISK MANAGEMENT UPDATE

92. Jon Rollings noted key aspects of latest key risk schedule.
93. In response to a question from the Chair, Jon Rollings noted latest position on cash risk following discussions with Coast to Capital LEP.
94. A discussion on best practice use of Assurance Map document took place.

REPORT OF ANY INCIDENCES OF BRIBERY, FRAUD OR WHISTLEBLOWING

95. There were no incidences to report.

AOB

96. There were not items for discussion.

DATE OF NEXT MEETING

83. It was confirmed that the next meeting of the Committee was scheduled to take place on Monday 5 July 2018 at 17.30 at the Brighton Central Campus.

The meeting closed at 7.05 pm.

Signature of Chair  Date..... 25/7/18