

MOULTON COLLEGE

AUDIT COMMITTEE

Minutes of the meeting held on Monday 4th April 2011

Part 1

Present: Mr M Thomson (in the chair), Mrs J Charlton-Jones,
Mr A Clarkson, Mr J Hoskinson, Mr G Wilson

In attendance: Mr S Davies, Mr R Chapman, Mr J Mair, Mr I Borley,
Mr W Lumsden, Mr R Shaunak, Mr G Norris, Mr M Wilkinson

The Chairman welcomed Giles Wilson, Steve Davies and Rakesh Shaunak to the meeting.

11/1 Apologies for absence (agenda item 1)

No apologies were received.

11/2 Minutes of the meeting held on 22nd November 2010 (agenda item 2, paper A)

The minutes were accepted as a true and correct record.

11/3 Matters arising (agenda item 3)

There were no matters arising.

11/4 Risk Management (agenda item 6, papers D and Di)

The report of the latest meeting was discussed. The score on the risk relating to the performance of funding agency and partner contracts had been raised to 15. The application of work experience procedures was being extended to HE courses from September 2011. A new control had been added to monitor internal and external social networking sites for material considered to mis-represent the College. Weekly checks of websites would be carried out. Following discussion, *the report was noted*.

Robin Chapman left the meeting.

11/5 Internal Audit Report – November 2010 (agenda item 4, paper B)

a) Capital contracts

No recommendations had been made.

b) Corporate Governance

Three low priority recommendations had been made. The first was to ensure that minutes were included on the website once approved and the links checked for accuracy. The second recommendation was to ensure that minutes in the LRC are updated once approved. Both of these items had been addressed. The third item was to change the standing orders as part of the annual review in July to reflect that only released confidential minutes are

held in the LRC. Following discussion, *the report was noted*.

c) Marketing and student retention

One low priority recommendation had been made to review the marketing policy. This would be addressed. Following discussion, *the report was noted*.

d) Risk management

No recommendations had been made.

e) Viability of educational programmes

No recommendations had been made.

A query was raised on an update of an earlier audit relating to farm stock where a misunderstanding had arisen over tagging of sheep. Only breeding ewes were electronically tagged. There was no legal requirement to electronically tag lambs. Following discussion, *the report was noted*.

11/6 Internal Audit Report – February 2011 (agenda item 6, paper C)

a) Conferences and lettings

Two low priority recommendations were made. The first was to regularly monitor website advertising for accuracy. The second was to review the method of obtaining feedback and ensure that the chosen method was appropriately operated. Both recommendations would be implemented. Following discussion, *the report was noted*.

b) Fee income

No recommendations were made. A previous review of fee income had recommended that the College amend the ability of staff to override fee income. The College felt that this would not be feasible, and that appropriate alternative controls were in place. This would be reviewed by the Financial Statements Auditors. Following discussion, *the report was noted*.

c) Partnerships

No recommendations were made.

d) Space Management

One medium priority recommendation was made to ensure that all part-time courses were appropriately timetabled. This would be implemented. Following discussion, *the report was noted*.

e) Student record and enrolment procedures

One high and 1 medium priority recommendation were made. The high priority recommendation was to create and re-issue as soon as possible learning agreements containing all the learning aims to be undertaken. The medium priority recommendation was to ensure that learning aims were recorded on the ILR in a timely manner. Both of these had been implemented. Following discussion, *the report was noted*.

11/7 Audit Action Plan (agenda item 7, paper E)

Progress with implementing the recommendations from previous audits was outlined and discussed. There were no outstanding items. Following discussion, *the report was noted*.

11/8 Date of next meeting (agenda item 8)

The next meeting would be held on Monday 11th July 2011 at 4.00pm.

11/9 Any other business (agenda item 9)

There was no other business.

Part 1 of the meeting concluded. Rakesh Shaunak and Gareth Norris left the meeting.

MOULTON COLLEGE

AUDIT COMMITTEE

Minutes of the meeting held on Monday 4th April 2011

Part 2

Present: Mr M Thomson (in the chair), Mrs J Charlton-Jones,
Mr A Clarkson, Mr J Hoskinson, Mr G Wilson

In attendance: Mr S Davies, Mr R Chapman, Mr J Mair, Mr I Borley,
Mr W Lumsden, Mr M Wilkinson

11/1 Apologies for absence (agenda item 1)

No apologies were received.

11/2 Minutes of the meeting held on 22nd November 2010 (agenda item 2, paper AA)

The minutes were accepted as a true and correct record.

11/3 Matters arising (agenda item 3)

a) Re-appointment of Internal Auditors (minute 10/25)

Rakesh Shaunak would be the signing partner for Macintyre Hudson. He was involved in the tendering process in 2000 and would oversee the audits and sign off the work. A letter of thanks would be sent to him for attending today's meeting. Elaine Olson-Williams would normally attend the Audit Committee meetings.

11/4 Performance of Financial Statements Auditors (agenda item 4, paper BB)

The paper was discussed. All performance indicators had been met. Following discussion, *the report was noted.*

11/5 Any other business (agenda item 5)

There was no other business.

Part 2 of the meeting concluded. College staff left the meeting.