

HOPWOOD HALL COLLEGE

Minutes of a meeting of the **Audit Committee** held on Wednesday 27 November 2008 at 1500hrs.

Present	Paul Harness	Clive Reid (Chairman)	Clint Street
In Attendance	Saf Arfan (AD Corporate Services)(Item 11&12/08 only)	Stephen Bower (PWC)	Lydia Brown (PWC)
	Ralph Devereux (Clerk)	Helen Knowles (PWC)	John Spindler (Interim Dir FP&HR)

11/08 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS AND APOLOGIES

The apology was accepted. No notice had been received of any member becoming ineligible to hold office. The meeting was quorate and no interests had been declared.

12/08 HAS ISSUES (out of agenda order)

The committee had required an update on issues raised in the recent audit of HAS arrangements within the college. Accordingly, the AD (Corporate Services) circulated a comprehensive progress report against each of the recommendations made in the internal audit report. The report clearly identified the management response to each item and included "Progress to Date" against the high risk items. The HAS organization was currently being evaluated and when that was complete and implemented the medium risks would be addressed and that was noted. The committee took comfort from the comprehensive list of actions and was satisfied that the formerly risky procedures were now being resolved and that progress was positively monitored.

The information was received.

13/08 MINUTES OF THE MEETING HELD ON 16 OCTOBER 2008.

The Minutes of the last meeting were confirmed and signed.

14/08 MATTERS ARISING FROM THE MINUTES AND NOTIFICATION OF URGENT BUSINESS

- a. There were no matters arising.
- b. There was no urgent business requested.

The AD Corporate Services left the meeting.

15/08 COMMITTEE ANNUAL REPORT TO THE CORPORATION

The committee annual report to the corporation, which would inform consideration of the AFS, was considered and discussed; Para 3.2 was amended to reflect..... "Health and Safety; Limited; 3 high and 6 medium recommendations".... and the report was recommended to the corporation.

The report was recommended to the corporation.

16/08 EXTERNAL AUDITORS' MANAGEMENT LETTER

The final version of the external auditors' report to the committee had circulated. The committee's responsibility was to consider the external auditor's report (Management letter) to the Committee and to comment to the Corporation accordingly. The auditors' report, to a standardised format, which covered both the annual financial and the regularity audit, was then discussed page by page; the unqualified opinion was noted as were the 3 accepted recommendations (1 medium and 2 low) and the adjustment to the Quest Pennine Accounts (£5362). The annex to the document was a detail of matter for future consideration and was felt to be a valuable source of information.

The management letter was recommended to the Corporation

17/08 FMCE

The FMCE had replaced the SARQ as the basis for external agencies such as the LSC and OfSTED to monitor self-assessed performance; the committee was required to scrutinize the completed document before submission to the LSC on 12 December. Completion of the document was a lengthy process and involved the answering of questions and collation of evidence in support of the reply; this process would then lead to determination of 8 gradings in each of 4 areas. The circulated FMCE had been completed with the exception of grade assessments and the question of who should determine these was considered at length. The scope of the information was wider than the remit of this committee and although the textual answers could be considered it was agreed that assessment of grades would require considerable professional input. It was decided that the Principal should decide, perhaps with the SMT, on the corporation's behalf with delegated authority to discuss and decide on the self-assessed grades. With this arrangement the FMCE was approved.

The FMCE was approved.

18/08 URGENT BUSINESS

There had been no urgent business agreed.

19/08 DATE OF NEXT MEETING

The next meeting would be held on 23 April 2009.