

Minutes of the Audit Committee of the Governing Body held on Tuesday, 4th. March, 2008 at 10.15.a.m.

Present: Mr B Coxhead (*Chair*)
Fr. P Glover
Mr. D McCormack
Mrs C. Williams

In attendance:
Mr P Mills, *Internal Auditor (Baker Tilly)*
Mr JD Perry, *Clerk to the Governors*

1. **Declarations of Interest** None
2. **Apologies** ; Ms K Boullen and Mr J Cotter
3. **Minutes of the Meeting of Tuesday, 26th. November 2007**

The Minutes were agreed as a correct record and signed by the Chair.

4. Matters Arising

Item 4:7 Internal Auditor's Proposed Allocation of Works

The Internal Auditor explained that the dates for the audit visit had been changed to February 2008 other than for the student numbers audit. As the staff working in this area did not need to take leave during the first part of the holiday period, this would not create a problem.

5. Recommendations of the Internal Auditor: Progress Report

The Clerk reported that there were none outstanding.

6. Reports of the Internal Auditor

(i) Follow Up to Previous Recommendations

The Internal Auditor reported that all recommendations had been addressed and so there were no further recommendations.

The Committee noted the Report

(ii) Corporate Governance

The Internal Auditor presented a 'clean report'. The role of the governors in decision making about the capital programme had been given a high level review. The situation was satisfactory and there were no recommendations.

The Committee noted the Report

(iii) IT Strategy

The report reviewed the College's IT strategy which is kept under constant review and amendment in the College. The Internal Auditor made one recommendation, that the Governing Body should approve the IT Strategy annually. The Director of Resources pointed out that CMT reviewed the policy annually and on behalf of the Principal, accepted the recommendation. The newly appointed Assistant Principal

will be taking responsibility for the strategy.

It was felt that staff need to be kept updated in order to understand why strategic decisions and priorities were adopted. There is an apparent disparity between curriculum areas. Normally decisions about capital allocations followed the conclusions of the annual Self Assessment Review, although this was not always perceived to be the case.

It was pointed out that the use of temporary teaching accommodation once the new building work starts will require those rooms to be equipped with wireless lap tops as a priority.

The Committee approved the Report

(IV) Payroll & Personnel

The payroll system is satisfactory and there were no significant risks. There was one low risk recommendation that the Vice Principal should authorise all terminations from the payroll system. It was reported that this is in place and in the absence of the Vice Principal the authorisation could be given by a member of the CMT.

The Internal Auditor found some inconsistency in practice in new appointments when the applicants were already known to the College. He recommended that formal interviews should always be held and staff reminded about the need to complete the interview documentation. It was pointed out that the evidence related only to temporary posts to cover sickness. The College policy is that references should be sought before or appointment or in the first six weeks. In the past when negative references had been received in the first six weeks, employment had been terminated. The College accepted the recommendations in relation to appointment procedures but felt that the policy in relation to references is working satisfactorily.

The Committee noted the Report and the management responses.

(v) Risk Management

This was an annual review and the Internal Auditor was able to give a good assurance and had no recommendations to make. He confirmed that all past recommendations had been addressed.

The Committee noted the Report.

7. Future Agenda Items

The Committee had no items it wished to consider.

8. Any Other Business

Mr John Cotter is standing down as a governor from 31st. March 2008. The Committee expressed its thanks to him for his past service a member for the past eight years and as Vice Chair of the Committee.

9. Date of Next Meeting: 3rd. June 2008 *The Chair drew the Committee's attention to the notice of an election for Vice Chair at the next meeting.*