



To promote lifelong learning through the understanding and enjoyment of flowers, trees, plants and animals for career, business, educational and leisure purposes”

**MINUTES OF THE AUDIT COMMITTEE MEETING
HELD AT 6.00PM ON THE 9TH APRIL 2008**

Members: Roger Abraham, Governor and Chairman
Doug Fussell, Governor
Don Gratton, Governor
Gareth Dufton, Independent Member
Vacancy, Governor

Other Representatives: None

Present: Sue Adams, Clerk to Governors
Stephen Dowbiggin OBE, Chief Executive
Nicholas Evans, Director of Estates and Buildings
Madeline Hall, Head of College
Janet Hughes-Hallett, Finance Manager

1. APOLOGIES FOR ABSENCE

Apologies were received from Gareth Dufton.

2. MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 21ST NOVEMBER 2007

RECEIVED the minutes of the Audit Committee meeting held on 21st November 2007

The minutes were approved and signed by the Chairman as a true record of the meeting.

3. MATTERS ARISING FROM THE MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 21ST NOVEMBER 2007

RECEIVED paper 3, matters arising from the Audit Committee meeting of the 21st November 2007 for information

4. REPORT OF THE FINANCE MANAGER

RECEIVED paper 4, report of the Finance Manager for information.

NOTED that:

- i. the Provider Financial Management regional team from the LSC had carried out a desktop review of financial management and governance in parallel with the college's inspection by OFSTED;
- ii. the purpose of the review was to inform their opinion on the effectiveness of the college's financial management and governance frameworks;
- iii. no issues had been identified and the college had been informally notified of the inspector's intention to confirm the college's self assessment of its financial effectiveness as Good (2).

5. OPTIONS FOR ILR ASSURANCE WORK FOR 2007/08

RECEIVED paper 5, report of the Finance Manager for decision

NOTED that:

- i. consideration of this item is part of the annual cycle of agenda items because the LSC no longer audit the adequacy and effectiveness of the learner number systems;
- ii. governors need to be reassured of the adequacy and effectiveness of the CMIS/ILR system because it was data from this which was used to claim funds from the LSC and because of the amount of money involved (£6m +);
- iii. Baker Tilly (Chelmsford) has previously undertaken this audit. However there are four possible options available to the college which would provide different levels of assurance. The Finance Manager had detailed these in her report.

RECOMMENDED TO THE GOVERNING BODY that:

- i. **Baker Tilly (Chelmsford) be reappointed to provide the ILR controls audit for 2007/08;**
- ii. **authority be delegated to the Chief Executive to sign the letter of engagement and to agree the audit fee for this work based upon Baker Tilly's standard terms, on condition that this is reported to the next Audit Committee meeting;**

6. STEP UP PROJECT

RECEIVED the verbal report of the Finance Manager for decision

NOTED that

- i. the STEP UP project, funded by the London Development Agency (LDA), requires an audit report for the period 1st April 2007 to 30th March 2008;
- ii. originally the Finance Manager had been of the opinion that the audit would be undertaken later in the year and therefore appointment of the auditors could be considered at the June 2008 meeting of the Audit Committee. However the LDA indicated in a recent email (dated the 9th April 2008) that the colleges appointed auditor is required to send a Tripartite agreement letter to the LDA before the 18th May 2008 (with the work being undertaken by the end of July 2008);
- iii. £1000 had been included within the budget for the project to cover the cost of auditing the project. Should the cost of audit be higher than £1,000 it was likely the additional cost would be met by the LDA.

RECOMMENDED TO THE GOVERNING BODY that

- i. **Baker Tilly be appointed as auditors for the college's Step Up project for the period 1st April 2007 to the 31st March 2008;**
- ii. **a tripartite letter of agreement between Baker Tilly, Capel Manor College and the LDA be signed on behalf of the college by the Chief Executive;**
- iii. **authority be delegated to the Chief Executive to agree the fee for the above work based on Baker Tilly's standard terms once the level of audit is established to be reported to the next meeting of the Audit Committee.**

7. **DATE OF NEXT MEETING: 1st July 2008 at 4.15pm**