

Thursday 22nd November 2018 at 6.15pm
Conference Room (adjacent to Staff Room)

[Refreshments will be available in the Staff Room]

AGENDA

IN ATTENDANCE:

Mrs M Searle, Head of Finance

Mr A Taylor, Strategic Director of Financial and Physical Resources

Mrs K Patel, Partner, Buzzacott LLP for item 1

Mr T Lo, Client Manager, RSM Risk Assurance LLP for item 1

		BAF / RISK REF
6.15pm	<p>1. THIS ITEM TO BE TAKEN IN JOINT SESSION WITH THE AUDIT COMMITTEE:</p> <p>1.1. FMCE¹: to note completed non-mandatory self-evaluation for 2017 - 18: Mr Taylor. (<i>in papers</i>)</p> <p>1.2. Financial Statements for year ended 31st July 2018 to be presented by TBC, Partner, Buzzacott, Financial Statements Auditors:</p> <p>1.2.1. Report & Financial Statements (Consolidated Accounts) for year ended 31st July 2018 (<i>draft in papers</i>)</p> <p>1.2.2. Post - Audit management report for 17 – 18 including Regularity (<i>draft in papers</i>)</p> <p>1.2.3. Letter of Representation</p> <p>1.2.4. Letter of Engagement – for signing.</p>	1, 12, 13, funding, governance, financial issues & controls
<p>Members of the Audit Committee and Auditors leave the meeting.</p> <p>Ms Town, Vice Chair takes the Chair</p>		
6.35pm	2. Opening Prayer	
	3. Election of Chair of Committee² (2 year term) Newly elected Chair takes the chair.	
	4. Apologies:	
	5. Declarations of Interest	
6.40pm	<p>6. Minutes: Meeting held on 25th September 2018 (<i>in papers & previously circulated 2nd October 2018</i>) for agreement and signing.</p> <p>7. Action Points from previous meeting</p>	

¹ Financial Management Control Evaluation

² Mr Belfourd was elected as Chair in November 2016 for a two year term

	8. Matters Arising: other than agenda items: 8.1. Rateable value review	
6.45pm	9. Accommodation, Premises and Resources: Mr Taylor 9.1. Update report (<i>in papers</i>) 9.2. Annual Review of Health & Safety Policy (<i>in papers</i>) 9.3. Insurance (<i>verbal update</i>) to note variation to accommodate help line service for staff	8, 10, 13 (H&S; Estates; Finance
7pm	10. Financial update: Mrs Searle 10.1. Monthly Commentary; Accounts and Cashflow (September 2018 accounts circulated 16 th October 2018) 10.2. Treasury: Mrs Searle, Mrs Flannery (<i>report in papers</i>) 10.3. LPFA Pensions: 10.4. Student Council (“Student’s Union”) Financial Report– presentation of accounts for 2017 – 18 (<i>in papers</i>). 10.5. ESFA confirmation of Financial Plan 2018 to 2020 (Ref: <i>Letter from Adrian Brook 15th Oct 2018 in papers</i>)	13 Financial issues & controls
	11. Student Roll and Recruitment: Mrs Flannery: Verbal report (including Open Day arrangements) (<i>enrolment data in papers</i>)	2, Student Recruitment
	12. Funding - Financial Projections: review and update: Mr Taylor (<i>report in papers</i>). To include award of SCIF ³ grant and agreement of college match funding commitment additional to budget.	1, Funding
7.20pm	13. SFX Corporate Services Ltd: Mr Taylor 13.1. Report / Business Plans update (<i>in papers</i>) 13.2. To note the end of year (to 31 st July 2018) report and accounts as signed 8 th November 2018	7, non-core activity
7.25pm	14. Staff Cost of Living Rises: Mrs Flannery: To be advised of any updates	4, HR
7.30pm	15. Professor Keohane Memorial Fund / Prize awards: 15.1. Confirmation of value of award (has been £300) 15.2. Endorsement of nominee(s) for recommendation to full Board.	
7.35pm	16. Risk Management: Have governors identified any new risks or modifications to existing risks on the register?	Risk Management
7.40pm	17. Any other business	
7.45pm	18. Review of Effectiveness of meeting	12 Governance

³ Strategic College Improvement Fund

	19. Date of next meeting: Thursday 28 th February 2019	
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Distribution:

Mr M Belfour

Mr J Opara

Mrs S Flannery

Mr C Garvey

Clerk

Mrs M Searle

Mr A Taylor