

LONGLEY PARK SIXTH FORM COLLEGE

MINUTES of a meeting of the
AUDIT COMMITTEE
held on 14 MAY 2008 at 4.00pm
at the College, Horninglow Road, Sheffield

Present: Margaret Ferris (Chair)
Alan Hancock
Paul White

In attendance: Janet Brown (Finance Manager)
Sharon Langridge (Clerk to the Corporation)
Mo Nisbet (Principal) - from Minute 3

Apologies for absence were received from Max Caley, Kevin Clifford, Rob Barnett (Bentley Jennison), Richard Lewis (Baker Tilly), Martin Standish (Baker Tilly) and Trevor Wray (Deputy Principal).

Action by

1 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

2 **MINUTES OF THE MEETING HELD ON 12 MARCH 2008**

The Minutes of the meeting held on 12th March 2008 were approved as an accurate record and signed by the Chair.

3 **MATTERS ARISING**

There were no matters arising from the last meeting.

4 **REGULARITY AUDIT**

The Clerk presented the report and explained that in addition to no longer requiring an interim Regularity Audit as a result of moving into plan-led funding, the Learning & Skills Council would also no longer require an Individual Learner Record (ILR) audit to be conducted.

The Committee was pleased to note the reduction in the number of audits per year and were happy to recommend the statement on regularity, propriety and compliance to the Governing Body for approval.

Govs May '08

5 **RE-APPOINTMENT OF FINANCIAL STATEMENTS AUDITORS**

The Committee considered the recommendation to re-appoint Baker Tilly as the College's Financial Statements Auditors for a period of two years. Members recognised that the College had a good working relationship with Baker Tilly.

The Committee recommended to the Governing Body that Baker Tilly's appointment be extended until May 2010.

Govs May '08

6 QUALITY STRATEGY

The Principal circulated copies of the draft feedback from the peer review that had taken place that day. The Committee noted that there were a lot of positive statements for example regarding subject quality reviews, but that there were also weaknesses, such as follow-up and review. Members were advised that these areas would be taken up by the Senior Management Team and incorporated into the Quality Strategy.

Members were keen that a Quality Strategy should not be a paper exercise. The Principal agreed with this and stressed that the Strategy would assist with communicating the 'bigger picture' to staff.

Members were pleased to receive such a balanced report on the peer review exercise.

The Principal proposed moving forward with developing a draft strategy in light of the very positive peer review exercise and bringing this back to Governors for consideration at a future meeting.

MN Sep '08

Members were informed that the Learning & Skills Council had supported the provision of some consultancy services for the College from the Quality Improvement Agency on systems involved in the student journey. Paul White offered to provide details of a contact from the University of Sheffield Steering Group who were working on a similar project, to look at the potential for information exchange.

7 PROPOSED MEETING DATES 2008-09

The Committee considered the proposed meeting dates for 2008-09. The date for the September meeting was not convenient for everyone, so it was agreed that the Clerk would consult Members to agree an alternative.

SL May '08

The remainder of the meeting dates for 2008-09 were approved.

8 AUDIT RECOMMENDATIONS ACTION PLAN

The Clerk circulated copies of the report which was intended to follow up on audit recommendations made by either the Financial Statements Auditors or Internal Audit Service.

Members noted that there were no particular issues to be brought to their attention. They agreed that in future reports would be made on an exception basis to focus on new and outstanding audit recommendations.

9 JOYRIDE PROJECT

Alan Hancock informed Members of the Joyride film project that he was working on with students and staff at the College. There was a discussion on sales and pricing of the DVD. Members supported a suggestion that an exercise involving business studies students could be undertaken to establish what the market would bear in relation to price. They also agreed that a

discount should be offered for sales on the night of the launch and to students.

10 **DATE OF NEXT MEETING**

To be confirmed.

The meeting ended at 4.50pm.

Signed: (Chair)

Date: