



**JOINT AUDIT COMMITTEE REIGATE LEARNING ALLIANCE &
COULSDON COLLEGE
MINUTES OF THE MEETING HELD 18 JUNE 2018**

Present: Mr Stephen Hewes (Chair)
Ms Sharmin Joarder

In Attendance: Ms Kim Saw - Director of Finance
Mr Jon Allen - Clerk
Mr Abbas
Alimohamed - MacIntyre Hudson
Ms Connie Coles - RSM
Mr Sagar Patel - Curriculum Director
Mr Chris Whelan - Chief Executive, Reigate LA
Mr Richard Beales - Head of College, Coulson College

The meeting commenced at 1800.

**WELCOME, APOLOGIES, DECLARATIONS OF INTEREST &
ANNOUNCEMENTS**

1. There were no apologies. The Clerk confirmed the meeting was quorate. There were no declared interests against any of the agenda items.
2. The resignation of Ciaran McSharry was noted.
3. Following the decision taken by the Coulson Corporation to withdraw from the Federation as of 01 August 2018, it was confirmed this is to be the last meeting of the Joint Audit Committee for the Reigate Learning Alliance and Coulson College.
4. It was agreed for the minutes of the meeting to be recorded separately, with one set recording all matters discussed relating to the Reigate Learning Alliance and the other set with recording all matters discussed relating to Coulson College.

DECLARATION OF INTERESTS

5. Ms Sharmin Joarder declared her interest in being a Governor of Coulson College. Mr Stephen Hewes declared his interest in being a Trustee of the Reigate Learning Alliance.

MINUTES

6. The minutes of the meeting held 28 November 2018 were agreed as an accurate record of the meeting.

SUMMARY ACTION LIST

7. The 'Summary Action List' provided updates on the two action points relating to Coulsdon College that have still to be addressed, these being:

MIN REF	ACTION POINT FROM THE MINUTES OF THE LAST MEETING	UPDATE FOR MEETING
28	To defer the review of the Financial Statements 2017, the Audit Findings Report, and the Letter of Representation for Coulsdon College to a later meeting of the Audit Committee.	The 2017 and 2018 accounts for Coulsdon College cannot be signed until the merger is completed. So this means that the Corporation of Croydon will have to sign them.
30	The Audit Committee Annual Report for Coulsdon College will be made available for the Audit Committee to review, on receipt of the audit opinion from the financial auditor, and when the Financial Statements can be presented to Coulsdon Corporation for approval.	The Annual Reports from the Audit Committee for 2016-17 and 2018-19 cannot be completed until receipt of the audit opinion from the financial auditor.

8. To address these outstanding matters, the Coulsdon Corporation at its July meeting will have to agree to put in place an Audit Committee. The Audit Committee will need to meet early in the autumn term to consider the draft of the Audit Committee Annual Report 2016-17 and the draft of the Audit Committee Annual Report 2017-18. Once the drafts of these two reports have been approved by the Coulsdon Corporation, and if the proposed merger with Croydon College is approved, the draft annual reports from the Audit Committee will need to be made available to the Croydon College Corporation when they approve Coulsdon College's Financial Statements for 2016-17 and 2017-18.

COULSDON COLLEGE

INTERNAL AUDIT REPORT

9. The internal audit service conducted an audit on course viability and resource utilisation as per the agreed internal audit plan for 2017-18. The following opinions and recommendations were confirmed:

Audit	Audit Opinion	Low	Med	High
Course viability and resource utilisation	Substantial Assurance	2	0	0

	Total	2	0	0

10. The Committee welcomed the positive audit.

11. It was **RESOLVED** to note the internal audit report.

FINANCIAL STATEMENT AND REGULARITY AUDIT PLAN

12. The audit plan for the audit of the Financial Statement and Regularity Audit for the year-ended 31 July 2018 was received for review and approval.

13. Governors are responsible for assessing whether adopting the going concern basis of accounting for the financial statements remains appropriate for the foreseeable future. Consideration in this regard must be given to a period of at least one year from the expected date of approval of the accounts.

14. In light of the current merger discussions with Croydon College, it is expected that the College will dissolve within twelve months of the balance sheet date, therefore, the auditors will not be preparing financial statements on a going concern basis. The area of focus is, therefore, on measurement of the assets and liabilities as at 31 July 2018 and the rationale behind this in relation to their fair value, as well as the adequacy of the disclosures included within the financial statements.

15. Given the cash difficulties experienced by the College in recent years, an assessment as to whether the College can sustain itself for the period between the balance sheet date and the date of the merger should be made by the Governors. In the event that this is not deemed to be the case, the disclosures and measurements of assets and liabilities are likely to be impacted. It was **AGREED** to bring this to the attention of the Coulsdon Corporation.

16. It was **RESOLVED** to approve the Financial Audit Plan.

BOARD ASSURANCE AND RISK MANAGEMENT 2017/18

17. During the last few academic years, Coulsdon and Reigate Colleges have developed a single approach to Board Assurance and Risk Management.

18. Board Assurance and Risk Management have been subjected to audit at both Colleges, and the documentation made available to the committee reflected best practice and incorporated the recommendations which were highlighted in these reports.

19. Now that the two Colleges will not be in the Multi-Academy Trust, the two Colleges will, separately, need to consider if and how to continue to use the Board Assurance and Risk Management framework and documentation. This will then determine what the two College SLT teams will need to complete to ensure these documents are updated for 2018/19 i.e. a review and update of the risk register, the risk assessment and the risk management action plan.

20. It was confirmed the Board Assurance Framework used at Coulsdon has been shared with Croydon College but, as yet, no decision has been made on the

planned Risk Management and Board Assurance Framework for the merged college.

21. The Audit Committee recommended that a high level risk register for Coulsdon College should be made available to the Coulsdon Corporation covering the period up to merger.

ANY OTHER BUSINESS

22. There was no other business.

The meeting closed at 19.00

Signed: _____ Date: _____
(Chair)

SUMMARY ACTION LIST

MIN	DETAILS	UPDATE/REVIEW
28 November 2017	To defer the review of the Financial Statements 2017, the Audit Findings Report, and the Letter of Representation for Coulsdon College to a later meeting of the Audit Committee.	The 2017 and 2018 accounts for Coulsdon College cannot be signed until the merger is completed. So this means that the Corporation of Croydon will have to sign them.
30 November 2017	The Audit Committee Annual Report for Coulsdon College will be made available for the Audit Committee to review, on receipt of the audit opinion from the financial auditor, and when the Financial Statements can be presented to Coulsdon Corporation for approval.	The Annual Reports from the Audit Committee for 2016-17 and 2018-19 cannot be completed until receipt of the audit opinion from the financial auditor.
8 June 2018	To address these outstanding matters, the Coulsdon Corporation at its July meeting will have to agree to put in place an Audit Committee. The Audit Committee will need to meet early in the autumn term to consider the draft of the Audit Committee Annual Report 2016-17 and the draft of the Audit Committee Annual Report 2017-18. Once the drafts of these two reports have been approved by the Coulsdon Corporation, and if the proposed merger with Croydon College is approved, the draft annual reports	Next review: Coulsdon July Corporation meeting

	from the Audit Committee will need to be made available to the Croydon College Corporation when they approve Coulsdon College's Financial Statements for 2016-17 and 2017-18.	
15 18 June 2018	Given the cash difficulties experienced by the College in recent years, an assessment as to whether the College can sustain itself for the period between the balance sheet date and the date of the merger should be made by the Governors. In the event that this is not deemed to be the case, the disclosures and measurements of assets and liabilities are likely to be impacted. It was AGREED to bring this to the attention of the Coulsdon Corporation.	Next review: Coulsdon July Corporation meeting
21 18 June 2018	The Audit Committee recommended that a high level risk register for Coulsdon College should be made available to the Coulsdon Corporation covering the period up to merger.	Next review: Coulsdon July Corporation meeting