

**Monday 26<sup>th</sup> February 2024 at 5.30pm  
Remote online meeting via Zoom**

**Agenda**

**Members:**

Somayina Ebele – Chair of the Committee  
Daniel James-Proffitt  
Dave Navarro  
Chukwuweta Uraih

**Invited attendees:**

Auditors – upon the request of the Committee  
Graham Thompson, Principal  
Margaret Searle, Director of Finance and Resources

			Paper	BAF/RISK
<b>5.30pm</b>		<b>Standing opening items – Chair of the Committee</b>		
	1	<b>Opening Prayer</b>		
	2	<b>Apologies for absence</b>		
	3	<b>Declarations of Interests</b>		
	4	<b>Committee time with Auditors (if required)</b>		
	5	<b>Election of Vice Chair of the Committee</b>		
	6	<b>Minutes of previous meeting, 15<sup>th</sup> November 2023:</b> for review and agreement – <b>Chair of the Committee</b>		
	6.1	<b>Matters Arising</b> The minutes of the meeting held on 16th May 2023, were agreed to be an accurate record of the meeting and will be moved to the approved minutes file for electronic signature. Action: Clerk/Chair. It was agreed that the Clerk will update the Audit Committee Annual Report to Governors for 2022-23 and circulate to the Committee for approval and then forward to the FGB for approval. Action: Clerk. <b>Completed.</b>		
	6.2	To review the <b>Committee’s Terms of Reference (routine review)</b>		

			Paper	BAF/RISK
<b>5.40pm</b>	8	<b>Internal Audit – Chair of the Committee</b> Audit Committee to review and agree plans for internal audit and key priorities for 2023-2024 and 2024-25		2. Funding and Finance 1. Student recruitment and retention
	8.1	<b>Internal Audit Action Report – Margaret Searle</b>	Yes	10. Leadership and Governance
<b>6.10pm</b>	9	<b>FMCE improvement plan:</b> monitoring of progress – <b>Graham Thompson</b>	Yes	10. Leadership and Governance
<b>6:25pm</b>	10 10.1 10.2	<b>Risk Management</b> To receive the updated <b>Risk Register</b> Principal to update on the key risks and any updates – <b>Graham Thompson</b>	Yes	All
<b>6:40pm</b>	11	To receive an update on the <b>Board Assurance Framework</b> and to update on key changes – <b>Graham Thompson/Clare Baskott</b>	Yes	10. Leadership and Governance
<b>7:00pm</b>	12 12.1 12.2	<b>Auditors Performance Review</b> To review the performance of <b>Buzzacott (external auditors)</b> and <b>Scrutton Bland (internal auditors)</b>	Yes	10. Leadership and Governance
		<b>Standing closing items</b>		
<b>7:10pm</b>	13	<b>Committee review of effectiveness,</b> membership and skills: online questionnaire for completion after the meeting	Online	10. Leadership and Governance
	13.1	<b>Has the Committee identified any new or heightened risks to be advised to the Audit Committee for the risk register?</b>		
	14	<b>Any Other Business</b>		
	15	<b>Identification of any confidential items</b>		
	16	<b>Dates of next meeting:</b> Tuesday 7 <sup>th</sup> May 2024 at 5:30pm		
	17	<b>Close of meeting</b>		