

## CITY OF WOLVERHAMPTON COLLEGE

**Minutes of the meeting of the Audit Committee of the Board of Governors held on Wednesday 9 November 2011 at 3.30pm in Room 255, Wellington Road**

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### **PRESENT**

Mr D Swingwood (Chair)      Mr G Peebles  
Mr P Hazenberg                Mr B Moore  
Mr J Parker

Ms S Meddings (Clerk)

### **IN ATTENDANCE**

Mr P Green (RSM Tenon)  
Ms S Khalid (RSM Tenon)  
Mr I Millard  
Ms S Nicholson (for items 4 & 7)  
Mr P Polowyj  
Ms G Parker (for item 8)  
Mr D Rose  
Ms L Tweedie (RSM Tenon)  
Mr B Vaughan (RSM Tenon)

In welcoming everyone to the meeting, the Chair extended a particular welcome to Mr Jim Parker and Mr Graham Peebles, new members of the Audit Committee and to Mr David Rose, the College's newly appointed Finance Director.

In respect of the attendees from the College's Internal Audit Service, RSM Tenon, the Committee noted the departure of Ms Alison Buick but welcomed back Ms Louise Tweedie. It was explained that Ms S Khalid was in attendance to co-present agenda item 4 and that Mr B Vaughan was in attendance for agenda items 7 and 8.

### **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr J Crockett.

### **13/11 COMMITTEE TERMS OF REFERENCE**

The Committee considered and noted the Terms of Reference of the Audit Committee.

### **14/11 MINUTES OF THE PREVIOUS MEETING – 6 JULY 2011**

#### **Resolved:**

That the minutes of the previous meeting held on 6 July 2011 be approved as a correct record.

## **15/11 INTERNAL AUDIT REPORTS 2010/11**

The Committee considered the outcomes of a follow up report on the review of Equality and Diversity undertaken as part of the Internal Audit Plan for 2010/11 and reported to the previous Committee meeting on 6 July 2011.

Mr P Green explained the background to the follow up report. The Equality and Diversity review reported to the July Audit Committee had been given a “red” opinion with 17 recommendations made, 5 of which were high level and 4 medium level.

Given that Equality and Diversity is a limiting grade and an area of high priority in Ofsted Inspections, the issues identified had needed to be addressed urgently to avoid reputational risk and an inadequate inspection judgement.

The Internal Audit Service undertook a follow up review at the beginning of the autumn term to assess the progress made in implementing the recommendations.

It was reported that it was the opinion of the Internal Audit Service that the College “has demonstrated good progress in implementing the actions agreed to address the internal audit recommendations”.

Of the 17 recommendations made, 4 remained outstanding and were all in progress. Of particular note was the establishment of the Equality and Diversity Executive Steering Group and the progress made by the Equality Analysis Panel

The Principal reported that the Consultant who had briefed the Board of Governors at the October Board meeting on Governors’ responsibilities for Equality and Diversity had also undertaken a thorough review of Equality and Diversity from an Ofsted perspective and assessed the area as a grade 2 with data being particularly strong.

In recognising the good progress made over a short time period, the Committee commended the College on the outcome of the follow up review.

## **16/11 PROVIDER FINANCIAL REVIEW (PFA) AUDITS - APPRENTICESHIPS & TRAIN TO GAIN**

The Committee received the formal reports of the PFA reviews of the College’s Apprenticeships and Train to Gain provision, the outcomes of which were reported to the Audit Committee on 6 July 2011 ahead of the formal reports being issued.

The PFA reviewed a sample from the 3,000+ learners on the College’s Apprenticeship and Train to Gain programmes representing £5m of College income. An error rate of 2.45% was found on Train to Gain and 1.79% on Apprenticeships. There would therefore be no financial claw back as the error rate was below the 5% threshold.

Both reviews received a “Satisfactory” opinion with the PFA concluding that the College has “substantially met the contracted requirements attached to

the payments ..... and that the College has used the money received from the SFA in a way that is consistent with the purpose for which it was intended.”