

**Minutes of the Audit Committee of Tresham Institute of Further and Higher Education held on Thursday 5 October 2006 at 1530 hours in the Clerks Office, St Mary's Road, Kettering**

**Present:** Mike Churchill (Chair)  
Mary Payne  
Freda Smith

**In attendance:** Louise Battye (Deputy Chief Executive/Director of Finance)  
Paul Marsh (Grant Thornton)  
Chris Robinson (Clerk to the Governors)

**A55/06 Apologies**

**A56/06 Minutes of meeting held on 22 June 2006**

1. The minutes were approved and signed.

**A57/06 Matters Arising**

2. There were no matters arising.

**A58/06 Committee Action Plan**

3. The Committee considered the Annual Committee Evaluation and Action Plan. The previous Action Points were considered and it was agreed that these had been accomplished. The Chair noted that Health and Safety was a concern of the committee and the bullet points for the forthcoming action plan reflected this. The new Action Plan was approved by the Committee.

**A59/06 Health and Safety**

4. It was reported that the Health and Safety Committee had not yet met and completed the Health and Safety Action Plan and Targets for the year. These and the Health and Safety Annual report would be presented to the next meeting of the Committee.

**A60/06 Draft Audit Committee Annual Report to the Board**

5. The Clerk would present the Audit Committee Annual Report to the December meeting of the Board

**A61/06 Internal Auditors (Grant Thornton)**

i) Internal Audit Plan 2006/2007

6. Paul Marsh of Grant Thornton presented the Internal Audit Plan to the Committee. The Committee discussed the relationship between the External and Internal Auditors and was satisfied that there was a good working relationship. Paul Marsh informed the Committee that the External Auditors have access to all Grant Thornton's documentation. The Internal Audit Plan was approved by the Committee and recommended to the Board for approval.

ii) Annual Report 2005/2006

7. The Committee was given a review of the Annual Report 2005/6 by Paul Marsh. He noted that with regard to paragraph 7.2 in the report, issues with Work Based Learning and Income Collection, management had acted quickly to address these issues. In conclusion he referred the Committee to paragraph 11.1 in the Report, "there are no major weaknesses in the Institute's risk management, control and governance processes in the areas reviewed during the year."

iii) Report on July visits

8. There was no Report

**A62/06 Financial Statements Auditors**

9 There were no Financial Statements from Auditors

**A63/06 Audit Reports from Outside Agencies**

10 There were no Reports from Outside Agencies.

**A64/06 Risk Management**

i) Presentation by Chair of the Risk Management Group

11 The Chair of the Risk Management Group would report to the Committee at the next meeting.

ii) Annual Compliance Report to the Board

12 The Committee considered the Annual Compliance Report and recommended that it be put to the Board for approval.

iii) Risk management Action Plan 2006/2007

13 The Risk Management Action Plan 2006/2007 was accepted by the Committee and recommended for approval by the Board.

iv) Minutes of the Risk management Group

14 The minutes of the Risk Management Group were received by the Committee.

**A65/06 Policies to recommend to the Board**

15 There were no policies to recommend to the Board.

**A66/06 LSC Response Dates**

16 The Director of Finance proposed that this item be removed as a regular item of Audit Committee agenda. After discussion the Committee agreed.

**A67/06 Minutes to be received**

17 The minutes of the Risk Management Group were received.

**A68/06 Items to be received**

18 There were no items to be received. It was agreed by the Committee that unless specific audit issues needed to be raised with the Committee, this item would not be a regular agenda item.

**A69/06 Any Other Business**

19 There was no other business.

**A70/06 Date of next meeting**

20 The next meeting of the Audit Committee would be on 23 November 2006.