

JOHN LEGGOTT COLLEGE

Minutes of a meeting of the Audit Committee
held via Zoom on Tuesday 6 October 2020 at 5.30pm

PRESENT: Mr J Aslam (Chair)
Mr J Fitzgerald
Mr D Harness
Mrs A Moore

IN ATTENDANCE: Mrs J Hirst (Director of Finance & Resources)
Mrs C Holmes (Deputy Principal)
Mr C Barstow (External Auditor: Mazars)
Mr L Riley (Principal)
Mrs B Robinson (Director of Governance)

1 **Apologies**

There were no apologies for absence; everyone was present.

RESOLVED that this be noted.

2 **Declaration of Interests**

There were no declarations of interest reported at this meeting.

RESOLVED that this be noted.

3 **Minutes**

RESOLVED (a) that the minutes of the meeting (Part A) held on 16 June 2020 be approved as a true record.

RESOLVED (b) that the minutes be signed by the chairperson at a later date when it was safe for members to access the college.

4 **Matters Arising**

There were no matters arising not covered elsewhere.

RESOLVED that this be noted.

5 **John Leggott Student Trust**

Mr Riley reported that the Trust had not met since the last Audit meeting. As of today there was £70,898 in the fund.

RESOLVED that this update be received.

chairperson's signature

6 **Financial Regulations**

Mrs Hirst highlighted the changes as:

- job titles
- clause re relocation costs
- international visits guidance had been strengthened re use of credit card on visits, travel & expenses and day rate withdrawn – additional costs to be paid at Principal’s discretion. Members questioned how consistency was ensured under these regulations. It was reported that the additional costs was to include additional child care costs, however, this was very rarely required as usually the members of staff who undertook the visits were remunerated as part of their roles.

Governors stated that they felt the regulations were very comprehensive and well written.

RESOLVED that the revised Financial Regulations be recommended to Corporation for approval.

7 **Any Other Urgent Business**

There was none.

RESOLVED that this be noted.

8 **Reminder of Future Meeting Dates**

RESOLVED (a) that it be noted that the next meetings would be held on the following dates at 5:30pm:

- Tuesday 24 November 2020
- Tuesday 23 February 2021
- Tuesday 8 June 2021