

JOHN LEGGOTT COLLEGE

Minutes of a meeting of the Audit Committee
held via Zoom on Tuesday 23 February 2021 at 5.30pm

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

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

1 **Election of Chair**

RESOLVED that Mr Fitzgerald act as Chair for this meeting.

2 **Apologies**

An apology for absence was received from Mr Aslam.

RESOLVED that this be noted.

3 **Declaration of Interests**

There were no declarations made at the meeting.

RESOLVED that this be noted.

4 **Minutes**

RESOLVED that the minutes of the meeting (Part A) held on 24 November 2020 be approved as a true record and signed by the chairperson.

5 **Matters Arising**

(i) **John Leggott Student Trust Fund**

The Clerk to the Trust Fund had recently left the college's employ and the action of promoting the legacy had not been undertaken. The college would endeavour to find out the information required in order to promote the donation.

RESOLVED that this be noted.

chairperson's signature

6 **John Leggott Student Trust**

Mr Riley advised that as the Clerk to the Trust Fund had left the college employ there had been limited activity. All outstanding claims had been processed. However, the number of claims had been significantly reduced. Some work would be undertaken on promoting the fund once students returned. In the meantime, the funds were growing. The terms of reference for the Trust Fund had been reviewed and some due diligence being undertaken as to consider whether this needs to remain as a standing item on the Audit Committee agenda. This would be reported to the next meeting.

RESOLVED that this update be noted and the outcome of the due diligence exercise reported at the next meeting.

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 meeting would be held on the following date at 5:30pm:

- Tuesday 8 June 2021