**Final Version Minutes of the Audit Committee Meeting**

**Held at 1.30pm on Friday 29 May 2026**

**Via MS Teams**

**Quorum: 3 members**

**Present:** B Sizeland (BS), C Walsh (CW) - Chair, I Jurgensen (IJ), J Dow (JD), M Waterhouse (MW) - co-opted member

**Apologies:** N/A

**In attendance:** A Blakey (AB), A Close (AEC), J Wright (JW), Simon Wrighthouse (SW)

| No | Item | Action |
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| 26.2.01 | **Welcome and apologies for absence**<br><br>CW welcomed everyone to the meeting. Brief introductions followed to welcome MW as a new co-opted member to the Committee. CW highlighted some of the key issues that MW will be introduced to throughout the meeting.<br><br>Board Secretary to review and confirm communication to MW on the key issues discussed, including whether he will have access to the Board papers.<br><br>*BS left the meeting temporarily.* | AB |
| 26.2.02 | **Declarations of interest & to identify any items deemed confidential**<br><br>There were no declarations of interest or items deemed confidential. | |
| 26.2.03 | **Minutes of Joint Audit and F&GP Committee meeting held on 28 November 2025**<br><br>The minutes were approved as an accurate record of the meeting. Board Secretary to publish. | AB |
| 26.2.04 | **Outstanding Actions**<br><br>• Audit Chair to discuss Board oversight of Executive Team with Board Chair - complete | |
| 26.2.05 | **Risk Register**<br><br>AEC reported that the only movement since the last review relates to the LTE risks.<br><br>The risk concerning failure to meet FE targets has increased, with updated school-leaver numbers showing a significant reduction of approximately 40 students. This will have both financial implications and a potential impact on | |

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| | lecturer contracts. JW is engaging with the local authority on this issue. The Committee discussed whether this risk should be graded higher, given its potential impact - AEC will check with SMT members managing the LTE risks. The LTE Committee will be updated on the issue this afternoon.<br><br>It was noted that the risk relating to MA numbers not being filled has decreased.<br><br>For F&GP, a new risk will be added to reflect the financial risks associated with the Transformation project. | AEC |
| 26.2.06 | **i) Review of Articles of Association**<br><br>*JW was invited to join the meeting for this item.*<br><br>The Committee noted that the Articles of Association were not being presented for approval at this meeting. Members undertook a discussion on the direction of travel and confirmed where the Committee are landing with the proposals.<br><br>1. Retain tenure of four years, with the option to re-elect<br>2. Increase maximum membership to 18<br>3. Not to add an extension of the clause relating to ID provision with Companies House<br>4. No decision required<br>5. Discussion required at Board level. The general consensus of the Audit Committee was to leave the wording as it stands, noting that the remit of the Nominations Committee would need to change<br>6. Align standing orders with wording of Articles – vacate office if absent from more than three consecutive meetings<br><br>**ii) Board Effectiveness Review & Action Plan**<br><br>Members noted the Audit Committee's oversight role and the need for more structured and enhanced engagement between Committees and SMT. It was highlighted that the LTE Committee remains the most concerning in terms of how it is operating.<br><br>*BS rejoined the meeting.*<br><br>**iii) Internal Effectiveness Review – Executive Summary**<br><br>The paper was noted.<br><br>*JW left the meeting.* | |
| 26.2.07 | **Health and Safety Report – Quarter to 30 Apr 2026**<br><br>AEC spoke to the paper and gave an overview of the incident which required a RIDDOR report to be submitted to the Health and Safety Executive. It was noted | |

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| | that a first aid flowchart is now in place to assist staff with decision making for taking appropriate actions. | |
| 26.2.08 | **AOCB**<br><br>**i) H & S Policy**<br><br>The Committee noted that the Health & Safety Policy is reviewed annually and submitted to the Audit Committee for approval.<br><br>The document has been updated to remove references to the Health and Safety Officer post. AEC updated the Committee that a Centre Assistant will be supported to undertake an IOSH course, and that the IT Officer is progressing work to create a Health & Safety database.<br><br>The Board member lead for Health & Safety was confirmed, with JD accepting the role.<br><br>IJ advised that he has experience of dedicated Health & Safety software. He will share details with AEC. | IJ |
| 26.2.09 | **Date of Next Meetings**<br><br>Board - Friday 12 June 2026<br>Audit Committee – Friday 28 August 2026 | |

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# Outstanding Actions – Audit

| Item | Action | Responsibility | Deadline | Outcome |
|---|---|---|---|---|
| 26.2.01 | Review and confirm communication of key issues to MW, including access to Board papers | AB | Jun 26 | Complete |
| 26.2.03 | Board Secretary to publish minutes | AB | May 26 | Complete |
| 26.2.05 | Check grading of risk regarding failure to meet FE credit targets with SMT colleagues | AEC | Jun 26 | Complete |
| 26.1.08 | Share details of Health & Safety software with AEC | IJ | Aug 26 | Complete |