

MINUTES

Meeting Title: Audit and Risk Assurance Committee (7 September 2020)

Protective marking: Official

Attendance

- Toby Peyton-Jones Committee Chair, Board member, the Institute
- Jennifer Coupland Chief Executive, the Institute
- Fiona Kendrick Board Member, the Institute
- Martin Doel Independent Committee member, FETL Professor of Leadership in Further Education and Skills, UCL Institute of Education
- Stephanie Krogmann Audit Manager, National Audit Office (NAO)
- Colin Wilcox Engagement Director (NAO)
- Catherine Andrews Head of Internal Audit (GIAA)
- Peter Schild Chief Financial Officer, the Institute
- Jonathan Khan Financial Controller, the Institute
- David Derrick Financial Reporting Accountant, the Institute
- Surrinder Bal Head of Programme Office, the Institute
- Matt Cooper Head of Finance, IT & Procurement, the Institute
- Tika Khan Deputy Finance Director (ESFA)
- Committee Secretariat Chief of Staff's Office, the Institute

Apologies

- Kristofer McGhee Head of Legal, the Institute
- Phil Scullion Acting Chief of Staff, the Institute

1. Welcome and introductions

The Chair welcomed participants to the meeting.

2. The Audit Completion Report (ACR)

- 2.1. NAO introduced this item and asked the Committee to review the findings in the report which covered journals; accounting estimates; and a review of the general ledger for significant or unusual transactions.
- 2.2. The Institute used movement method to book accruals, the method was changed to a conventional reversal method after discussions with the NAO. All movements accrued to Feb 20 were reconciled and reversed and the reversal method was adopted for year end. The NAO audited the reversal movements and were satisfied with the evidence provided.

Action – it was agreed that the Institute would update its draft response in respect of the point on accruals.

Note: This action has been completed and communicated to the NAO and a final ACR issued.

3. Annual Report and Accounts (ARA)

- 3.1. David Derrick introduced this item and commented that it had been an intensive collaborative process that had posed some difficulties by remote working, specifically in respect of the information required by SSCL (Shared Services Connected Ltd); this was, however, achieved.
- 3.2. The Committee welcomed the ARA and noted that the document was very clear and comprehensive. Committee members also made a number of suggestions in regard to strengthening the wording around governance, the role of Route Panels and higher technical qualifications.

Action – David Derrick to update the ARA following comments from the Committee.

Action - Subject to the inclusion of these points the Committee agreed that it was appropriate for the Accounting officer to sign the ARA on behalf of the Institute.

Note: The points raised were cleared in correspondence, and the Accounting Officer signed on 10 Sept.

4. Planning for 2020-21

4.1. The Committee briefly discussed planning for the 2020-21 audit.

Action – the Committee agree the ARAC secretariat would facilitate a meeting with the NAO to discuss plans and timescales for the 2020-21 audit.

5. Any other business

5.1. None

6. Next meeting date

6.1. The next Audit and Risk Assurance Committee meeting will take place on 22 September 2020, 11:30-13:30 via Microsoft Teams

Author

Institute Secretariat