



Croydon  
College



COULSDON  
SIXTH FORM COLLEGE



Croydon  
University  
Centre

**MEETING OF THE CROYDON COLLEGE AUDIT COMMITTEE**  
**Thursday 12 June 2025 at 5.00pm**  
**Virtual Meeting**

**PART ONE MINUTES**

- Present:** Andrew Gilchrist (Chair)  
 Jonathan Brookes  
 Michael Cutbill (until 6pm)  
 Armaghan Ul Haq
- In attendance:** Ann-Christine Harland, Vice-Principal Finance and Resources  
 Lorna Raynes, RSM  
 Robert Cloke, Buzzacott (until 5.30pm)
- Clerk:** Jacqueline Mutibwa, Director of Governance

<b>1.</b>	<p><b>Apologies for Absence</b></p> <p>There were no apologies received.</p>
<b>2.</b>	<p><b>Declarations of Interest</b></p> <p>No member declared an interest in any item on the agenda.</p>
<b>3.</b>	<p><b>Minutes of the Part One Meeting held on 6 March 2025</b></p> <p>The minutes of the meeting held on 6 March 2025 were agreed as a correct record.</p>
<b>4.</b>	<p><b>Matters arising from the minutes</b></p> <p>The Committee noted the update on matters arising from the previous meeting and that the actions had been completed. The action related to the cyber security technical controls discussion (Part 2, item 5 – 6 March 2025) and the request for internal auditors to confirm whether the College’s spend of 11% of its IT budget on cyber security was comparable with other colleges would be included in the action sheet.</p>
<b>5.</b>	<p><b>Internal Audit 2024/25</b></p> <p><u>Internal Audit Progress Report</u></p> <p>The Committee discussed the 2024/25 audit programme and that there had been no changes to it since the last meeting in March 2025. Payroll audit had been deferred from April to June 2025 due to a staff handover matter. FE Funding Rule Compliance audit report had not yet been finalised. The two audit reports would be presented to the Committee at the meeting in November 2025. The Committee reviewed the audit reports on Estates Maintenance and Follow up.</p> <p><u>Estates Maintenance</u></p> <p>The Committee discussed the audit report on Estates Maintenance. The review focussed on two key areas i.e. planned maintenance and reactive maintenance. The auditors gave a ‘reasonable’ level of assurance over the design and the operational</p>

	<p>effectiveness of the controls in place to manage the risk. Two medium and one low priority recommendations had been made. The Committee discussed the estates funding and how it fits into the wider estates strategy. The Estates Strategy 2025–29 would be presented in November 2025.</p> <p><b>Action: The Estates Strategy 2025–29 would be presented to the Committee in November 2025.</b></p> <p><u>Follow Up</u></p> <p>The Committee discussed an update on progress made on implementing recommendations agreed following the internal audit reviews.</p> <p>The Follow Up audit showed 78% of the management actions had been completed. The College had demonstrated reasonable progress in implementing agreed management actions.</p> <p>The Committee discussed the agreed dates for the management actions and that it would be helpful for future reports to show both the original and revised dates to support their approval. It was agreed that the dates for the management actions would be reviewed and an updated schedule presented in the next report in November 2025.</p> <p><b>Action: An updated schedule of the dates for the management actions would be presented in the next report in November 2025.</b></p>
6.	<p><b>Framework and Guide for External Auditors and Reporting Accounting</b></p> <p>The Committee noted the regulatory changes, ESFA had been disbanded and its functions integrated into the DfE with the intention to make funding, oversight and financial support more efficient, more accountable, and better aligned with college improvement.</p> <p>The Committee also noted that a new regulatory and compliance framework for external auditors was introduced to replace the Post-16 Audit Code of Practice (March 2025). The change was to simplify and modernise the audit regime, align it with the DfE’s financial management rules (College Financial Handbook), support the integration of ESFA functions into the DfE and to reflect the public sector reclassification.</p> <p>The Committee discussed the requirement in the principle in the Managing Public Money to consider whether proposed actions might be considered novel and/or contentious, and whether this requirement should sit with the Finance and Resources Committee and/or the Audit Committee.</p> <p>The Committee noted the “Emerging Issues in the FE Sector” document and that it was comprehensive and very helpful.</p>
7.	<p><b>External Audit and Fee 2024/25</b></p> <p>The Committee discussed Buzzacott’s external audit plan for the financial statements audit and proposed fee 2024/25. The scope of the audit was the same as the previous year. The issues of audit significance were discussed which included going concern, bank covenants, income recognition, cut off for capital projects, college estimates and regularity. There were no new risks identified for the audit.</p>

	<p>The external auditors discussed the planned audit approach which would include reviewing the ESFA audit on funding and obtaining assurance on learning numbers, the GLA audit on adult education, and the internal audits on funding. It was anticipated that the GLA funding audit would be completed by November and the outcome of the audit would be presented to the Committee at its meeting in November 2025.</p> <p><b>Action: GLA audit report on adult funding to be presented to the Audit Committee meeting in November 2025.</b></p> <p><u>Letter of Engagement – External Audit</u></p> <p>The Committee discussed the letter of engagement and noted that there were no substantial changes to the terms but updates to reflect changes in wording and terminology, such as replacing ESFA with DfE and updating references from the Post-16 Audit Code of Practice to the Framework for Auditors and Reporting Accountants of Colleges.</p> <p>The Committee agreed to recommend to the Board:</p> <ul style="list-style-type: none"> <li>• the Letter of Engagement for the audit, and</li> <li>• the fee of £34,770 + VAT as per the 2024 tender.</li> </ul> <p><i>Robert Coke, Buzzacott and Michael Cutbill left the meeting</i></p>
8.	<p><b>Internal Audit Plan and Fee 2025/26</b></p> <p>The Committee discussed the proposed audit areas and the approach which was based on risks, compliance and efficiency. The proposed audit areas included Key Financial Controls – General ledger, FE Funding Compliance, Quality Assurance, Curriculum Planning (risk area reviews would include adult skills or T Levels) and Safeguarding.</p> <p>The Committee discussed the 2025/26 proposed auditor fee of £36,895 + VAT for an unspecified number of days, a 6.3% increase on the previous year which was being reviewed. The Board would be presented with the final proposed auditor fee for approval.</p> <p>The Committee agreed to recommend to the Board the 2025/26 proposed Internal Audit Plan (as split out in section 1.1 of the report).</p>
9.	<p><b>Standing Items</b></p> <p><u>Anti-Fraud, Bribery and Corruption, Whistleblowing and GDPR issues</u></p> <p>The Committee noted:</p> <ul style="list-style-type: none"> <li>• that no incidences of fraud, bribery or corruption had been identified since the last meeting in March 2025.</li> <li>• that there were no matters that had been raised under the Whistleblowing policy since its last meeting in March 2025.</li> <li>• the data breach that had been reported to the ICO. The matter had been addressed, and no further action or repercussions were required.</li> </ul>

	<p><u>Reports on any additional work required by the Auditors</u></p> <p>There were no reports on any additional work required by the Auditors.</p>
10.	<p><b>Risk Management</b></p> <p><u>2024/25 Strategic Risk Register - Summer Term Update</u></p> <p>The risk register had been reviewed by the Executive and Finance and Resources Committee (11 June 2025). There was no significant change required to the risk register since last term in terms of new risks identified and changes to the risk scoring.</p> <p>The key risks were discussed which included IT security (risk 8) and the mitigation actions being undertaken were noted. Financial health risk (risk 7) concerns were about student growth exceeding planned growth. On estates risk (risk 10), the mitigation narrative should have more actions such as fire risk assessments and value for money. The risk deep dive for the next meeting would be on fire risk assessments.</p> <p><b>Action: the risk deep dive discussion for the next meeting would be on fire assessments.</b></p> <p>The Committee agreed the proposed summer term 2024/25 risks, controls, actions, responsibilities and action dates and that it was recommended to the Board for approval.</p>
11.	<p><b>Review of Policies - Risk Management Policy 2025/26</b></p> <p>The Committee reviewed the updated risk management policy which included the risk appetite. The proposed change (4.2) on the role and responsibilities of the corporation was noted. The updated risk management policy was recommended to the Board for approval.</p>
12.	<p><b>Annual Review of Committee Terms of Reference</b></p> <p>The Committee's terms of reference (TOR) were last amended in 2023; there were no changes made in 2024. The Committee reviewed and agreed the proposed amendments to its TOR to reflect changes in terminology e.g., the replacement of the Post-16 Audit Code of Practice with the Framework for Auditors and Reporting Accountants of Colleges. No substantive changes were proposed.</p> <p>The Committee recommended the updated TOR to the Board for approval.</p>
13.	<p><b>Private Discussion – Auditors and the Audit Committee</b></p> <p>The auditors noted that there was no need for a private discussion.</p>
14.	<p><b>Dates of future meetings</b></p> <ul style="list-style-type: none"> <li>• Thursday 27 November 2025, 5.00pm-7.00pm - online</li> <li>• Thursday 5 March 2026, 5.00pm-7.00pm – online</li> <li>• Thursday 18 June 2026, 5.00pm-7.00pm – online</li> </ul>
15.	<p><b>Any Other Business</b></p> <p>There was no other business.</p>