

Meeting: Audit Committee	Venue: Virtual Meeting via Zoom	Date: Thursday 14 May 2020	Time: 11.00am
Minute Taken By: Jackie Kane	Sederunt: Gill Hogg (Chair), Marian Docherty, Joyce Clark, Cristina Pirolli and Jamie Davidson from Henderson Loggie, External Auditors	Apologies:	Absences:

No.	Agenda Item	Action	When	By Whom	Status
1.	Purpose of Meeting	<p>The purpose of the meeting was to advise the External Auditors on activities throughout the year and the procedures the college is following during COVID-19.</p> <p>The Principal updated the committee and the following was noted:</p> <ul style="list-style-type: none"> All colleges across Scotland have submitted to SFC their Financial Forecasts. Newbattle has submitted their Financial Forecast along with cashflow issues. Newbattle is waiting to hear a response from SFC. A request for a mid-year forecast has been requested including the furloughing of housekeeping and catering staff. The Business and Resource Manager is preparing this. Jamie requested a copy of the summary that accompanied the mid-year Financial Forecast that will be submitted to SFC. Newbattle estimates a deficit of £380K due to loss of commercial income from International House for summer and off-season bookings. No income is being received from AAA and FOLAs. Before lockdown, the college was exploring options with another language school for off season. This will be picked up on return to college. Only two tenants from the Business Park are unable to pay rent. A repayment plan has been put in place. Newbattle is exploring the possibility of a business continuation loan or a bounce back loan. With SFC approval, Newbattle is using the remains of this year's capital funding for cashflow. This capital funding will have to be put 	14.5.20	Audit	Information

		<p>back in place for the work the college has committed for capital projects.</p> <ul style="list-style-type: none"> • The college has been notified of SFC funding for next year. This includes £1.1 million for capital funding. The college is waiting to hear back from SFC if next year's capital funding can cover the work to be finished off for this year. • The Learning & Teaching Team continue to deliver on a remote basis where possible. Their priority is for students to complete their current programme. Planning is in process for next September on direct delivery and blended learning. • The college continues to develop a partnership with CDN. 			
2.	College Activities including Audit Planning for the 2Year	<p>Capital Programme</p> <ul style="list-style-type: none"> • The Estate & Facilities Manager has created a summary of work still to be completed. This was presented to the Trustees during a virtual meeting on 8 May 2020. • There is 6 weeks work to be completed in the residency, primarily on the 2nd floor. • In terms of the funding from SFC, the work still to be carried out will take approximately 3 months. <p>Student Support There are issues around student support. This is the second year there has been an overspend. This will be raised with SFC.</p> <p>Financial Controls There are no changes to report regarding financial controls.</p> <p>Internal Audit Internal audit on GDPR has commenced with the University of Edinburgh along with the college's GDPR Officer.</p> <p>IT The risk on IT has now heightened during the virus. It will be monitored and will have to be addressed at some point.</p>	14.5.20	Audit	Information

		<p>Trustees The Board was due to consider the Trustees' paper on their roles and responsibilities when lockdown commenced. The Chair of the Trustees will be attending a Chairs' Committee meeting on 11 June where this will be discussed.</p> <p>External Audit The external audit will be similar to last year and will commence in September 2020. The Secretary to the Board will circulate a calendar of Board and Audit Committee Meeting dates once dates have been agreed with the Chair of Board.</p>			
3.	AOCB	Jamie Davidson received confirmation that the college has not received any fraudulent business during the year and that the college is confident of their systems and controls in place. The college is not aware of any litigation or regulations of non-compliance.	14.5.20	Audit	Complete