

Ashley St. Pierre, Chair

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### **Audit Committee**

Wednesday July 3, 2024, 3:00PM  
Zoom Meeting

#### Committee Members Present

Shane Hall, Committee Chair  
Theresa Graham, External Member  
Judy Kleinhuis, External Member  
Chantal Phillips, Trustee  
Howard Wesley, Trustee

#### Staff Present

Seija Van Haesendonck, Superintendent of Business  
Wende Proulx, Manager of Finance  
Lesley Marshall, Acting Executive Assistant

#### Absent, With Regrets

Craig Myles, Director of Education

#### External Participants

Melissa Dodge, Regional Internal Audit Team

#### **1. Call to Order**

Chair Hall called the meeting to order at 3:00 PM.

#### **2. Declaration of Conflict of Interest**

The floor was opened for declarations of conflict of interest, with none declared.

#### **3. Approval of Agenda**

*Moved by Trustee Wesley and seconded by Judy Kleinhuis, that the agenda for the July 3, 2024, Audit Committee be approved as presented. – CARRIED.*

#### **4. Approval of Minutes from Previous Meeting**

*Moved by Theresa Graham and seconded by Trustee Wesley that the minutes of the Audit Committee meeting held on March 19, 2024, be approved. - CARRIED*

#### **5. Business Arising – none arose**

#### **6. New Business**

6.1 Self Assessment – no questions were asked. Included in package.

## 6.2 Annual Audit Plan – Melissa Dodge, Regional Internal Audit Team Manager

Melissa Dodge, presented the Multi-Year Internal Audit Plan on behalf of the Regional Internal Audit Team, identifying areas of high priority. Business continuity was completed during the 2023/2024 term, as identified in the plan, and the Communications internal audit was previously deferred. No questions were presented on previous year plan.

While reviewing the proposed multi-year plan, SBO Van Haesendonck identified that a Policy and Program Memoranda (PPM) had just recently been circulated by the Ministry of Education regarding attendance support programs, and the requirement for boards to review, update or put in place an attendance support program. The work must be completed within two years of the June 2024 effective date of the PPM. As such, deferring a proposed internal audit on attendance support programs would be practical at this time.

RIAT Manager Dodge thanked SBO for the updated PPM info, and noted with items identified, recommendations could be included in a revised plan for September.

Trustee Phillips mentioned several areas that could be an area of focus, and SBO Van Haesendonck noted appreciation for Trustee Phillips' input, and mentioned that she and RIAT Manager Dodge would review the committee members' feedback in developing a revised plan.

Trustee Hall suggested deferring the motion to the September meeting, allowing time to revise the plan and take into consideration committee member suggestions.

*Motion that annual audit plan for the year ended August 31, 2025 be deferred to the next meeting of the audit committee. Moved by Judy Kleinhuis and seconded by Trustee Wesley. CARRIED*

## 6.3 Assessment of Internal Auditor Performance

SBO Van Haesendonck noted that a Forms survey would be shared following the meeting, but the questions are presented in advance for discussion with committee members.

Superintendent Van Haesendonck explained that as best practice the audit committee completes several assessments throughout the year.

Chair Hall opened the floor to questions, and seeing none concluded the item.

7. The next meeting to be held prior to September 30<sup>th</sup> via Zoom, will review calendar with presenters, and following meeting will be scheduled surrounded financial statement availability.

## 8. Adjournment

With no further business to note, Committee Chair Hall tabled the following motion:

*Moved by Trustee Wesley and seconded by Theresa Graham that the Audit Committee meeting adjourn at 3:24PM. -CARRIED.*