

THE CORPORATION OF WALTHAM FOREST COLLEGE

AUDIT COMMITTEE

14 MAY 2008

A meeting of the Audit Committee will be held at Waltham Forest College on **Thursday 14 May 2008** commencing at **18:00** in room 243.

Please let me know if you are **unable** to attend.

Val Bartlett
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7 May 2008

AGENDA

1. ATTENDANCE OF THE ACTING PRINCIPAL AND OTHER COLLEGE MANAGERS AT THE MEETING OF THE AUDIT COMMITTEE

The Committee is asked to consider inviting the Acting Principal and other College managers to attend the meeting so as to present reports and provide information etc.

2. APOLOGIES FOR ABSENCE

3. DECLARATION OF INTERESTS

Members are asked to make known if they have any interests to declare given the issues included on this agenda.

4. AGENDA FOR THE MEETING OF THE AUDIT COMMITTEE

The Committee is invited to review the agenda for this meeting and, in doing so, to identify those items which require particular attention over and above those highlighted by the Clerk.

5. MINUTES OF THE MEETING OF THE AUDIT COMMITTEE HELD ON 17 MARCH 2008

The Committee is asked to agree the accuracy of the minutes so that they may be signed by the Chair as a correct record.

6. MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE AUDIT COMMITTEE HELD ON 17 MARCH 2008

This item provides an opportunity to raise issues detailed in the minutes of the meeting held on 17 March 2008 which are not the subject of separate reports on this agenda.

7. FINANCIAL STATEMENTS AUDITORS –RECOMMENDATION FOR APPOINTMENT

The Committee is asked to confirm its recommendation to the Corporation of the appointment of the College Financial Statements Auditors.

8. CALENDAR OF MEETINGS

The Committee has also agreed to meet on the following occasions:

- *Wednesday 2 July 2008*
- *Monday 22 September 2008*
- *Wednesday 8 October*
- *Wednesday 3 December 2008*

The meetings will commence at 18.00 or later if this is the wish of members.

The Clerk, in consultation with the Principalship, will in practice seek to link some of these meetings where feasible, with the dates of the Corporation meetings.

9. ITEMS TO BE ADDRESSED AT FUTURE MEETINGS OF THE AUDIT COMMITTEE

The Committee is asked to note that the agendas for future meetings will include the following items:

- *Risk-Review of College Risk Register*
- *Risk Management – annual report*
- *Internal Audit – Review of the monitoring schedule*
- *Internal Audit – Review of outstanding reports*
- *Health & Safety – External Review - Monitoring Schedule*

10. ACTION POINTS ARISING FROM THIS MEETING OF THE COMMITTEE

The Chair of the Committee will confirm the action points arising from this meeting.

11. ACTION POINTS ARISING FROM EARLIER MEETINGS OF THE COMMITTEE

The Committee will be advised of the issues relating to earlier meetings which have now been addressed or will be addressed in the future.