



THE CORPORATION OF WALTHAM FOREST COLLEGE

AUDIT COMMITTEE

8 OCTOBER 2008

A meeting of the Audit Committee will be held at Waltham Forest College on **Wednesday 8 October 2008** commencing at **18:00** in room 243.

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

Val Bartlett
Clerk to the Corporation
Tel 020 8501 8154
Fax 020 8501 8317
Email val.bartlett@waltham.ac.uk

1 October 2008

AGENDA

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

The Committee is asked to consider inviting the 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 22 SEPTEMBER 2008

The Committee is asked to agree the accuracy of these 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 22 SEPTEMBER 2008

This item provides an opportunity to raise issues detailed in the minutes of the meetings held on 22 September 2008 which are not the subject of separate reports on this agenda.

7. CALENDAR OF MEETINGS

The Committee has agreed to meet on the following occasions:

- *Wednesday 3 December 2008*
- *Wednesday 4 February 2009*
- *Wednesday 18 March 2009*
- *Wednesday 13 May 2009*
- *Wednesday 1 July 2009*

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.

8. NATIONAL AUDIT OFFICE – REVIEWING THE PHYSICAL INFRASTRUCTURE OF ENGLISH FURTHER EDUCATION COLLEGES

The Committee will receive a briefing on the NAO report published in July 2008 relating to FE colleges.

The Committee will appreciate that the Terms of Reference approved by the Corporation and based on guidance issued by the LSC provide for the Audit Committee "to consider and advise the Corporation on relevant reports by the NAO, the LSC and other funding bodies and, where appropriate, management's response to these". (Paragraph 2.8 of the Terms of Reference)

Given the nature of the NAO report, it is anticipated that members of the Corporation's Property Strategy Committee will also be invited to consider the key issues.

9. HEALTH AND SAFETY - EXTERNAL REVIEW - UPDATE

The Committee will receive an update on the proposed external review of Health and Safety in the College.

10. 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:

- *Financial Statements and Management Letter 2007/08*
- *Annual Report of the Audit Committee 2007/08*
- *Risk – Annual Report – 2007/08*
- *Internal Audit – Monitoring Statement on Issues previously identified in reports presented to the Committee*

11. ACTION POINTS ARISING FROM THIS MEETING OF THE COMMITTEE

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

12. 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.