



THE CORPORATION OF WALTHAM FOREST COLLEGE

AUDIT COMMITTEE

A meeting of the Audit Committee will be held at Waltham Forest College on **Thursday 21 November 2019** in Room 214 commencing at 18:00

14 November 2019

AGENDA

1. APPOINTMENT OF AUDIT COMMITTEE CHAIR AND VICE CHAIR FOR 2019-20
Members are asked to appoint a Chair and Vice Chair of the Audit Committee, subject to ratification by the Corporation at its meeting on 10 December 2019. The Audit Committee Chair and Vice Chair will serve for the period to the first meeting of the Audit Committee to take place in autumn 2020.
2. ATTENDANCE OF THE PRINCIPAL AND THE INTERIM DEPUTY PRINCIPAL CORPORATE RESOURCES AT THE MEETING OF THE AUDIT COMMITTEE
The Committee is asked to consider inviting the Principal and the Interim Deputy Principal Corporate Resources to attend the meeting so as to present reports and provide information.
3. APOLOGIES FOR ABSENCE
4. DECLARATION OF INTERESTS
Members are asked to make known if they have any interests to declare given the issues included on this agenda.
5. MINUTES OF THE MEETING OF THE AUDIT COMMITTEE HELD ON 20 JUNE 2019
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 20 JUNE 2019.
7. CALENDAR OF MEETINGS 2019-20
 - *Tuesday 10 March 2020*
 - *Thursday 11 June 2020*
8. AUDIT COMMITTEE - TERMS OF REFERENCE 2019-20 – ANNUAL REVIEW
The Committee is asked to receive and consider the Audit Committee Terms of Reference 2019-20 for immediate application.

No amendments to the current Terms of Reference are considered necessary and may be found on Sharepoint.



9. FINANCIAL STATEMENTS 2018-19

9.1 The Committee is asked to receive the draft Financial Statements Report, Key Findings and Letter of Representation prepared by the Financial Statements Auditors (Grant Thornton) for 2018-19 and consider what advice it may wish to provide to the Corporation when it receives these documents at its meeting on 10 December 2019.

9.2 ESFA Post-16 Audit Code - Regularity Audit Self-Assessment Questionnaire 2018-19

The Committee is asked to receive and consider the Regularity Self-Assessment questionnaire responses.

10. INTERNAL AUDIT ANNUAL REPORT 2018-19

The Committee is asked to receive and consider the Internal Audit Annual Report for 2018-19.

11. INTERNAL AUDIT REPORTS 2019-20

The Committee is asked to note the Internal Audit Progress Report 2019-20.

12. GDPR – UPDATE

The Committee is asked to receive a verbal update on GDPR.

13. HEALTH AND SAFETY – ANNUAL REPORT

The Committee is asked to receive and consider the draft Annual Report on Health and Safety.

14. RISK MANAGEMENT REPORT

The Committee is asked to receive and consider an update on Risk Management.

15. ANNUAL REPORT OF THE AUDIT COMMITTEE 2018-19

The Committee is asked to receive and consider a draft of its Annual Report for 2018-19 prior to submission to the Corporation on 10 December 2019.

16. ESFA – LETTER TO GOVERNING BODIES JULY 2019 AND CHECKLIST RESPONSES

The Committee is asked to receive and consider the draft responses to the ESFA checklist.

17. 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:

- *Internal Audit - Monitoring Statement on issues previously identified in reports presented to the Committee*
- *Internal Audit – Review of Audit Reports*
- *Risk Register*
- *Review of performance of Auditors and audit contracts – tender March 2020*
- *GDPR update*