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## THE CORPORATION OF WALTHAM FOREST COLLEGE

### AUDIT COMMITTEE

**28 JUNE 2018**

A meeting of the Audit Committee will be held at Waltham Forest College on **Thursday 28 June 2018** commencing at **17:00** in room 214.

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

Val Bartlett  
Clerk to the Corporation  
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20 June 2018

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### 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.*

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. MINUTES OF THE MEETING OF THE AUDIT COMMITTEE HELD ON 1 MAY 2018

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

5. MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE AUDIT COMMITTEE HELD ON 1 MAY 2018

*This item provides an opportunity to raise issues detailed in the minutes of the meeting held on 1 May 2018 which are not the subject of separate reports on this agenda.*

6. INTERNAL AUDIT

*The Committee is asked to receive and consider the following internal audit reports on:*

- *Risk and Assurance Progress Report 2017/18*
- *Student attendance and participation*
- *GDPR Preparedness*
- *Apprenticeship Levy Implementation*
- *Health and Safety*
- *Follow up Previous Recommendations*

7. INTERNAL AUDIT: ASSURANCE STRATEGY AND ANNUAL PLAN 2018/19

*The Committee is asked to receive and consider the Internal Audit Plan for 2018/19.*

8. FINANCIAL STATEMENTS 2017/18 – AUDIT ARRANGEMENTS

*The Committee is asked to receive and consider an update report on the arrangements for the audit of the Financial Statements for the College for 2017/18.*

9. PROPOSED CALENDAR OF MEETINGS FOR 2018/19

*The Committee is asked to agree the meeting dates for 2018/19:*

- *Tuesday 20 November 2018*
- *Tuesday 12 March 2019*
- *Thursday 20 June 2019*

*The meetings will commence at 18.00 unless otherwise agreed by Members.*

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:*

- *Internal Audit – Review of Audit Reports*
- *Risk Register*
- *Financial Statements – 2017/18*
- *Annual review of performance of College Auditors and re-appointment*
- *Update on GDPR*

11. FUTURE PROCUREMENT OF AUDIT SERVICES

*The Committee is asked to consider the future procurement of audit services.*

12. ACTION POINTS ARISING FROM THIS MEETING OF THE COMMITTEE

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