

HARROW COLLEGE FURTHER EDUCATION CORPORATION

MEETING OF THE AUDIT COMMITTEE

WEDNESDAY 15 MAY 2013

CONVENING NOTICE

There will be a meeting of the Audit Committee on **Wednesday 15 May 2013** in the Conference Room, at the Harrow Weald Campus, commencing at **5.30 pm**.

If you are unable to attend please advise the Clerk by email to gclerk@harrow.ac.uk or by telephone on 07904 105136.

Jayne Chaplin
Clerk to the Corporation

DATE ISSUED:

DISTRIBUTION

Membership:

David Dipple

Gill O'Brien

Mark Eastwood

Chair

Ketan Sheth

In Attendance:

Judith Abbott

Director of Finance & Resources

Jayne Chaplin

Clerk

Tony Medhurst

Principal & Chief Executive

Mike Cheetham

Tenon – Internal Audit Service

Paul Barron

KPMG – External Audit Service

Committee Quorum:

2 members of the Corporation

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WEDNESDAY 15 MAY 2013**

AGENDA

Item	Report	Annex No	Action Required	Presented
1	PRIVATE MEETINGS (5.30pm)			
1.1	Private meeting between the Committee and the Principal			
1.2	Private meeting between the Committee and the Auditors			
2	PRELIMINARY PROCEDURAL MATTERS (5.40pm)			
2.1	Attendance & Apologies for Absence	Oral	For noting	Clerk
2.2	Declarations Of Interests	Oral	For noting	Clerk
2.3	Timing of the Agenda & Items of Other Business	Oral	For noting	Chair
2.4	Minutes of the last meeting	Paper 2.4	For approval	Chair
2.5	Matters Arising	Oral	For noting	Chair
3	INTERNAL AUDIT (5.45pm)			
3.1	Internal Audit – Assignment Report/s 2012/13	Paper 3.1	For noting	IAS
3.2	Internal Audit Strategic Plan for 2013/14	Paper 3.2	Recommend for approval	IAS
3.3	Audit Service Performance Indicators - Update	Paper 3.3	For noting	DoFR
4	EXTERNAL AUDIT – FINANCIAL STATEMENTS (6.05pm)			
4.1	Audit Strategy and Planning Memorandum Year ending July 2013	Paper 4.1	For noting	EAS
5	OTHER AUDIT MATTERS (6.15pm)			
5.1	Joint Audit Code of Practice (JACOP)	Paper 5.1	For discussion	Clerk
5.2	Letter from the Skills Funding Agency	Paper 5.2	For noting	DoFR
6	RISK MANAGEMENT (6.25pm)			
6.1	Risk Management Update	Paper 6.1	For noting	DoFR
7	OTHER BUSINESS & MEETING EVALUATION (6.30pm)			
7.1	Any other Business	Oral	For noting	Chair
7.2	Date of next meeting	Oral	For noting	Chair
	Wednesday 27 November 2013 (tbc)			
7.3	Meeting Evaluation	Paper 7.3	For completion	Members