

# HARROW COLLEGE FURTHER EDUCATION CORPORATION

## MEETING OF THE AUDIT COMMITTEE

**WEDNESDAY 7 MAY 2014**

### CONVENING NOTICE

There will be a meeting of the Audit Committee on **Wednesday 7 May 2014** 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](mailto:gclerk@harrow.ac.uk) or by telephone on 07904 105136.

**Jayne Chaplin**  
**Clerk to the Corporation**

#### **DATE ISSUED:**

#### **DISTRIBUTION**

##### **Membership:**

Tracey Critchley

David Dipple

Mark Eastwood

Ketan Sheth

Chair

##### **In Attendance:**

Judith Abbott

Jayne Chaplin

Tony Medhurst

Mike Cheetham

Lorna Raynes

Paul Barron

Ben Stapleton

Director of Finance & Resources

Clerk

Principal & Chief Executive

Baker Tilly – Internal Audit Service

Baker Tilly - Internal Audit Service

KPMG – External Audit Service

KPMG – External Audit Service

##### **Committee Quorum:**

2 members of the Corporation

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**AGENDA**

Item	Report	Annex No	Action Required	Presented By
<b>1</b>	<b>PRIVATE MEETINGS (5.30pm)</b>			
1.1	Private meeting between the Committee and the Principal			
1.2	Private meeting between the Committee and the Auditors			
<b>2</b>	<b>PRELIMINARY PROCEDURAL MATTERS (5.40pm)</b>			
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 & Matters Arising	Paper 2.4	For approval	Chair
<b>3</b>	<b>2013/14 AUDIT (5.45pm)</b>			
3.1	Internal Audit: Audit Plan 2013/14			
3.1a	Assignment Report, February 2014	Paper 3.1a	For noting	IAS
3.1b	Assignment Report: Follow Up	Paper 3.1b	For noting	IAS
3.1c	Assignment Report: Financial Planning	Paper 3.1c	For noting	IAS
3.2	External Audit: Financial Statements Year-End 31 July 2014 - Audit Strategy & Planning Memorandum	Paper 3.2	For noting	EAS
<b>4</b>	<b>2014/15 AUDIT (6.15pm)</b>			
4.1	Audit Arrangements: Appointment & Tendering of Audit Services	Paper 4.1	Recommend for approval	Cttee
4.2	Internal Audit Strategy & 2014/15 Audit Plan	Paper 4.2	For approval	DoFR
<b>5</b>	<b>RISK MANAGEMENT (6.25pm)</b>			
5.1	Risk Management Update	Paper 5.1	For noting	DoFR
<b>6</b>	<b>OTHER BUSINESS &amp; MEETING EVALUATION (6.30pm)</b>			
6.1	Any other Business	Oral	For noting	Chair
6.2	Date of next meeting	Oral	For noting	Chair
	<b>Special meeting (tbc) Wednesday 3 December 2014 (tbc)</b>			
6.3	Meeting Evaluation	Paper 6.3	For completion	Members