

HARROW COLLEGE FURTHER EDUCATION CORPORATION

MEETING OF THE AUDIT COMMITTEE

WEDNESDAY 2 DECEMBER 2009

CONVENING NOTICE

There will be a meeting of the Audit Committee on **Wednesday 2 December 2009** in the Conference Room, at the Harrow Weald Campus, commencing at **6.30 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: 25 November 2009

DISTRIBUTION

Membership:

John Cowan	
Gill O'Brien	
Patrick O'Dwyer	Chair
Ketan Sheth	

In Attendance:

Jayne Chaplin	Clerk
Tony Medhurst	Principal & Chief Executive
Rena Prindiville	Director of Finance & Information
Matthew Westmore	Director of Estates & Facilities
Mike Cheetham	Tenon – Internal Audit Service
Andrew Mead	KPMG – External Audit Service
Kelly Dunn	KPMG – External Audit Service

Committee Quorum:

2 members of the Corporation

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AGENDA

Item	Report	Annex No	Action Required	Presented
1	PRELIMINARY PROCEDURAL MATTERS (6.30pm)			
1.1	Private meeting with the Principal An opportunity for the Committee to meet the Principal before the attendance of the Auditors			
1.2	Private meeting between the Committee and the Auditors An opportunity for the Committee to meet privately with Auditors.			
1.3	Attendance & Apologies for Absence	Verbal	To be noted	Clerk
1.4	Declarations of financial or non-financial Interests in any agenda item	Verbal	To be noted	Clerk
1.5	Timing of the Agenda & Items of Other Urgent Business.	Verbal	To be noted	Chair
1.6	Minutes of the last meeting	Paper 1.6	To be approved	Chair
1.7	Matters Arising	Verbal	To be noted	Chair
2	INTERNAL AUDIT (6.40pm)			
2.1	Internal Audit Annual Internal Audit Report 2008/09	Paper 2.1	To be approved	IAS
3	FINANCIAL STATEMENTS & AUDIT MANAGEMENT LETTER 2008/09 (6.50pm)			
3.1	Financial Statements & Audit Management Letter 2008/09.	Paper 3.1	To be approved	EAS
4	FRAMEWORK FOR EXCELLENCE (FfE) (7.05pm)			
4.1	FfE Financial Management and Control Evaluation	Paper 4.1	To be approved	DoF
5	RISK MANAGEMENT (7.15pm)			
5.1	Risk Management Update	Paper 5.1	To be approved	DoEF
6	COMMITTEE BUSINESS (7.25pm)			
6.1	Annual Report of the Audit Committee 2008/09	Paper 6.1	To be approved	Chair
7	OTHER BUSINESS & MEETING EVALUATION (7.30pm)			
7.1	Any other Business	Verbal	To be noted	Chair
7.2	Date of next meeting	Verbal	To be noted	Chair
7.3	Wednesday 20 January 2010 Meeting Evaluation	Paper 7.3	To be completed	Members