

HARROW COLLEGE FURTHER EDUCATION CORPORATION

MEETING OF THE AUDIT COMMITTEE

FRIDAY 5 DECEMBER 2008

CONVENING NOTICE

There will be a meeting of the Audit Committee on Friday 5 December 2008 in the Conference Room, at the Harrow Weald Campus, commencing at 3.00pm

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

Jayne Chaplin
Clerk to the Corporation

DATE ISSUED: 26 November 2008

DISTRIBUTION

Membership:

Marie Harrison	Chair
Therese Lorphevre	
Patrick O'Dwyer	

In Attendance:

Jayne Chaplin	Clerk
Tony Medhurst	Principal & Chief Executive
Rena Prindiville	Director of Finance & Information
Matthew Westmore	Director of Estates & Facilities
Adrian Rutter	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	MEETINGS & MINUTES (3.00PM)			
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 6 May 2008	Paper 1.6	To be approved	Chair
1.7	Matters Arising	Verbal	To be noted	Chair
2	INTERNAL AUDIT			
2.1	Internal Audit Annual Internal Audit Report 2007/08 Internal Audit Strategic Plan for 2008/09	Paper 2.1. Paper 2.1.1	To be approved To be approved	IAS IAS
3	FINANCIAL STATEMENTS & AUDIT MANAGEMENT LETTER 2007/08 (6.15pm)			
3.1	Financial Statements & Audit Management Letter 2007/08.	Paper 3.1	To be approved	EAS
4	FRAMEWORK FOR EXCELLENCE (FfE)			
4.1	FfE Financial Management and Control Evaluation	To Follow	To be approved	DoF
5	RISK MANAGEMENT			
5.1	Risk Management Update	Paper 5.1	To be noted	DoEF
6	COMMITTEE BUSINESS			
6.1	Annual Report of the Audit Committee 2007/08	Paper 6.1	To be approved	Chair
6.2	Review of Audit Committee Terms of Reference	Paper 6.2	To be approved	Clerk
7	OTHER BUSINESS & MEETING EVALUATION			
7.1	Any other Business	Verbal	To be noted	Chair
7.2	Date of next meeting Wednesday 21 January 2009	Verbal	To be noted	Chair
7.3	Meeting Evaluation	Paper 7.3	To be completed	Members