

STAFFORD COLLEGE CORPORATION

**MEETING OF THE AUDIT COMMITTEE TO BE HELD ON
TUESDAY 10 MARCH 2009 AT 5.30 pm IN ROOM T323**

AGENDA

Note: *Any member wishing to discuss any of the following items prior to the meeting is asked to contact the Clerk*

1. Apologies for absence
2. Membership: To report the final attendance of Mrs M Weale following her decision not to stand for reappointment as a Corporation member on completion of her term of office on 4 April 2009
3. Declaration of Interests: Members are reminded of their duty to declare an interest, financial or otherwise, in any item on the Agenda
4. Meeting of the Audit Committee held on 11 November 2008:
 - (a) Minutes
 - (b) Matters arising:
 - Learner Number Assurance Work (minute 540.0)
 - Vice Principal (Resources) to report the receipt of the Final Funding Assurance Report for 2007/08, with no changes made to the draft report

Items from Internal Audit Service :

5. RSM Bentley Jennison to report on progress against the Audit Plan for 2008/09, including the following Assignment Reports:
 - (i) Corporate Governance - Recruitment and Working Relationships (01.2008/09)
 - (ii) Catering (02.2008/09)

Items for Discussion/Information:

6. Learner Number Assurance: Vice Principal (Resources) to report on proposed arrangements for 2008/09
7. Risk Management: Vice Principal (Resources) to present:
 - (a) a termly update
 - (b) a draft revised Risk Management Policy, for recommendation to the Corporation in April 2009
8. Partnership Provision: Vice Principal (Resources) to report on the College's sub-contracted provision with partners, as required by the LSC
9. Internal Audit - Progress Against Recommendations: Vice Principal (Resources) to report on progress made against recommendations contained in previous internal audit assignment reports

Items for Action:

10. Audit Providers' Performance Indicators: Clerk to present for approval the updated Performance Indicators reflecting sector best practice, as requested at the November 2008 meeting of the Committee
11. Appointment of Internal Audit Service: Vice Principal (Resources) to report on the appointment of the College's Internal Audit Service provider for the period 1 August 2009 - 31 July 2012 following a review of the market, as requested at the November 2008 meeting of the Committee
12. Any Other Business
13. Date and Time of Next Meeting: Tuesday 16 June 2009 at 5.30 pm