



**Agenda for a meeting of the Seevic College Corporation Risk & Audit committee
to be held on Tuesday 1 December 2015**

Venue: Staff Room

Time: 10:00

Item	Description	Lead person	Action req	Paper	Time (approx)
Procedural matters					
1.	Apologies for absence	Clerk	<i>to receive</i>	Verbal	10:00-10:01
2.	Confirmation of eligibility and quoracy	Clerk		Verbal	10:01-10:02
3.	Declaration of interests	Clerk	<i>to receive</i>	Verbal	10:02-10:03
Strategic matters					
4.	Principal's report	Principal	<i>to receive</i>	A	10:03-10:15
5.	External Audit Findings Report a) Regularity b) Engagement Letter c) Annual review & financial statements	Baker Tilly	<i>to receive & approve</i>	B	10:15-10:45
6.	Internal Audit: <i>draft</i> Annual Plan 2015/16	Scrutton Bland	<i>to agree</i>	C	10:45-11:05
7.	Progress report on previous internal audit recommendations	DP F&R	<i>to receive</i>	D	11:05-11:15
8.	Committee Annual Report to the Corporation • Risk Register	Chair	<i>to receive & recommend</i>	E	11:15-11:35
Ensuring Accountability					
9.	To confirm the accuracy of the minutes of the last meeting held on 13 Oct '15 & discuss and review progress against matters arising • Ratification of appointment of Vice-Chair	Chair	<i>to agree</i>	F	11:35-11:40
10.	Value for Money update	Chair	<i>Discussion</i>	Verbal	11:40-11:50
11.	Report of actions taken by the Chair on behalf of the Corporation	Chair	<i>to receive</i>	Verbal	11:50-11:55
Other matters					
12.	Sector updates (<i>if req</i>)	Internal/ external auditors/ Clerk	<i>to receive & note</i>	Verbal	11:55-12:00

13.	Committee ToR	Clerk	<i>to agree</i>	G	12:00-12:05
Confidential matters					
14.	Consideration of any confidential matters	Chair		Verbal	12:05
Date of next meeting					
The date of the next scheduled meeting is: Tues 8 March 2015 @ 10:00am					