



**Agenda for a meeting of the Seevic College Corporation Risk & Audit committee  
to be held on Tuesday 8 March 2016**

Venue: Principal's office

Time: 10:00

Item	Description	Lead person	Action req	Paper	Time (approx)
<b>Procedural matters</b>					
1.	Apologies for absence	Clerk	<i>to receive</i>	<b>Verbal</b>	10:00-10:01
2.	Confirmation of eligibility and quoracy	Clerk		<b>Verbal</b>	10:01-10:02
3.	Declaration of interests	Clerk	<i>to receive</i>	<b>Verbal</b>	10:02-10:03
<b>Strategic matters</b>					
4.	Principal's report	Principal	<i>to receive</i>	<b>A</b>	10:03-10:15
5.	External Audit Report • <b>Subcontracting controls</b>	Vice Principal	<i>to receive</i>	<b>B</b>	10:15-10:30
6.	Internal Audit Report • <b>Quality Assurance</b>	Scrutton Bland	<i>to receive</i>	<b>C</b>	10:30-10:35
7.	Progress report on previous internal audit recommendations	Chair	<i>to receive &amp; review</i>	<b>D</b>	10:35-10:50
8.	Internal Audit Progress Report	Scrutton Bland	<i>to receive</i>	<b>E</b>	10:50-11:00
<b>Ensuring Accountability</b>					
8.	To confirm the accuracy of the minutes of the last meeting held on 1 Dec '15 & discuss and review progress against matters arising • <b>Credit card policy</b>	Chair	<i>to agree</i>	<b>F</b>	11:00-11:15
9.	Value for Money update	Chair	<i>Discussion</i>	<b>Verbal</b>	11:15-11:20
10.	Report of actions taken by the Chair on behalf of the Corporation	Chair	<i>to receive</i>	<b>Verbal</b>	11:20-11:25
<b>Other matters</b>					
11.	Sector updates ( <i>if req</i> )	Internal/ external auditors/ Clerk	<i>to receive &amp; note</i>	<b>Verbal</b>	11:25-11:35
<b>Confidential matters</b>					
12.	Consideration of any confidential matters	Chair		<b>Verbal</b>	11:35
<b>Date of next meeting</b>					
The date of the next scheduled meeting is: <b>Tues 14 June 2016 @ 10:00am</b>					