

**STOCKTON SIXTH FORM COLLEGE  
FURTHER EDUCATION CORPORATION**

**Minutes of a meeting of the Audit Committee held at the College on 17 June 2009**

**MEMBERS PRESENT**

Mr M Barrett, Ms M Hirst, Mr ED Kirkham, Mr AM Nesbitt  
Mrs SI Symington (*Chair*)

**ALSO PRESENT**

Mr MT Clinton, Mr PG Fleck, Mrs S Knox (*as Clerk*),  
Mr A McCulloch (*TIAA*), Mr G Fitzgerald (*Vantis Audit*)

**ACTION**

**BUSINESS ITEMS**

**New Committee Member** – Ms Hirst was welcomed as a co-opted member of the Committee.

**49.1 Apologies received** – Ms C Hyde Wesson

**49.2 Declarations of interest** – members considered whether there were any interests to be declared relevant to the Committee's business; there were none.

**49.3 Minutes of the previous meeting** – the minutes were approved and duly signed by the Chair.

**49.4 Matters arising:**

**49.4.1 IT Backup systems** – Mr McCulloch reported that the auditors' view that encrypted backup information should not be stored at employees' homes. It was noted that the college had discontinued this practice in the short term and it was agreed that longer-term arrangements should be discussed with the auditors and reported at the Committee's next meeting.

**PGF**

**49.5 Internal audit reports 2008-9**

Mr McCulloch presented the reports and the management responses, which were agreed to be satisfactory.

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**49.6 Annual review of risk assessments**

The draft Risk Management and Disaster Recovery Plan for 2009-10 was discussed. The Director of Finance outlined the minor changes made to the plan and the risk register and explained that the sensitivity analysis might need to be revisited once the outcome of the new-build funding application was known.

It was noted that the new build project was subject to its own detailed risk register which was kept up to date by the project team and that any significant changes would be reflected in the College's risk register where necessary.

The possibility of including a independent member on the Risk Management Group (RMG) was raised. Following discussion with the internal and external auditors, it was accepted that the current membership reflected current best practise in the education sector but that, if this changed in future years, the membership of the RMG would be reconsidered.

**49.6 Annual review of risk assessments (cont'd)**

The Principal highlighted the discussions which had taken place relating specifically to pandemic 'flu preparations and confirmed that all staff had been informed about the arrangements in place, the College's expectations of them and the need for immediate response in the event of an outbreak.

It was noted that the proposals for senior staff to keep lists of staff and student contact details at home raised a data protection issue; Mr McCulloch undertook to provide an informed opinion on that issue.

**TIAA**

It was agreed that the draft plan be recommended to the Corporation.

**PGF**

**49.7 Other business - none**

**49.8 Date of next meetings – Weds 11<sup>th</sup> Nov at 4.15pm**

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Chair                      date

**Papers:**

Internal Audit reports	Draft Risk Management and Disaster Recovery Plan 2009-10
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