

**STOCKTON SIXTH FORM COLLEGE  
FURTHER EDUCATION CORPORATION**

**Minutes of a meeting of the Audit Committee held at the College on 16 June 2010**

**MEMBERS PRESENT**

Mr M Barrett, Mrs M Hirst, Ms C Hyde Wesson, Mr ED Kirkham,  
Mrs SI Symington (*Chair*)

**ALSO PRESENT**

Mr MT Clinton, Mr PG Fleck, Mrs S Knox (*as Clerk*),  
Mr A Fife (*TIAA*),

**ACTION**

**BUSINESS ITEMS**

**52.1 Apologies received** – Mr AM Nesbitt, Mr G Fitzgerald (*Vantis Audit*)

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

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

**52.4 Matters arising:**

**52.4.1 (51.4.1) 2009-10 internal audit plan** – the Chair confirmed that the scope of work had been discussed and agreed with the internal audit director.

**52.4.2 (51.7) Appointment of internal auditors** – it was confirmed that TIAA had been appointed on the basis of a renewable annual contract and that the Committee's concern that there should be no complacency had been communicated to the internal audit director.

**52.5 Internal audit reports 2009-10**

Mr Fife presented the reports and the management responses, which were agreed to be satisfactory. It was noted that the audit of IT policies and procedures was still to be completed and that the report would be circulated once it became available.

**PGF**

**52.6 Annual review of risk assessments**

The draft Risk Management and Disaster Recovery Plan for 2009-10 was discussed. The Principal outlined the minor changes made to the plan and the risk register. It was noted that further changes to section 4 (Sensitivity Analysis and Financial Contingency Plan) would be required.

It was agreed to recommend the draft plan, subject to satisfactory amendments to section 4, for the Corporation's approval.

**PGF**

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**52.7 Other business**

**52.7.1 YPLA Validation of the FMCE return**

A letter detailing the outcome of the review and associated recommendations was discussed and the Clerk presented a revised draft improvement plan incorporating the recommendations. It was agreed that these documents should be reviewed by the full Corporation and that progress against the improvement plan should be reviewed at the Committee's next meeting.

**PGF**

**PGF**

**52.8 Date of next meetings – Weds 10<sup>th</sup> Nov at 4.15pm**

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Chair                      date

**Papers:**

Internal Audit reports	Draft Risk Management and Disaster Recovery Plan 2010-11
YPLA Assurance letter dated 9 June 2010	Draft FMCE improvement plan