
Minutes of the meeting of the Audit Committee held at Otley College, on Friday 5th December 2008 commencing at 9.00 a.m. in room A3 at Otley College, Charity lane, Otley, Ipswich, Suffolk

Present: John Clements (Chair)
John Hammond
Ian Norman
Helen Rumsey (External member)
Philip Winfield

In attendance: Mike Wainwright (Head of Finance)
Arthur Hicks (Clerk)

Aud **Apologies for Absence / Welcome**
9.21 Apologies were received from Jane Storey.

John Clements welcomed everyone to the meeting and thanked them for their attendance.

Aud **Timing of Agenda and Items of Other Urgent Business**
9.22 The Chair explained the purpose of the meeting was to consider the Financial Control Management Evaluation (FMCE), to approve the assessment and to authorise the Principal to sign it.

Aud **Minutes of the Previous Meeting**
9.23 Members agreed to carry forward the minutes of the meeting held on 19th November 2008 to the next meeting of the Committee.

Aud **Matters Arising from Those Minutes**
9.24 There were no matters arising.

Aud **Financial Control Management Evaluation (FMCE)**

9.25 Members received the document and systematically reviewed the content and the grades awarded. Following full discussion **it was resolved:**

To approve, subject to agreed amendments:

- a) **The Financial Control Management Evaluation**
- b) **The grade as 2 'Good'; and**
- c) **To authorise the Principal to sign on behalf of the College.**

Aud **Date of Next Meeting.**

9.26 The date of the next meeting was agreed as Wednesday 11th March 2009 at 9.15 a.m.

The meeting closed at 10.50 a.m.

Arthur Hicks
Clerk to the Corporation
December 2008