

**Australian Universities Quality Agency Ltd  
ACN 092 938 200**

**AUQA Board Meeting 2007/3  
10.00am Thursday 29 November 2007**

**AUQA Board Room  
Level 10, 123 Lonsdale Street, Melbourne, VIC 3000**

**AGENDA**

- 1. ATTENDANCE & APOLOGIES**
- 2. MINUTES OF MEETING 2007/3 HELD ON 21 AUGUST 2007**  
To endorse the minutes of meeting AB2007/3
- 3. THE AGENDA**
  - 3.1 Approval of the Agenda and items to be starred; approval of all unstarred items**
  - 3.2 Matters arising not listed elsewhere on the agenda**
- 3 AUDIT MATTERS**
  - 4.1 Audits 2007**  
To receive a report on the 2007 audit program  
Paper AB2007/4/4.1 and Attachments 1-3
  - 4.2 Audits 2008**  
To receive a report on the 2008 audit program  
Paper AB2007/4/4.2 and Attachment
  - 4.3 Audits 2009**  
To receive a report on the 2009 audit program  
Paper AB2007/4/4.3 and Attachment
  - 4.4 Progress Reports**  
To receive a report on the progress reports received from the auditees  
Paper AB2007/4/4.4
  - 4.5 Auditors**  
To approve additional honorary auditors for the AUQA Auditor Database  
Paper AB2007/4/4.5

## 5. AUQA POLICY AND BOARD ISSUES

### 5.1 AUQA Policies: Audit Follow-up

To endorse the revised proposal for strengthened attention to following up the audit reports

Paper AB2007/4/5.1 and Attachment 1-2

### 5.2 AUQA Policies: Document Handling

To endorse the recommendations of the Working Group on 'Document handling, retention and destruction'

Paper AB2007/4/5.2 and Attachments 1-2

### 5.3 AUQA Policies: Responsibilities of the AUQA Board

To endorse the revisions to the policy on the responsibilities of the AUQA Board, particularly in relation to AUQA audits

Paper AB2007/4/5.3 and Attachment

### 5.4 Review of AUQA

To receive the progress report on the Action Plan

Paper AB2007/4/5.4 and Attachment

### \*5.5 Audit Cycle 2

To receive an update on preparations for Audit Cycle 2 including the revised mock-up audit report

Paper AB2007/4/5.5 and Attachments 1-4

### \*5.6 Self-review of the Board

To discuss the outcome of the Board review

Paper AB2007/4/5.6 **to be tabled. Confidential**

## 6. FINANCE MATTERS

### 6.1 Financial Statements

To receive financial report for the period ending 30 September 2007

Paper AB2007/4/6.1 and Attachment

### \*6.2 Finance Committee Matters

To receive a report from the Finance Committee

Paper AB2007/4/6.2 **to be circulated later**

## \*7. CHAIR'S REPORT

To receive a report from the Chair

## 8. EXECUTIVE DIRECTOR'S REPORT

To receive a report from the Executive Director on AUQA activities

Paper AB2007/4/8

## 9. DEST / MCEETYA MATTERS

### 9.1 MCEETYA Matters

Directors may have oral updates on MCEETYA, AESOC and JCHE matters

**10. OTHER BUSINESS**

\*(a) Confirmation of Dates for the 2008 meetings of the Board (26 February, 3 June, 19 August, 25 November 2008)

(b) Any other items of business raised by Directors

**11. NEXT BOARD MEETING**

Meeting AB2008/1                      26 February 2008

[\* indicates items to be taken up for discussion at the meeting.]