



**MidKent College**

**GOVERNING BODY**

**GROUP RISK & AUDIT COMMITTEE**

Minutes of the meeting of the Group Risk & Audit Committee held on Tuesday 16 November 2021 at 17.30hrs via Zoom.

**Present:** Mr C Reynolds Chair  
Mrs C Richardson  
Mr J Williams

**In attendance:** Ms C Burkin Clerk to the Governing Body  
Mr S Connor Haines Watts, Internal Auditor  
Mr S Cook Principal/CEO  
Ms G Harvey For item 7 only  
Mr M Peat Director of Finance & Estates  
Mrs N Wakefield Mazars, External Auditor

**1 Declarations of Interest**

All members' interests are numbered and referenced on the Declaration of Interest log dated 28 September 2021. The register is kept by the Clerk.

**2 Apologies for Absence**

Apologies were received from Mrs B Jossi, Ms C Bushell, Mazars External Auditor, Mr L Glover Haines Watts, Mr C Hare Executive Director of Employers & Corporate Services and Mr C Reeves.

**3 Minutes of the meeting held on 28 September 2021**

The minutes of the meeting held on 28 September 2021, Paper GBGR&A21/553, and confidential minutes were accepted as a true record and signed electronically by the Chair.

#### 4 Matters Arising and Outstanding Matters Report

There were no matters arising.

Members discussed Paper GBGR&A21/554, the Outstanding Matters Report.

- No 1. Review Risk Appetite – C Reynolds informed members that he and L Glover have agreed a way forward. L Glover will review the current risk appetite and draft an email to be sent to Governors with the link to complete the survey. Results will be collated and discussed at an extra one item GR&A Committee meeting and the Risk Appetite agreed for recommendation to the Governing Body. **Ongoing.**
- No 2. Strategic Risk Register – **Completed** under item 5.
- No 3. Deep Dives – C Reynolds and S Cook to discuss future DD – **Ongoing.**
- No 4. Internal Audits - Student recruitment, retention & attendance and HE – will be reviewed with the Haines Watts – **Ongoing.**
- No 5. Internal Audit Strategy and Annual Plan 2021/22 – to be discussed under item 8 – **Complete.**
- No 6. Health & Safety Policy – approved – **Complete.**

Members accepted the report and the recommended actions arising from it.

#### 5 Strategic Risk Management Report - GBGR&A21/555

Simon Cook presented the risk management report paper GBGR&A21/555. Members noted the register had been updated since the last meeting to highlight:

- Key assurances in place (and gaps) for each risk
- Changes to Risk scores. (Risk number 1 has increased in score. Risks 2,3,6 and 12 have all decreased in score)
- Change to present risks showing rank order (highest risk to lowest risk)
- Inclusion of residual score columns to show what the risk score would be with the mitigations in place
- Inclusion of suggested risk appetite column

Members discussed the updated register and how the risk score can help inform the Deep Dive topics. Members were assured that the Executive Team are scanning the horizon for emerging risks and would add to the register if required. Such emerging risks could include Government policy changes. Members discussed the key reforms that form a risk and opportunity for the College and how these are balanced in the Register.

Members were mindful of recent local events that may impact the College as more unaccompanied asylum seekers come into the area. They noted the College has around 100 unaccompanied asylum seekers on ESOL courses and has not seen an increase as yet. If required, the College would adapt. Members were informed of the successful destinations of this cohort of students.

Members noted how some of the risks within the register are connected and impact each other. S Cook agreed to consider how this can be presented in the text and inform deep dive topics. It was agreed that the MKCTS strategic risks could be the topic of a deep dive.

**Action: S Cook**

Members noted that the full Strategic Risk Register spreadsheet is located on Board Intelligence along with the current operational risk register and thanked S Cook for the update.

## **6 Draft GR&A Annual Report 2020/21 - GBGR&A21/556**

The Chair presented the report and reminded members that it is a requirement of the College to send this report to the ESFA by the end of December each year.

The report included information about the Committee, its activities and self-assessment plus the amended Terms of Reference as appendix 1. The report explained the College's governance model that splits the Audit and Finance duties to ensure this is made explicit.

Members noted there were no financial irregularity during the year reports good value for money with the Committee being adequate and effective.

Members **approved** the report with no concerns are highlighted.

## **7 Information Security Report/GDPR – GBGR&A21/557**

Georgia Harvey, Information Governance Manager, joined the meeting and presented the update. The report provided Governors with an oversight of compliance with legal requests and an update on the most recent developments in information security at the College.

G Harvey gave an overview of the number of requests recently received and the number of identified data breaches. It was noted that none of the breaches were reportable due to their low risk but internal policies were being reviewed to ensure guidance is clear. Members noted the outcomes and context.

Members asked for assurance that clients know how to request and access information. It was noted that the guidance is regularly reviewed and re-published.

Members thanked G Harvey and accepted the report. As G Harvey is leaving the College and this is her last meeting, the Chair gave special thanks and recognition for the work she has carried out and the excellent report presented to the GR&A Committee.

## 8 Internal Audit Reports

Steven Connor of Haines Watts presented the item.

Risk Appetite had already been discussed under outstanding matters and will be taken forward by L Glover.

**Action: L Glover**

Internal Audit Plan for 2021/22 – paper no GBGR&A21/558 – S Connor reminded members of the amendments made following the recommendations at the last meeting. Members asked that the College is involved in the scope at the early stages to review content and number of days. S Connor assured the Committee and College that once areas are agreed and before any audits commence, details are discussed with the College and amendments/days agreed. Members requested sight of the audit scopes in advance of the audits taking place. It was noted that as part of the Information Technology check, data recovery would be included as this was highlighted by the External Auditors.

Members **approved** the plan.

Sector Update – provided for information.

Member thanked S Connor for attending.

## 9 Any Other Business

There were no items.

Deep Dive agreed as MKCTS Business Growth. M Garrod will be invited to present to the Committee.

Draft agenda for 8 February 2022 was agreed

## 8 Date of Next Meeting

The next meeting will be held on Tuesday 8 February 2022 at 5pm on zoom.

The meeting closed at 18.39