



**MidKent College**

**GOVERNING BODY**

**GROUP RISK & AUDIT COMMITTEE**

Minutes of the meeting of the Group Risk & Audit Committee held on Tuesday 7 February 2023 at 17.30hrs via Zoom. A Closed Session will take place at 17.00hrs.

<b>Present:</b>	Mr C Reynolds	Chair
	Mrs J Dyakova	
	Mr C Reeves	
	Mrs C Richardson	
	Mrs L Snedden	
	Mr J Williams	
<b>In attendance:</b>	Ms C Burkin	Clerk to the Governing Body
	Mr S Cook	Principal/CEO
	Mrs H Foreman	For item 7 only
	Mr L Glover	Haines Watts
	Dr J Mawby	For Item 6 only
	Mr M Peat	Exec Director of Finance & Estates

There was a confidential closed session before the main meeting. Minuted separately.

**1 Declarations of Interest**

All members' interests are numbered and referenced on the Declaration of Interest log dated 23 February 2023. The register is kept by the Clerk.

**2 Apologies for Absence**

No apologies were received.

**3 Minutes of the meeting held on 15 November 2022**

The minutes of the meeting held on 16 November 2022, Paper GBGR&A22/601, and confidential minutes were accepted as a true record and signed electronically by the Chair.

**4 Matters Arising and Outstanding Matters Report**

Members discussed Paper GBGR&A22/602, the Outstanding Matters Report.

- No 1. ETF Modules – members were reminded to complete. **Ongoing**. C Reeves reported that he had completed some of the modules and recommended the core ones to all Governors.
- No 2. Risk Policy – Risk Appetite – report back to June meeting - **Ongoing**.
- No 3. Strategic Risk Register – details of support for students were included via a link – **Complete**.
- No 4. Strategic Risk Register – cost of living risks have been added as requested – **Complete**.
- No 5. Subsidiary Company – the Chair noted that as the risk has been significantly reduced the Committee were content and the action **Completed**.
- No 6. Draft GR&A Annual Report 2021/22 – presented and approved by the Governing Body – **Complete**.
- No 7. Internal Audit reports – reviewing risk register – **Ongoing**.
- No 8. Internal Audit process difficulties – these have been overcome and all audits are scheduled – **Complete**.
- No 9. Internal Audit – follow up report – remains outstanding. **Ongoing**
- No 10. 2022/23 Internal Audit Strategy – audit briefs to be shared – **Complete**.

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

## 5 Strategic Risk Management Report - Paper GBGR&A22/603

Simon Cook presented the Strategic Risk Register, paper GBGR&A22/603 and highlighted the key changes:

- Changes to reduce the overall number as a result of combining MKCTS strategic risks.
- Changes to the titles/names of some risks.
- Changes to the risk rank order (highest risk to lowest risk).

Members discussed the strategic risks and noted that the register may need to be amended following the Strategic Away Day. They also recognised that some of the risks are interlinked.

**Action: S Cook**

Members discussed at length the risks to staff and student re cost-of-living which is reflected across the sector. They noted the response to the cost-of-living payment was very positively received by staff and has made a real difference to morale.

Members thanked S Cook for the update.

**6 Deep Dive – English & Maths (E&M) - Paper GBGR&A22/604**

Jim Mawby joined the meeting to introduce the item. He summarised the national challenges, the College provision and outcomes.

Members were informed that all 16-18 students who do not have an English and or Math GCSE qualification at grade 4 or above, must study this as part of their programme and sit the exam until the grade is achieved. This is part of the funding requirement for the College and Government policy. The Committee discussed the challenges the College and students face with this requirement and members noted the plans and support in place for students in this position. J Mawby explained that students with an individualised programme on health grounds can sometimes be potentially exempted, but typically are not. Members asked for data re students with EHCP and ESOL students to be sent to the Clerk for circulation.

**Action: J Mawby**

Members noted the financial risks around funding. They also recognised the key risk around the impact of the challenge to recruit E&M lecturers with the expertise required to ensure good quality teaching in the classroom and give students the best experience.

Governors were encouraged by some innovative and inclusive teaching seen during a learning walk which can be shared across the College. They also suggested some external sources of support to consider.

**Action: J Mawby**

Members thanked J Mawby attending to present the report and he left the meeting.

**7 Information Security Report (GDPR) - Paper GBGR&A22/605**

Hazel Foreman joined the meeting to present the item and provided Governors with an oversight of compliance with legal requests and the most recent developments in information security at the College.

Members noted the departmental changes and the overview of the number of requests recently received and the number of identified data breaches. Plus minor amendments were required to update the Data Protection Policy.

Members asked that the risk regarding training is explored, and the Committee updated.

**Action: H Foreman**

H Foreman noted that the format of this report had not changed for some time and asked the Committee if they required any changes to the content or format. Members felt the report was excellent and asked that the format continues and only require more information if there were any significant breaches.

They thanked Hazel Foreman for the report, and she left the meeting.

## 8 Health & Safety (H&S) Update - Paper GBGR&A22/606

Martin Peat introduced the item, providing the H&S annual closure report for 2021/22 from Lighthouse and an update on progress for 2022/23.

Members noted:

- Lighthouse provided the consultancy for H&S for the last year. Their contract was not renewed and Hawksafe were appointed for 2022/23.
- The report closed the years' work from Lighthouse. All room audit points have been followed up and are being reviewed as part of the Hawksafe revised audits. Work to complete these is now more timely.
- For 2022/23, the first terms report is being presented to the H&S Committee on the 28 February 2023 and will then subsequently be reported to the following GR&A meeting June 2023.
- There had been one RIDDOR accident this year and following review there were no recommendations required.
- The work to date has been focussed on visual inspections of all campus facilities and on any risk factors found. The work has also consolidated and revised all the key documents for the H&S work.

Members noted the work that Hawsafe have undertaken to follow up on all aspects of the Lighthouse report and were assured by the improvements made.

Members thanked Martin Peat for the update and noted the report.

## 9 Internal Audit Reports - Paper GBGR&A22/607

Lee Glover from Haines Watts, introduced paper GBR&A22/607 and updated the Committee on progress against the approved Internal Audit Strategy for 2022/23.

Members recognised the improved position and the strategies in place to monitor the report requirements and support Haines Watts but challenged the plan to present all the remaining Internal Audit report to the final Committee meeting in June 2023. M Peat and Haines Watts were tasked to find a solution.

**Action: M Peat/L Glover**

Members noted that the 2021/22 Follow Up Report has not yet been finalised and remains the only outstanding report from 2021/22. Members asked M Peat to complete this ASAP.

**Action: M Peat**

Members thanks L Glover for the update.

**10 Any Other Business**

Members discussed the Deep Dive item and although themes were suggested, they agreed to remain focused on the Strategic risks. S Cook agreed to present a Deep Dive for Risk 6, Policy changes, which is the highest risk not yet presented.

The following was agreed:

- Deep Dive – Government Key Policy Changes – S Cook.
- Internal Audit Report – L Glover to inform the Clerk which reports will be included.

**Action: L Glover**

- H&S - It was agreed that Hawsafe will be invited to the meeting.

**Action: M Peat/Clerk**

**11 Date of Next Meeting**

The next meeting will be held on Tuesday 13 June 2023 on teams.

The meeting closed at 19.10