



**MidKent College**

**GOVERNING BODY**

**GROUP RISK & AUDIT COMMITTEE**

Minutes of the meeting of the Group Risk & Audit Committee held on Tuesday 20 September 2022 at 17.30hrs via Teams. A Closed Session took place at 17.00hrs.

**Present:** Mr C Reynolds Chair  
Mr C Reeves  
Mrs C Richardson  
Mrs L Snedden

**In attendance:** Ms C Burkin Clerk to the Governing Body  
Mr M Cook Observer  
Mr S Cook Principal/CEO  
Mrs H Foreman For item 7 only  
Ms I Mortimer Haines Watts  
Mr M Peat Director of Finance & Estates

**1 Declarations of Interest**

All members' interests are numbered and referenced on the Declaration of Interest log dated 23 February 2022. The register is kept by the Clerk.

**2 Apologies for Absence**

Apologies were received from Mr J Williams and Mrs N Wakefield as Mazars External Auditor were not required for this meeting.

**3 Minutes of the meeting held on 23 June 2022**

The minutes of the meeting held on 23 June 2022, Paper GBGR&A212/579, and confidential minutes were accepted as a true record and signed electronically by the Chair.

Chair

A handwritten signature in blue ink, appearing to read 'Reynolds'.

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#### 4 Matters Arising and Outstanding Matters Report

Members discussed Paper GBGR&A22/580, the Outstanding Matters Report.

- No 1. ETF Modules – members were encouraged to complete the modules relevant to Risk. **Ongoing**
- No 2. Risk Management – Deep dive English and maths – to be included at a future meeting. **Ongoing**

Align MKC and MKCTS risk registers – this will be considered following the MKCTS Away Day and amended for the next meeting. **Ongoing.**

**Action: S Cook**

Business Planning impact on risk register re mitigation and scores – these have been amended – **Complete**

- No 3. Post Covid Environment to be reflected in the Strategic Risk Register – **Complete**
- No 4. Information Governance Security policies and related documents were approved by the Governing Body – **Complete.**
- No 5. Internal Audit Report dates to be confirmed – **Complete**
- No 6. Risk Policy 2022/23 approved but will be reviewed as part of the Risk Management Internal Audit – **Ongoing.**
- No 7. GR&A Committee Self-Assessment 2021/22 – **Complete.**
- No 8. Review of Committee Terms of Reference – **Complete**
- No 9. External Auditors – change in Tax services – M Peat informed members of Mazars proposal to change to the HE Tax service. Members asked M Peat to speak to the HE Tax department and recommend action to the Chair. He was also asked to update the F&GP Committee Chair. **Ongoing.**

**Action: M Peat**

Members accepted the report and actions arising from it.

#### 5 Strategic Risk Management Report - Paper GBGR&A22/581

Simon Cook presented the Strategic Risk Register. The report summarised the current register highlighting changes made over the summer break.

It was suggested that three Cost of Living Risks were added, including two new risks and one changed risk title and content. The members discussed risk 6 at length. They agreed the wording should remain the same to capture the bigger picture but agreed the additional risks 17 and 18 to highlight the current cost of living crisis. Members were concerned by these risks and requested assurance information of the mitigations in place. They were assured that some actions have been taken such an increase in the Bursary Fund but requested further details. It was agreed these will be circulated outside the meeting. The

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complexity of the risks was noted and the need to wider discussion at Governing Body suggested.

**Action: S Cook**

Members also agreed changes to two current risks numbers 1 and 7 and noted the Risks rank order (highest risk to lowest risk) had changed since the last report.

Members considered the suggested priorities for Deep Dives in the forthcoming GR&A Committee meetings, in order to cover all Strategic Risks within a two-year period. These medium risks were agreed as:

- 7 The quality of education provided does not continuously improve and adapt.
- 16 MKCTS - Growing the civilian training business
- 15 MKCTS - Growing defence training business
- 8 Provision does not allow student progression to positive destinations
- 5 Reputational issues as a result of one off, unexpected actions
- 9 Government policy changes impacting upon what the Group does

Members discussed the two educational risks and noted these will be monitored by the QTL Committee and reflected in the Education Pillar of the Strategic Plan. They recognised that Governors gain assurance around these risks during their visits to the College and Link areas with feedback to Governing Body meetings. They also gained assurance from the Internal Auditors that these risks are common across the sector. The QTL Committee Chair and GR&A member, agreed to ensure this is taken forward at QTL.

**Action: QTL Chair**

Members held a robust discussion around the remaining risks and were assured that the operational risk registers for the College and subsidiary are reflected in the Strategic Risk Register.

Members thanked S Cook for the update.

## **6 Information Security Report – Paper GBGR&A22/582**

Hazel Foreman, DPO, joined the meeting to give members an overview of the number of requests recently received and any identified data breaches. The Information Security report provided an update on departmental changes and moves forward. No concerns were raised.

She also informed members that a new policy template and process is being presented to S&G Committee. As policies are due for review, the authors will use the new template.

Members thanks H Foreman for the update.

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## 7 Internal Audit Reports - Paper GBGR&A22/583 - 586

Irene Mortimer from Haines Watts, introduced the internal audit reports which provided the Committee with an update in respect of the planned audits:

Finalised reports:

- Income & Debtors (583) – Substantial score – no concerns raised.
- Sub-Contracting (584) – no concerns raised.
- HR Health Check (Recruitment) (585) – Substantial score – members challenged the number of days and Haines Watts explained their process and sampling.

Feedback and draft report stage:

- Budgetary Control Management
- Student Records

In progress:

- Risk Management – an agreement around the Risk Appetite questionnaire has been reached and therefore can be actioned. Haines Watts were asked to delay a couple of weeks to Governors can be warned.
- Environmental Reporting
- Stakeholder Engagement (Learner Voice)

Members asked Haines Watts to follow up the outstanding reports and inform the Executive of any issues. M Peat to follow up with L Glover and report progress to the Chair ASAP.

**Action: M Peat**

Postponed:

- IT Virtual Learning Environment

Members were encouraged to follow Haines Watts Linked In page to receive an update on topical issues. <https://www.linkedin.com/company/hw-controls-assurance/>

Members thanked Haines Watts for the update.

## 8 Any Other Business

The agenda for the next meeting was presented and agreed. The Deep Dive topic will be discussed and agreed by the Chair and S Cook.

**Action: Chair/S Cook**

## 9 Date of Next Meeting

The next meeting will be held on Tuesday 15 November 2022 preceded by the Joint meeting with the F&GP Committee on Teams at 5pm.

The meeting closed at 19.24

Chair



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