



**MidKent College**

**GOVERNING BODY**

**GROUP RISK & AUDIT COMMITTEE**

Minutes of the meeting of the Group Risk & Audit Committee held on Thursday 23 November 2023 at 17.45hrs via Team.

<b>Present:</b>	Mr C Reynolds	Chair
	Mr M Abdel-Maguid	
	Mrs J Dyakova	
	Mr M Prentis	
	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 5 only
	Mr J Godsmark	Validera – Internal Auditors
	Mr M Peat	Exec Director of Finance & Estates
	Mrs N Wakefield	Mazars – External Auditors

**1 Declarations of Interest**

All members' interests are numbered and referenced on the Declaration of Interest log available from the Clerk.

**2 Apologies for Absence**

No apologies were received.

The Chair welcomed back Clarie Richardson after her sabbatical.

**3 Minutes of the meeting held on 18 September 2023.**

The minutes of the meeting held on 18 September 2023, Paper GBGR&A23/631, were accepted as a true record and approved by the Committee.

#### 4 Matters Arising and Outstanding Matters Report

Members discussed Paper GBGR&A23/632, the Outstanding Matters Report.

- No 1. Training Module to be completed by members – **ongoing**.
- No 2. Risk Policy – the agreed risk appetite will be included in the policy for approval at the next meeting – **ongoing**.
- No 3. Follow up report – to be **completed**.
- No 4. Risk Register format to be reviewed – **ongoing**.
- No 5. Risk Register software – **ongoing**.
- No 6. Student Records internal audit – commenced on 6 November 2023 – **complete**.
- No 7. Risk Appetite statement – approved at Governing Body – **complete**.

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

#### 5 Information Security Report (GDPR) – Paper GBGR&A23/633

Hazel Foreman DPO [joined the meeting](#) to present paper GBGR&A23/633 which provided an overview of the number of requests recently received, noted a low number of data breaches and an updated members on staff training. Members noted that all agency staff are required to complete the mandatory training including data protection.

Members noted that the Data Protection Policy had been reviewed by the owner and as only minor changes were made, it was not required to be approved by the Committee. The owner, Chris Hare has approved this for release. She updated members generally about policies informing them that a register has been established to identify the executive lead and author who are responsible for the review and presentation of the policies as required.

Members thanked H Foreman for the update, and [she left the meeting](#).

#### 6 Deep Dive – Student Progression and Destination - Paper GBGR&A23/634

Jim Mawby [joined the meeting](#) to present Paper GBGR&A23/634 regarding the challenges, risks and mitigations for the collection of student destination data and analysis.

The report included a summary of College process & key risks, an overview of College data collection and destination outcomes and plans for future Improvements.

Members discussed in detail how and what data is captured. J Mawby explained the process and how the categories of data match that which is required to be reported to the ESFA, although there is no direct impact on funding. He explained that students are aware they will be contacted but this is currently done via phone calls, but the College is looking at more effective ways of capture.

The College had no concerns regarding destinations and employment and will continue to improve the process to capture and report destinations especially those in industries related to the course.

Members thanked J Mawby for the update, and [he left the meeting](#).

## **7 Strategic Risk Management Report - Paper GBGR&A23/635**

Simon Cook presented the risk management report paper GBGR&A23/635 and reported.

Although there being no changes since the last meeting, he gave a verbal update in particular on Staff recruitment and retention which is a high risk and a challenge across the sector. Members referred to reports given at F&R Committee regarding staff leavers and the impact on this risk. They were assured that this is scrutinised in the F&R Committee and the College is doing all it can to keep and progress staff were appropriate. The Chair also gave assurance as the HR Link Governor, that the HR department and fully seized of the issues and action as required.

S Cook also informed member of the conclusion of the formal dispute with the trade union which is now closed.

He also updated members on the high-risk regarding leadership capacity, reporting that external resources are being engaged where required and increased workload is being monitored. Members asked that S Cook review this risk to include the extra resource to ensure that the Committee are confident in the capacity of the leadership.

**Action: S Cook**

The Chair also asked that the Strategic Risk Register is amended to reflect the new risk appetite.

**Action: S Cook**

Members thanked S Cook for the report.

## **8 Draft GR&A Annual report - Paper GBGR&A23/636**

The Chair presented the draft GR&A Annual Report and asked for comments.

Members were reminded 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 including its activities and self-assessment.

The document reported no financial irregularity during the year and included the amended Terms of Reference as appendix 1. It concluded good value for money, that the Committee is adequate and effective and raised no concerns.

The Committee **approved** the annual report for recommendation to the Governing Body and inclusion with the Financial Statements.

**Action: C Reynolds/M Peat**

## **9 Internal Audit Reports - Paper GBGR&A23/637**

James Godsmark from Validera, introduced the Progress Report which provided the Committee with an update of progress against the approved Internal Audit Strategy for 2023/24.

He noted that the follow up report is nearing completion and will be presented at the next meeting.

Members thanked James for the update.

## **10 Any Other Business**

C Reynolds reported that S&G Committee, who are responsible for risk 16 on the operational risk register - Failure of Effective Governance, have requested it is removed as the risk has been lowered due to the external governance review which gave assurance that Governance is effective. Members noted the S&G Committee monitor the external review action plan and it was agreed this could be removed.

**Action: M Peat**

Agenda for 6 February 2024 – it was agreed that the deep dive will be ‘meeting local employer needs’ presented by S Cook.

**Action: S Cook**

Following the discussion regarding workforce during the meeting it was felt that there was an overlap with F&R Committee. It was agreed the leadership capacity risk will be strengthened to reflect this and S Cook will include more detail in future Strategic Risk items.

**Action: S Cook**

## **11 Date of Next Meeting**

The next meeting will be held on Tuesday 6 February 2024 on Teams.

The meeting closed at 19.10.