



MidKent College

GOVERNING BODY

GROUP RISK & AUDIT COMMITTEE

Minutes of the meeting of the Group Risk & Audit Committee held on Tuesday 6 February 2024 at 17.30hrs via Zoom. A Closed Session will take place at 17.00hrs.

Present:	Mr C Reynolds	Chair
	Mr M Abdel-Maguid	
	Mrs J Dyakova	
	Mrs C Richardson	
	Mrs L Snedden	
	Mr J Williams	
In attendance:	Ms C Burkin	Clerk to the Governing Body
	Mr S Cook	Principal/CEO
	Mrs H Foreman	For item 5 only
	Mr L Glover	Validera – Internal Auditors
	Mr M Peat	Exec Director of Finance & Estates

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

Apologies were received from Mr M Prentis and Mrs N Wakefield, Mazars – External Auditors who were not required to attend.

3 Minutes of the meeting held on 23 November 2023

The minutes of the meeting held on 23 November 2023, Paper GBGR&A23/638, were accepted as a true record and approved by the Committee.

4 Matters Arising and Outstanding Matters Report

Members discussed Paper GBGR&A23/639, the Outstanding Matters Report.

- No 1. ETF Governance training module – members are encouraged to complete the relevant modules – **ongoing**. Some members had found it difficult to access the module.
- No 2. Risk Policy 2022/23 – presented under item 9 for approval. **Complete**.
- No 3. IA Follow up – M Peat to review and bring forward to the next meeting – **Ongoing**.
- No 4. Risk Register adjustment – M Peat to report at the next meeting. **Ongoing**.
- No 5. Risk Software – M Peat reported that he hadn't been able to find anything suitable for FE. L Glover agreed to look at a possible solution with M Peat outside of the meeting and report back. M Abdel-Maguid also offered some assistance. **Ongoing**.
Action; M Peat/L Glover/ M Abdel-Maguid
- No 6. Strategic Risk Management Report – leadership capacity – **Complete**.
- No 7. Strategic Risk Register is amended to reflect the new risk appetite. – **Complete**.
- No 8. Draft GR&A Annual report – approved at Governing Body – **Complete**.
- No 9. AOB:
 - o Failure of Effective Governance - Members noted the S&G Committee monitor the external review action plan and it was agreed this could be removed. **Complete**.
 - o Deep dive will be 'meeting local employer needs' – item 7 - **Complete**.
 - o 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 – item 6 - **Complete**.

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

5 Information Security Report (GDPR) – Paper GBGR&A23/640

Hazel Foreman presented the report which provided Governors with an oversight of compliance with legal requests and an update on the most recent developments in information security at the College.

Members noted the reported incidents that had impacted the College, with no concerns raised.

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

6 Strategic Risk Management Report - Paper GBGR&A23/641

Simon Cook presented the risk management report paper which summarised the current Strategic Risk register.

Members noted the changes since the last report. S Cook updated them on some underlying changes and themes to the risks and provided an update on Staff recruitment and retention, which remains a biggest risk.

It was noted that the Cost of Living risk could be downgraded regarding the impact on students but members were mindful it could increase again in the future. S Cook agreed to amend and monitor.

Members discussed how staff morale was monitored and measured through pulse surveys. As Link Governor, C Reynolds assured members that he has access to, and monitors HR data.

Members discussed the ONS risk and were assured that there is no current impact on the College.

Members thanked S Cook for the update.

7 Deep Dive – Risk No.19 – Meeting local employer needs (Medium) – Paper GBGR&A23/642

Simon Cook introduced the report which summarised some of the expectations placed on the College in demonstrating that local employer (Skills) needs are being met.

Members noted the key mitigations completed to assure the College, and stakeholders, that this obligation is being met such as the Accountability Statement reviewed and agreed annually by the Governing Body and the review of meeting local employer needs also undertaken by the Board. S Cook reported that these two requirements have now been incorporated into one joint statement. Members were informed that a 6-month update will be included in the Principals report to the Governing Body in March 2024 with the joint statement presented for approval in May 2024. Members also noted they also receive assurance of need being met through the LSIP projects.

S Cook explained the post 16 position in Kent and Medway, how this differs from other parts of the country and how the College fits into this. Members noted a possible opportunity for the College to engage in up-skilling through the "well work" project and were assured of the College's involvement locally. Assurance was gained that relationships with employers is improving and being well managed. S Cook offered to share an employer's engagement chart to give further assurance.

Action: S Cook (complete)

Members were satisfied that this Strategic Risk Register is being well monitored and reported and thanked S Cook for the update.

8 Health & Safety Update – Paper GBGR&A23/643

Martin Peat introduced the paper which informed members of the Health and Safety information for the current academic year. They noted the report had been scrutinised by the H&S Committee on which C Reynolds sits and therefore this report was for information.

The report highlighted:

- Fire Risk Assessment Update for all campuses showed some maintenance requirement but no concerns were raised.
- Risk Assessment and IOSH Training – some trip hazards were highlighted and are being actioned.
- Medway School of Arts – Risk Assessment and COSHH assessment support.

M Peat updated members on the commencement of the decarbonisation project with bore holes being dug at the Maidstone campus. Members noted the contractor is responsible for the health and safety of the site, but the College has informed the other campus users of the work being undertaken.

Members were assured that all mitigation measures are being taken and insurers are informed. They noted the College feels that the reporting and lessons learnt has improved.

Members thanked M Peat and his team for the update.

9 Policy Review – Paper GBGR&A23/644

Draft Risk Policy – the policy had been updated to reflect the new risk appetite agreed by the Governing Body in October 2023 and was presented in tracked changes for easy reference.

Members **approved** the policy for **recommendation** to the Governing Body for approval in March 2024.

Action: M Peat/C Reynolds

Members were reminded that if there are only minor or no changes, to a policy it will not come before the Committee – they noted the Freedom of Information policy had minor changes.

10 Internal Audit Reports - Paper GBGR&A23/645a-b

Lee Glover, Validera updated members on progress against the approved Internal Audit Strategy for 2023/24.

He introduced the following reports:

Performance Management – paper GBGR&A23/645a - the overall assurance was substantial. Members noted a good outcome.

Progress Report – paper GBGR&A23/645b – members noted section 2, the progress against the annual plan:

- Student Records – gathering the remaining evidence to report back to the Committee.
- Curriculum Planning – audit commenced.
- Finance & Procurement – L Glover to contact M Peat for a commencement date.

Follow up report – has not yet been finalised and will be brought to the next meeting.

Members thanks L Glover for the update.

11 Any Other Business

There were no items.

The agenda for 11 June 2004 was agreed.

Deep Dive agreed as Leadership – S Cook,

Action: S Cook/Clerk

12 Review of the meeting

Members felt good discussions had been made with the main items on the agenda.

13 Date of Next Meeting

The next meeting will be held on Tuesday 11 June 2024 in the Corporate Room A at Medway.

The meeting closed at 18.53hrs.