



MidKent College

GOVERNING BODY

GROUP RISK & AUDIT COMMITTEE

Minutes of the meeting of the Group Risk & Audit Committee held on Thursday 19 September 2024 at 17.30hrs via Teams.

Present: Mr C Reynolds Chair
Mr M Abdel-Maguid
Mrs J Dyakova
Mr M Prentis
Mrs L Snedden

In attendance: Ms C Burkin Clerk to the Governing Body
Ms C Bushell Mazars – External Auditors
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 Ms H Knowles Mazars – External Auditor, who was not required to attend this meeting and Mrs L Snedden.

3 Minutes of the meeting held on 11 June 2024

The minutes and confidential minutes of the meeting held on 11 June 2024, Paper GBGR&A23/660, were accepted as a true record and approved by the Committee.

4 Matters Arising and Outstanding Matters Report

Members discussed Paper GBGR&A24/661, the Outstanding Matters Report.

- No 1. ETF Training Modules – members noted that guidance for the new platform was sent over the summer, and they are required to complete the modules relevant to Audit. **Ongoing.**
- No 2. Internal Audit - Follow Up report – L Glover and M Peat to finalise – **ongoing.**
- No 3. Risk Register - possibility of adjusting the current risk register – Members noted the risk register had been amended. **Complete.**
- No 4. Risk Register FE Software – M Peat had not been able to find anything suitable – **Complete.**
- No 5 & 6 Strategic Risk Management Report – refresh – **completed** and presented under item 6.
- No 7 MKC full operational risk register – amended to reflect changes in the sector – **completed** under item 7.
- No 8. Internal Audit Reports - Progress report – **completed** and presented in item 9.
- No 9 Review of Committee Terms of Reference – **completed** and approved by the Governing Body.

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

Hazel Foreman joined the meeting.

5 Information Security Report (GDPR) – Paper GBGR&A24/662

Hazel Foreman presented the report which contained information from June to September 2024.

Members noted the update and challenged the breaches. H Foreman explained the mitigation put in place to reduce the breaches and members discussed particular incidents in detail.

It was noted that all the Records of Processing Activity actions (ROPA) were complete across the College, and this had raised awareness amongst staff of the importance of information security. The ROPA's will be reviewed every 2 years in a risk priority order.

Members thanked H Foreman for the update, and *she left the meeting.*

6 Strategic Risk Management Report - Paper GBGR&A24/663

Simon Cook presented the Strategic risk management report which summarised the refreshed Strategic Risk register. He explained it had been fully reviewed over the summer by the Executive team which resulted in some changes with new risks being included or re-grouped.

Members noted the report and amendments where two risks are to be merged as they overlap one another considerably. These were:

- Reputational Issues as a result of one off, unexpected actions
- Ability of leadership to manage any crisis, catastrophe or unexpected event.

Members agreed the proposal to merge the above two risks but retain the title of the second (Currently Risk No10).

Action: S Cook

They discussed other complex areas such as Ofsted and Government policy.

Members thanked S Cook for the report and agreed that the Strategic Risk Register accurately reflects the College's key risks.

7 Review of the Operational Risk Register

Martin Peat gave a verbal update regarding the amended operational risk register, available on Board Intelligence.

He explained that over the summer the Executive Team reviewed the operational register thoroughly with a number of risks added and amended. The format had been updated to reflect the Risk Policy requirements, which was reviewed and amended following analysis taken late 2023 from Governor's risk returns. Member noted the main changes:

- Linking of each risk on the individual pages to the strategic risk register risk number that it relates to. This is a change to the register as the risk used to refer to the strategic objective.
- On the ranked summary each risk has been allocated the relevant risk appetite grade taken from the Risk Policy,
- The risk action is recorded for each risk, from the scoring table in the Risk Policy.

The rest of the register remains as per last year but as this was the first version for the 2024/25, the risk change has been set to zero. Members noted that currently only one risk relating to student attendance and punctuality, is measured as High.

Members noted that the Risk Appetite is due for review and will be presented at the next meeting following a first draft agreed by C Reynolds, M Peat and L Glover.

Action: C Reynolds, M Peat and L Glover.

M Peat informed the Committee that MKC Training Services have established an Audit Committee, and their minutes will be presented as a standing item to the GR&A Committee when available. The Chair of the MKCTS Audit

Committee will be invited to attend GR&A Committee for the annual review of their risk registers.

Action: Clerk

Members thanks M Peat for the update.

8 Deep Dive – Competitors – Paper GBGR&A24/664

Simon Cook presented the deep dive paper.

The report summarised the current competitor landscape. The main content focused on the College and its different funding streams, the largest part of which is the cohort of 16-18 year olds. Members noted that each of the funding streams are distinctly different.

It was noted that the College is in a positive position this year regarding growth in 16-18 which is the largest funding area, and members discussed the main competitors for this co-hort which is local school 6th forms. They discussed the ways in which the College engages with this co-hort to encourage them to look at the College as a post 16 option.

Members also noted the continued success in working with the Job Centres to get adults into employment.

Members thanked S Cook for the report.

Mohamed Abdel-Maguid joined the meeting.

9 Internal Audit Reports - Paper GBGR&A24/665

Lee Glover, from Validera introduced the following reports and members noted the positive audit outcomes:

- a) Annual Report – positive overall outcome with adequate effectiveness rating awarded.
- b) Procurement - Substantial Assurance.
- c) Financial controls - Substantial Assurance.
- d) Progress Report – it was agreed M Peat and L Glover will finalise this and the follow up report before the next meeting.

Action: M Peat/ L Glover

- e) IA Strategy 2024/25 update – the Chair informed members that prior to the Committee meeting, he had met with M Peat and L Glover to review the draft IA Strategy. They had agreed some additional audits and postponed some to 2025/26. L Glover agreed to amend the document for circulation to members outside the meeting for approval and commencement.

Action: L Glover

Members thanked Validera for the update.

10 Policy for approval

- ICT Disaster Recovery Plan

The policy had been reviewed by the owner and as there were no changes, it was not required to come before the Committee for approval.

11 Any Other Business

There were no items.

The agenda for 27 November 2024 was agreed with the addition of an item to look at the amended Operational Risk register and a standing item for MKCTS Audit Committee.

The Deep Dive subject will be ONS Reclassification presented by S Cook.

12 Date of Next Meeting

The next meeting will be held on Wednesday 27 November 2024 following the Joint meeting with F&R Committee on Teams.

The meeting closed at 19.08.