



MidKent College

GOVERNING BODY

GROUP RISK & AUDIT COMMITTEE

Minutes of the meeting of the Group Risk & Audit Committee held on Tuesday 11 February 2025 at 17.30hrs via Teams. A Closed Session will take place at 17.00hrs.

Present:	Mr C Reynolds	Chair
	Mr M Abdel-Maguid	
	Mrs J Dyakova	
	Mr A Hindson	
	Mr M Prentis	
	Mrs L Snedden	
In attendance:	Ms C Burkin	Clerk to the Governing Body
	Mr S Cook	Principal/CEO
	Mrs H Foreman	For item 5 only
	Mr N Johnson	Validera – Internal Auditors
	Ms H Knowles	Mazars – External Auditors
	Mr M Peat	Exec Director of Finance & Estates
	Mr P Tico-Ogbomoh	Student Governor

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 Mr P Tico-Ogbomoh, Student Governor, to the Committee explaining that Student Governors have been invited to attend Committee meetings to widen their Board experience.

3 Minutes of the meeting held on 27 November 2024

The minutes of the meeting held on 27 November 2024 Paper GBGR&A24/678, were accepted as a true record and approved by the Committee.

4 Matters Arising and Outstanding Matters Report

Members discussed Paper GBGR&A24/679, the Outstanding Matters Report.

Members were reminded to access the ETF Governance Development training modules to support their role on the Committee and Board. All items were either complete or on the agenda.

5 Information Security Report (GDPR) – Paper GBGR&A24/680

Hazel Foreman presented the report for information 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.

She explained the data in the report and members challenged the number of breaches due to human error. H Foreman explained the actions being taken to mitigate this with additional training for particular staff and departments. She also explained the processes followed within the College. Members noted the high percentage of staff training completed and the work being undertaken with Learning Development.

It was noted that Freedom of Information requests peak at particular times of the year due to marketing or recruitment enquires. It was suggested that FAQ could be written and used for these requests.

Action: H Foreman

H Foreman briefly explained the multifactor authentication (MFA) insurance requirements and subsequent actions required by staff and Governors. This will be covered in detail at the Data & Cyber Security training for Governors in March.

Members challenged the number of Law requests but were assured by the explanation with no concerns raised.

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

Mohamed Abdel-Maguid joined the meeting.

6 Strategic Risk Management Report - Paper GBGR&A24/681

Simon Cook presented the strategic risk management report. He explained there were no proposed new risks, or removals from the register, however, the mapping exercise with the operational register had been undertaken and identifying some areas for possible discussion.

Members felt that after the next item is discussed, they may require Devolution to be added as risk.

Members asked whether adequate controls were in place, and it was agreed that A Hindson would work with S Cook and M Peat to review and simplify the report before the next meeting.

Action: A Hindson/S Cook/M Peat

Members thanked S Cook for the report.

7 Devolution Kent and Potential Risks to MKC – Paper GBGR&A24/682

Simon Cook presented the paper explain that the Government had published several announcements regarding devolution and that Kent & Medway have applied for fast-track devolution. He informed members that Kent & Medway had not been successful, but the item continued as this remains a risk.

He took members through some of the key headlines of devolution and described a Mayoral combined authority. Members considered the potential risks to the College. They were particularly concerned with the financial risks and S Cook explained the potential risk around adult funding as this would be controlled by the combined authority. There may also be a risk around high needs funding.

The Committee also discussed some possible opportunities that may arise if devolution occurs in Kent & Medway, and thanked S Cook for the update.

It was agreed that devolution will be added to the strategic risk register.

Action: S Cook

8 Policies for Review – paper GBGR&A24/683

Members were reminded that in line with the College policy review procedure, as there were no changes to the Risk Management Policy it was not required to come before the Committee. It was agreed that the policy will be thoroughly reviewed when the new Committee Chair is in place.

Action: M Peat/A Hindson

The current policy is available on request and on the College website.

9 Health & Safety Update – Paper GBGR&A24/684

Martin Peat presented the paper which provided an update on the work undertaken and data in respect of Health & Safety (H&S) at the College.

Members noted that there are currently no concerns raised, the accident rate was low where injuries occur and there had been no RIDDOR incidents in the period. It was noted that this report had not yet been presented to the College H&S Committee.

Members challenged the number of accidents and near misses. They were informed that the College reporting systems have improved, and awareness

had risen. They asked if a scoring system could be incorporated to show the seriousness of incidents, but it was felt this may be too subjective.

Members were assured that the H&S team work closely with the Safeguarding and People teams to streamline reporting.

Members noted the update and thanked M Peat and his team.

10 Internal Audit Reports - Paper GBGR&A24/685

Nigel Johnson, Validera introduced the paper which updated the Committee on progress made against the approved Internal Audit Strategy for 2024/25.

He explained that the HR Systems audit is currently in progress and due for completion in February. It was agreed that once this was completed it would be circulated to the Committee through the Clerk.

Action: Validera/Clerk

Members noted the remaining six audits had audit briefs and start dates agreed with management. These start dates and expected completion dates were outlined in the progress report and should be available for presentation at the June Committee meeting. As previously agreed in the Close Session, Validera will send the Audit Reports to the Clerk for circulation to members, as they are completed to save time at the June Committee where the 2025/26 plan will be approved.

Action: Validera/Clerk

Members had also agreed that the Committee will be invited to be involved in the Risk Management Audit. M Peat agreed to circulate the risk management audit brief to the Committee for information. A Hindson offered to work with M Peat and S Cook on this audit and on the plan for 2025/26.

Action: A Hindson/M Peat/S Cook

Member thanks Validera for the update.

11 MKCTS Risk Committee minutes from the meeting held on 15 January 2025 – Paper GBGR&A24/686

These minutes were noted for information. M Peat reminded members that this Committee was set up to scrutinise the MKCTS risk register and track their growth budget. M Peat agreed to feedback information between the Committees as required.

Members were pleased to note that the Chair of the MKCTS Risk Committee will be invite to a future GR&A Committee meeting to present the annual review of the MKCTS risk register.

12 Any Other Business

The Chair reminded members that he is coming to the end of his term of office and Chair-ship of the Committee. The Board have agreed that Alex Hindson will take over as Chair of the Committee and will shadow/chair the June Committee.

He asked that the June Committee meeting is face to face at Medway and asked members to confirm their attendance.

Action/Members/Clerk

The agenda for 11 June 2025 was amended to remove the review of the Operational Risk Registers for the College and MKCTS. It was agreed these would be postponed to the next meeting. The remainder of the agenda was approved.

13 Review of the meeting

No concerns were raised.

14 Date of Next Meeting

The next meeting will be held on Tuesday 11 June 2025 at 5pm in person at Medway (TBC).

The meeting closed at 19.01hrs.