



MidKent College

GOVERNING BODY

GROUP RISK & AUDIT COMMITTEE

Minutes of the meeting of the Group Risk & Audit Committee held on Wednesday 27 November 2024 at 1800hrs via Teams. A Closed Session will take place at 17.30hrs.

Present:	Mr C Reynolds Mrs J Dyakova Mr A Hindson Mr M Prentis	Chair
In attendance:	Ms C Burkin Mr S Cook Mrs H Foreman Mr L Glover Ms H Knowles Mr M Peat	Clerk to the Governing Body Principal/CEO For item 5 only Validera – Internal Auditors Mazars – External Auditors 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 Abdel-Maguid and Mrs L Snedden.

The Chair welcomed Mr A Hindson to the Committee.

3 Minutes of the meeting held on 19 September 2024

The minutes of the meeting held on 19 September 2024, Paper GBGR&A24/667, were accepted as a true record and approved by the Committee.

4 Matters Arising and Outstanding Matters Report

Members discussed Paper GBGR&A24/668, the Outstanding Matters Report.

No 1. ETF modules – all members are reminded to complete the relevant modules.

All other matters were completed or on the agenda.

5 Information Security Report (GDPR) – Paper GBGR&A24/669

[Hazel Foreman joined the meeting](#) to present the report which aimed to provide Governors with an oversight of compliance with legal requests and provide an update on the most recent developments in information security at the College.

She highlighted the key points to members who challenged the staff training statistics. H Foreman updated members in the improved completion numbers and the actions taken regarding those who are outstanding.

Members challenged the number of breaches but were assured by the explanations given. The ICO is satisfied with how the College has handled the breaches reported. Members asked if there are benchmarks regarding the number of breaches in FE and H Foreman agreed to include some comparison data in the next report.

Action: H Foreman

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

[Lee Glover joined the meeting](#)

6 Strategic Risk Management Report - Paper GBGR&A24/670

Simon Cook presented the risk management report which had been refreshed during the summer.

Members noted that the register remained mostly unchanged. S Cook explained the additional new risk proposed which related to the use of and reliance on, data systems and management information. Members discussed the addition and agreed this would come back to Committee as a deep dive item in June 2025 once further information had been gathered for business planning.

Action: S Cook June 2025

Members questioned the risk scores related to Medway School of Arts (MSA), and S Cook agreed to review this for the next report.

Action: S Cook

Members thanked S Cook for the report.

7 Operational Risk Register Update – PaperGBGR&A24/671

Martin Peat presented the paper which noted the changes to the operational risk register format. Members noted that the current status of the identified key operational risks have been reflected in the risk policy.

Members noted the main changes on the ranked summary, with each risk allocated the relevant risk appetite grade taken from the risk policy and the risk action recorded for each risk.

M Peat reported that the remainder of the register format is the same as the previous year.

Members were reminded that during the Summer, the Exec Team reviewed the register thoroughly and updated the risks as required. Some were removed and a couple of new risks added. They noted that currently there are two risks measured as High, relating to student attendance and punctuality and the failure to improve the standards of Maths and English across the College. This risk had increased as a result of the comments and findings at the recent Ofsted Inspection.

Members noted that risk 2, relating to the potential for significant change to 3rd party income had been reduced as the subsidiary company has confirmation that benchmarking is not required and additionally, the College had received confirmation from the ESFA that the increase in employers NIC will be funded after the recent Government budget. In addition, the apprenticeship risk (24) has been reduced following the successful Ofsted inspection where the area received a 'good' outcome. This validated the improvements and reduced the likelihood of the risk.

The final change noted to the ranking was risk 9, relating to adult funding where the College is forecast to meet and exceed the allocation and so the likelihood of not achieving the finding is low.

Members were reminded that the full operational risk register is on Board Intelligence on its own shelf for review.

Members thanked M Peat for the update.

8 Review of the Risk Appetite for recommendation to Governing Body – Paper GBGR&A24/672

Chris Reynolds introduced the item reminding members that the Committee had been tasked by the Governing Body to review the risk appetite.

Members noted the process conducted last year to update the appetite and were informed that no amendments have been suggested.

They agreed the current risk appetite remains fit for purpose and **recommended** that it remains unchanged with a further review in 12 months.

Action: C Reynolds

9 Deep Dive – ONS Reclassification – PaperGBGR&A24/673

Simon Cook introduced the paper and highlighted some of the key areas that affect the risks on the Strategic Risk Register. The report summarised the current known impact of ONS reclassification.

Members discussed the key points highlighted in the paper and noted the concerns in relation to some area meeting the threshold where permissions would be required.

Members thanked S Cook for the update.

10 Draft GR&A Annual Report 2023/24 – Paper GBGR&A24/674

Chris Reynolds explained the Annual Report forms part of the financial statements and asked members for comments.

The report included information about the Committee such as its activities and self-assessment. It reported no financial irregularity during the year, good value for money and that the Committee is adequate and effective.

No concerns were highlighted but some proofing amendments were suggested before submission.

Action: Clerk/M Peat

11 Policies for Review – Paper GBGR&A24/675

Following a review by the owner, as there were only minor changes to the Data Protection Policy it was not required to come before the Committee.

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

12 Internal Audit Reports - Paper GBGR&A24/676

Lee Glover, Validera, introduced the Internal Audit Strategy which had been reviewed and amended by Chair, Director of Finance and approved by circulation to members outside the meeting. It was therefore presented for information only.

Members noted that the Progress Report showed the suggested dates for all the planned audits for the year. These were noted and agreed.

Members thanked Validera for the update.

13 MKCTS Audit Committee minutes from the meeting held on 23 September 2024 – Paper GBGR&A24/677

Martin Peat explained that MKCTS have formed an Audit Committee, and the minutes will be presented to the Group Risk & Audit Committee as a standing item for information as the meetings take place. Members were reminded that S Cook and M Peat sit on the MKCTS Board.

Members **noted** the minutes and membership of the Committee.

14 Any Other Business

There were no items.

The draft agenda for Tuesday 11 February 2025 was agreed but will be further reviewed nearer the meeting. It was agreed that Simon Cook and Chris Reynolds will discuss the deep dive item as all the strategic risks have been presented as deep dives.

It was agreed the Data Reliance risk will be presented as a deep dive to the June 2025 GR&A Committee.

15 Review of the meeting

Alex Hindson thanked members for their welcome to the Committee.

16 Date of Next Meeting

The next meeting will be held on Tuesday 11 February 2025 on Teams at 5pm.

The meeting closed at 19.30hrs.