



**MidKent College**

**GOVERNING BODY**

**GROUP RISK & AUDIT COMMITTEE**

Minutes of the meeting of the Group Risk & Audit Committee held on Wednesday 26 November 2025 at 17.30hrs via Teams. A Closed Session took place at 17.00hrs.

<b>Present:</b>	Mr A Hindson Mr M Abdel-Maguid Mrs J Dyakova Mrs L Snedden	Chair
<b>In attendance:</b>	Ms C Burkin Mr S Cook Mr P Cox Mrs H Foreman Mr L Glover Mr J Godsmark Ms H Knowles Dr J Mawby Mr M Peat	Clerk to the Governing Body Principal/CEO MKCTS for item 7 only For item 5 only Validera – Internal Auditors Validera – Internal Auditors ForvisMazars – External Auditors For item 8 only 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.

**3 Minutes of the meeting held on 18 September 2025**

The minutes of the meeting held on 18 September 2025, Paper GBGR&A25/710, were accepted as a true record and approved by the Committee.

#### 4 Matters Arising and Outstanding Matters Report

Members discussed Paper GBGR&A25/711, the Outstanding Matters Report.

- No 1. ETF training reminder. Members were encouraged to complete the modules relevant to the Audit Committee. The Committee agreed this action could be noted and closed. **Complete**
- No 2. Information Security Report (GDPR) – lessons to be learnt from other public sector bodies – reported at item 5 – **Complete**.
- No 3. Risk Appetite Review – the new risk statement was approved by the Governing Body – **Complete**.
- No 4. Strategic Risk Management Report – amended risks included in item 6 – **Complete**.
- No 5. As No 4 – **Complete**.
- No 6. Operational MKC reviewed in the light of new appetite – **Complete**.
- No 7. Operational MKCTS to be bought in line with the College Risk Management Statement - reported under item 7. M Peat and P Cox are working to align the scores on both registers. BF Next meeting – **Ongoing**.
- No 8. Operational Risk Registered to be reported at the next meeting – **Complete**.
- No 9. Internal Audit Reports – the presentation of reports to be reviewed – L Glover/A Hindson discussed - **Complete**.
- No 10. Internal Audit - The content and order of audits reports for 2025/26 were discussed and with spread across the remaining Committee meetings. **Complete**.
- No 11. Policy Review – Risk Management Policy – approved at Governing Body – **Complete**.
- No 12. AOB - Deep Dive topic agreed as MSA – **Complete**.

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

#### 5 Information Security Report (GDPR) – Paper GBGR&A25/712

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

She informed members of the Data Use and Access Bill 2025 along with updates on in Data Subject Access Requests (DSARs) and Breaches.

It was noted that the DPO is working closely with other College departments when dealing with requests to ensure disclosed information does not impact any investigations or appeals. H Foreman reported increased challenge to the DPO who remains independent yet mindful of the pressures of those requesting the information and the use of AI.

Members gained assurance that the DPO and College are abreast of new legislative changes and acting as required regarding college policies and procedures.

H Foreman reported 100% compliance for staff mandatory training.

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

## **6 Strategic Risk Management Report - Paper GBGR&A25/713**

Simon Cook presented the Strategic Risk Register which accurately reflected the Colleges key strategic risks.

Members noted minimal changes since the last report and raised no concerns. It was however noted that an additional risk be considered regarding employer relations. S Cook explained the reasoning and that horizon scanning and future legislation had led to a potential risk. Members noted the mitigation in place and staff training required and agreed the risk would be added.

S Cook went on to explain that an assessment of all strategic risks had been completed, outlining when assurance has been last provided on each. Following on from this, the Committee discussed those risks where no assurance had been provided, to consider whether any were worthy of either an additional internal audit or a management deep dive. The following details were noted:

Risk 8 – leadership succession planning was discussed and the Committee noted this as a possible future deep dive.

Risk 3 – Workforce - this was noted as a potential Internal Audit to be discussed under item 11.

Members requested the strategic risk register is refreshed for the next meeting to make it clearer which risks were now within or outside the risk appetites approved at the last Governing Body meeting.

**Action: S Cook – March 2026**

Members thanked S Cook for the report.

## **7 MKC Operational Risk Register – Paper GBGR&A25/714**

Martin Peat presented the annual review of the College operational risk register.

Members reviewed the College operational risk register. They noted that all Governing Body Committees review their risks regularly and suggest any changes. If changes are made and approved, the master register will be updated and the headline sheet presented at future GR&A meetings.

M Peat reported that the Finance and Resources Committee reviewed their risks at their last meeting and recommended that two risk scores are changed

and that with two other risks the appetite is changed as it does not appear to reflect the actual appetite and the College/Board behaviours.

GR&A Committee **agreed** the amendments which will be made to the master risk register. The register will be maintained and available for review at all times on Board intelligence.

Members noted that since the previous version, Risk 16 regarding effective governance had reduced as the new Safeguarding Governor has been appointed and the Board has the required skills in place.

Members thanks M Peat for the annual update.

### **MKC Training Services Ltd – Risk Register - GBGR&A25/715**

[Peter Cox joined the meeting](#) to present the MKCTS full risk register.

Members noted that the two registers are being reviewed to try and align the scoring. The Committee recognised that MKCTS require a commercial approach to risk but needs to remain within the Group appetite. They asked that the Committee is updated at the next meeting.

**Action: P Cox/M Peat – March 2026**

Members noted the risk register and thanked P Cox for the update.

It was agreed that next year when reporting the operational risk registers for MKC and MKCTS, only the front-page summary will be reported with a signpost to the full register on Board Intelligence. They also agreed that during the year, risks would be reported by exception when beyond appetite, if they have moved category or if there is an increase in incidents. Any changes required to the Committee Terms of Reference regarding this will be reviewed and amended as required.

**Action: M Peat/Clerk – June 2026**

It was also noted that the Chair of the MKCTS Audit Committee would be invited to present their Committee Annual Report to the GR&A Committee once a year.

**Action: MKCTS**

Members agreed that this item must be presented at the September meeting in future years to avoid a clash with the Joint Committee meeting.

**Action: MKCTS/MKC CFO September 2026**

[P Cox left the meeting.](#)

### **8 Deep Dive Medway School of Arts (MSA) – Paper GBGR&A25/716**

[Jim Mawby joined the meeting](#) to present the paper regarding student recruitment numbers at the MSA. He reported that these remained a challenge, but despite the slower start than predicted, numbers continued to rise each

year, and the College remained confident of attaining a sufficient share of the market to properly establish and sustain the school, given the time to fully realise the vision. He also took the committee through the SWOT analysis of the MSA, highlighting key threats and opportunities. J Mawby reported strong student progression and positive feedback from current students.

Members noted that relationships with Employers and the local community were strong with a range of additional opportunities in the near future for the College to adapt and grow the provision through partnership with Universities and Adult Education. They recognised that raising awareness of the brand was taking longer than first anticipated, but all is being done to improve this. They also noted that other Committees were monitoring this provision in terms of financials and quality.

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

## 9 GR&A Committee Annual Report - GBR&A25/717

Alex Hindson introduced the Draft Annual Report for the Committee. Members noted that it is a requirement of the College to send this report to the DfE by the end of December each year.

The report included information about the Committee including its activities and self-assessment and the amended Terms of Reference. It reported no financial irregularity during the year and good value for money. The Committee is reported as adequate and effective with no concerns highlighted.

It was agreed the wording would be reviewed following the External Audit and amended as required.

**Action: M Peat/Clerk**

Members **approved** the annual report, subject to review, for **recommendation** to the Governing Body.

**Action: A Hindson**

## 10 Policies for Review - GBGR&A25/718

Members were reminded that if there are only minor changes the policies come before the Committee for information and not approval. All policies must have an Equality Impact Assessment (EIA) completed before presentation.

The following policies had been reviewed by the owners and only received minor amendments.

- a) Health & Safety.
- b) CCTV – this policy will be reviewed again following a new CCTV system being installed at Maidstone Campus.

Members noted for information.

**11 Internal Audit Reports - Paper GBGR&A25/719**

Lee Glover and James Godsmark from Validera introduced the following reports:

- a) Progress Report - an update in respect of internal audit and completion of the Internal Audit Annual Plan for 25/26 financial year.
- b) Enrolment – Substantial assurance.
- c) External Intervention – Substantial assurance.
- d) Stakeholder Engagement (Learner Voice) – Substantial assurance.

Members had received the tracking document and noted plans and progress with future reports. They asked that the tracker is checked and updated well in advance of the Committee meeting. It was agreed that the dates on the audits will be reviewed to allow sufficient time to action and to avoid noncompliance with deadlines.

**Action: M Peat**

Validera requested that management complete their feedback survey following the audits to enable them to continuously monitor and improve their service. They agreed to present three more audits at the next meeting. The Committee requested more detail on the summary sheets.

**Action: Validera**

The Committee requested an additional audit be considered following two recent events that had suggested issues with controls within the People team and indirectly related to the external audit. It was agreed that S Cook, M Peat and C Hare would present a scope at the next meeting.

**Action: S Cook/M Peat/C Hare**

Member thanks Validera for the update.

**12 MKCTS Audit Committee – Paper GBGR&A25/720**

Members noted the minutes of the MKCTS Audit Committee meeting held on 6 November 2025.

**13 Any Other Business**

The agenda for 5 March 2026 was agreed with a Deep Dive topic of Staff retention and wellbeing – S Cook.

Members asked if there were any benefits for the College following the recent Government Budget announcements and S Cook state that there may be opportunities around Apprenticeship provision.

The Chair noted this was the last Committee meeting for Martin Peat and members thanked him for his contributions to the College and Committee and wished him well in his retirement.

**14 Date of Next Meeting**

The next meeting will be held on Thursday 5 March 2026 on Teams.

The meeting closed at 19.21hrs.

Approved