

AUDIT AND RISK MANAGEMENT COMMITTEE

Minutes of the hybrid meeting held on 19 June 2023 at 4.30pm

Present physically in TG1.16: J Wakelam, Vice Chair

Present virtually: J Gazzard, Chair
H Nydam, co-opted

K Chapman

In attendance: A McGarel, CFO
C Shepherd, FA - Risk
L Cox, Scrutton Bland
N Savvas, CEO (part)
P Ewan, Head of Finance
S Gales, Governance Professional
S Graham, CPO
S Mason, RSM

Apologies:

Absences: N Roberts, co-opted

1. **Declaration of Interests and Apologies for absence**

J Wakelam declared her role as a Trustee of Suffolk Academies Trust. No conflicts of interest in relation to the items of the agenda were declared.

There were no apologies were accepted, and the absence of N Roberts was noted.

2. **Minutes of the meeting held on 6 February 2023**

The minutes of the meeting held on 6 February 2023 were **agreed** as an accurate record.

3. **Matters Arising from meeting on 6 February 2023**

Five of the six matters arising from the previous meeting were complete, with one which will be actioned for 2023/24.

Governors **noted** the progress paper from the Executive in response to the Health and Safety findings report and **agreed to review the paper and feedback any comments and/or concerns to the Chair and Governance Professional.**

4. **Risk Management Update**

There are currently **3 red, 9 amber, 14 yellow** risks on the register, of which 3 new risk (WSCR063 relating to unbudgeted pay costs, WSCR064 relating to the risk arising from migrating to a single domain across the Group, and WSCR062 relating to students use of AI detrimentally impacting their acquisition of knowledge and skills) have been added to the register and 2 risks have been removed from the register.

Governors discussed the number of risks which the Committee should consider and asked future reports to quantify the total risks, to enable year-on-year comparisons.

Governors discussed that some risks are more than one risk type and noted the interdependencies of risks. The Committee asked the FA Risk to consider how to reflect this in the risk register.

Governors discussed WSCR029 and queried the cause of the risk rating increasing. The Executive answered this and outlined the mitigations proposed to reduce this risk.

Governors **approved** the Risk Register and **agreed to recommend them to the Corporation.** The Executive agreed to review the presentation of the Risk Register,

Action

All

FA Risk

FA Risk

FA Risk

taking on board the proposed changes, and bring a revised format back to the Committee at the next meeting.

5. **Audit Recommendations Tracking Report**

The Committee received and considered the tracking report which shows that of the 34 recommendations; 17 are complete, 1 is partially complete, and 16 are ongoing.

Governors **noted** and commended the progress made to complete recommendations.

[N Savvas joined the meeting at 4.59pm](#)

6. **Internal Auditor's Findings Report**

i. **Progress update**

Governors received and considered the progress report provided which summarised the status of the audits as agreed as part of the plan of works for 2022/23.

ii. **Procurement**

Governors received and considered the internal audit which took place in January 2023 and received **reasonable** assurance; with 3 medium-risk recommendations and, 2 low-risk recommendations, which are due to completed by July 2023.

Governors discussed the potential risk identified regarding from cumulative individual supplier spend in a year. Governors discussed the quotation threshold specified in our Financial Regulations and **agreed** they were appropriate given sector comparisons. Governors discussed the value of a contract and bids register to provide detailed oversight, and asked to see this at the next meeting.

A McGarel
L Williams

iii. **Examinations**

Governors received and considered the internal audit which took place in November 2022 and received **significant** assurance; with 1 low-risk recommendations which has now been completed.

Governors **noted** the management response and commended the recommendation for improving practice.

iv. **Cyber Security**

Governors received the internal audit report which took place in May 2023 and received **significant** assurance, with two medium-risk recommendations and three low-risk recommendations.

Governors noted the paper was not provided in advance and **agreed** to consider the report in full at the next meeting.

Governors noted the typo on page 2 to read '2023'. L Cox to amend.

Scrutton
Bland

7. **Internal Auditor's Proposed plan of works for 2023/24**

Governors received and considered the proposed plan of works for 2023/24.

Governors queried the scope of the proposed internal audits. Scrutton Bland to provide scopes of the internal audits for the first meeting in 2023/24.

Scrutton
Bland

Governors **agreed to recommend it to the Corporation.**

8. **External Auditor's Proposed plan of works for 2023/24**

Governors welcomed S Mason as the College's new principal contact at RSM.

Governors received and considered the proposed plan of works for 2023/24.

Governors **agreed to recommend it to the Corporation.**

9. **GDPR update**

Governors received and noted the update report provided, and the CPO summarised the report noting that since the last there have been 14 GDPR breaches/near misses (all of which have been investigated and any actions required have been carried out), report, no Data Subject Access Request and 3 Freedom of Information request.

Governors discussed the GDPR breaches, and the actions taken and noted that GDPR is well managed. Governors **noted** their thanks to the outgoing Data Protection Officer.

10. **Whistleblowing Policy**

Governors received and considered the policy noting that it was comprehensive and **agreed to recommend it to the Corporation** for approval.

11. **Any Other Business**

- **RSM Emerging Issues**

Governor received and considered the paper provided.

The CEO noted the additional risks around college insolvency and T Levels (as it is difficult for students to progress from Level 2 into T Levels).

- **Committee Chair**

Governors thanked J Gazzard for his term as Committee Chair and welcomed K Chapman as Committee Chair for 2023/24.

- **DfE Managing Public Money pilot review**

The CFO informed that the College participated in the pilot.

The meeting closed at 5.36pm