

*Item 11 of these minutes is deemed to be CONFIDENTIAL by virtue of Instrument 14(4) and 16(2) as they contain business sensitive information. These minutes are not available for public circulation and are held separately by the Clerk to the Corporation.*

## **MINUTES OF A MEETING OF THE AUDIT AND RISK COMMITTEE HELD ON MONDAY 10<sup>TH</sup> MARCH 2025**

### **Present**

Greg Clarke	Governor
Preetha Kumar	Governor
Philippa Poland	Governor
Mark Swales	Governor
Lee Walker	Governor (Chair)

The quorum for the meeting was 40% of Members, at least 3 external. The meeting was quorate.

### **In attendance**

Sharon Harmon	Clerk to the Corporation
Terry Hutchinson	Director of Student Information Services
Rachel Maguire	Chief Operating Officer, People & Information
Nikki Mell	Head of Health & Safety
Barrie Shipley	Chief Operating Officer, Finance & Infrastructure
Paul Smith	Director of IT Infrastructure
Ryan Falls	Cavanagh Kelly
Anna Mullins	RSM

The meeting was held on MS Teams and commenced 5.00 pm.

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#### **1 Apologies**

Apologies for absence had been received from Peter Grant, Governor.

#### **2 Declarations of Interest**

Members should declare any personal or financial obligation, allegiance or loyalty which would in any way affect decisions in relation to the subjects under discussion.

There were no declarations of interest.

#### **3 Data Compliance Monitoring**

The Director of Student Information Services (DSIS) presented a Data Compliance Monitoring update report covering the numerous checks and data quality assurance tools currently in use across the Group for data compliance monitoring. Members noted the contents of the report providing and update on ILR validation results and reports, PDSATs, funding and monitoring reports, internal data quality reporting and monitoring, and progress with data compliance monitoring visits.

Members were assured by the 100% follow up model that the Student Information Services team follow in compliance monitoring. Members discussed the Student Information Services team structure and resource to support this model.

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The DSIS provided further detail on the data compliance monitoring visits. Members discussed the visits and the learnings from the visits. Members were assured by the reported findings, follow up actions and the positive engagement in the process by staff.

Members thanked the DSIS for the comprehensive report and agreed the enhanced model of data compliance monitoring provides a high level of assurance.

***Note:** The Director of Student Information Services left the meeting.*

#### **4 Support Areas Term 1 Reports**

##### **Health & Safety Update Report**

The Head of Health and Safety (HH&S) presented a Health and Safety update report providing an overview of key health and safety activities during the autumn term of 2024/2025. Members considered and discussed the key data shared in relation to supporting activities and the detailed breakdown of accident statistics for both staff and students.

Members noted that the termly H&S Link Governor engagement meetings continue to take place. Members agreed that this link provides a key and beneficial opportunity to discuss health, safety and wellbeing, priorities and challenges and to provide assurance that associated risks are being well managed.

Members noted that the H&S team continue to provide full support and health and safety involvement with all development projects including; NLC New Build, IoT, UCNL and HESTA projects.

Members were assured by the evacuation capability assessments conducted across all college sites and the further testing carried out on the 'Audiebant' broadcasting system at Doncaster College. Members noted that the revitalised health and safety audit and inspection programme was launched in August. Members congratulated the team on the Health & Safety Administrator receiving the winter recognition award for Innovation. Members were further assured by update on HASMAT.

Members reviewed and discussed accident statistics and reporting. Members discussed process for following up on actions plans. The HH&S explained the process of review including follow up visits and feedback meetings.

Members discussed the level of data provided in the Health and Safety report to the committee and agreed a format for future reporting.

Members thanked the Head of Health & Safety for the comprehensive report and the high level of assurance provided.

***Note:** The Head of Health & Safety left the meeting.*

##### **IT Infrastructure Update Report**

The Director of IT Infrastructure presented an IT Infrastructure update report covering the results of the Annual IT Health Check, an update on infrastructure upgrades, IT resources, IT security and IT infrastructure strategy and future plans.

Members discussed the results of the IT health check and asked about improvements. Members discussed the IT Infrastructure team resources and future developments.

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	<p>Member discussed the impact of IT infrastructure developments on staff and students and how feedback is collected.</p> <p>Members thanked the Director of IT Infrastructure for the comprehensive report and the continued work of the IT Infrastructure Team.</p> <p><i><b>Note:</b> The Director of IT Infrastructure left the meeting.</i></p>	
	<p><b>Business Systems &amp; Information Progress Report</b></p> <p>The Chief Operating Officer, People &amp; Information (COOPI) presented a Business Systems &amp; Information (BSI) progress report providing an update on the Director of Business Systems &amp; Information role, explaining the new structure of the BSI team, a summary of the distance travelled in BSI and a review of current risks aligned to the corporate risk register.</p> <p>Members discussed the implementation of new systems and staff transition. Members were assured by the training and support offered in transition to the new systems.</p>	
	<p><b>Procurement Services Autumn Report 2024/25</b></p> <p>The Chief Operating Officer, Finance &amp; Infrastructure (COOFI) presented the Procurement Summary Report for the Autumn Term 2024/25. Members considered the contents of the report and noted the achievements and annual savings on awarded contracts in the period covered and over the life of the contracts.</p> <p>Members agreed the report provides a high level of assurance that the Group's procurement regulations are effective and value for money continues to be achieved.</p>	
5	<p><b>Minutes and Confidential Minutes of a meeting of the Audit &amp; Risk Committee held on 27<sup>th</sup> November 2024 and any matters arising</b></p> <p>The minutes and confidential minutes of the meeting of the Audit and Risk Committee held on 27th November 2024 were agreed as a true and accurate record.</p> <p>There were no matters arising.</p>	
6	<p><b>Audit Recommendations and Actions (Composite Report)</b></p> <p>The COOFI presented the Audit Recommendations and Actions report. Members noted recommendations added to the Audit Recommendations Tracker following the completion of the internal auditors reports for Continuous Assurance Visit 1 24/25, Exams 24/25 and Financial Statements 23/24.</p> <p>Members considered the report and noted that, excluding the actions that are not yet due, 91% of actions have been completed or closed as superseded by subsequent audits. Members were assured that there are no high priority actions past their implementation date or not completed. Members reviewed the detail and analysis of the summary of recommendations tracked a. Members were assured that any outstanding actions were underway. Members agreed that good progress is being maintained in implementing audit recommendations.</p>	
7	<p><b>Group Risk Management Report</b></p> <p>Members received the Group Risk Register and Risk Management report. Members noted that the Audit and Risk committee has responsibility for seeking assurance on the robustness and adequacy of the Group's risk management framework and has</p>	

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	<p>specific oversight of four risks on the Group Risk Register relating to legal, digital, data and business systems and MIS. Members reviewed and discussed updates to the risk profiles and were assured by progress against planned actions. Members noted two risks scores on the Risk Register had increased since the last report. Members discussed risk in relation to the progress of works on the new build at the North Lindsey College campus and discussed mitigations to risk around the project. Members discussed the increased risk profiles, the reasons for the increased risk scores and were assured by progress against planned actions. Members were satisfied the risk scores remain appropriate.</p>	
<b>8</b>	<p><b>Internal Audit Reports</b></p> <p>The Internal Auditor provided the committee with an update on progress against the Internal Audit Plan for 2024/25 including a summary of the results of work to date.</p> <p>Members received and considered the audit findings report for the Internal Audit Continuous Assurance Visit 1 completed in December 2024. Members noted that Internal Audit test a suite of key controls which are considered key risk areas that management require assurance throughout the year for functionality and effectiveness. Members noted that testing of the controls resulted in three management actions none of which are high priority. Members were assured that the resulting actions had been added to the audit tracker for completion. Members were assured by the audit findings report.</p> <p>Members received and considered the audit findings report for the Exams audit completed in February 2025. Members noted that the audit finding report provided a reasonable level of assurance and there were no high-level management actions.</p> <p>Members received and discussed the Further Education - benchmarking of internal audit findings 2023/24 report. Members noted the number of recommendations and actions were found to slightly lower than the average but overall, the Group were broadly in line with the sector. Members agreed that the report provided a high level of assurance on the effectiveness of the Group's framework for risk management, governance and internal control.</p> <p>Members received and discussed the progress against the Internal Audit Plan for 2024/25 update report. Members discussed planning for the next academic year.</p>	
<b>9</b>	<p><b>Governance Development Plan</b></p> <p>Members reviewed the Governance Development Plan and considered the updates on progress against targets. Members agreed all targets remain appropriate and were assured that progress against targets was on track.</p> <p>Members suggested that risk management training for newly appointed governors be added to the development schedule at the start of the next academic year.</p>	
<b>10</b>	<p><b>Committee Chair's Report to Corporation Board</b></p> <p>Members considered the business of the meeting and recorded key items and any changes to strategic risks identified for feedback to the Corporation Board in the Committee Chair's Report. The following items were highlighted for inclusion:</p> <ul style="list-style-type: none"> <li>• IT updates reports and progress made.</li> <li>• Risk Register updates.</li> <li>• Internal Audit Reports.</li> </ul>	

11     **Any Other Business**

**Note:** The External Auditors and Internal Auditors left the meeting.

Members discussed a confidential item. The minutes of this item are deemed to be confidential by virtue of Instrument 14(4) and 16(2) as they contain business sensitive information. These minutes are not available for public circulation and are held separately by the Clerk to the Corporation.

12     **Date and Time of Next Meeting**

The next meeting of the Audit & Risk Committee is scheduled for Monday 16<sup>th</sup> June 2025, 5.00 pm MS Teams.

The meeting closed at 6.35 pm

**Sharon Harmon**  
**Clerk to the Corporation**

**Signed:** ..... (Chair)                      **Date:** .....

TABLE OF ACTIONS				
Date	Minute	Action	Responsibility	Due Date