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MINUTES OF THE MEETING OF THE AUDIT AND RISK COMMITTEE HELD ON WEDNESDAY 11TH MARCH 2026

Present

Nell Colclough	Governor
Segun Odumoye	Governor
Lee Walker	Governor (Chair)

The quorum for the meeting was at least 3 external members. 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
Barrie Shipley	Chief Operating Officer, Finance & Infrastructure
Paul Smith	Vice Principal - Technology, Information & Systems
Rob Barnett	RSM
Ryan Falls	Cooper Parry

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

Item	Minute	Action

1 Apologies

Apologies for absence were received from P Poland (Governor) and Helena Nyanzu (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 Records Management and Archiving

The Director of Student Information Services (DSIS) provided an update report on the archiving and retention work delivered under the Data Protection Strategy programme. Members were assured that the core archiving project has been completed, formally handed over, and has met its stated objectives, including the closure of relevant audit action points. Members noted that the archiving project direction and overarching policy framework, including the Retention Policy and Schedule have been agreed. Members were assured that the fully built processes can transition into a fully operational and automated "live" state.

Members discussed and noted future plans for digital records management. Members were assured that robust controls and a compliance monitoring

framework was in place to continue to effectively plan and deliver archiving and retention work under the Data Protection Strategy programme.

4 Data Compliance Report

The Director of Student Information Services (DSIS) presented a Data Compliance Monitoring update report outlining the numerous checks and data quality assurance tools currently in use across the Group to ensure rigorous data compliance monitoring. Members noted the contents of the report providing an 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 noted the details of the data compliance monitoring visits (DCMVs) completed during 2025/2026 to date. Members were assured that the visits follow a formal procedure and include sample testing, focussed checks, and feedback to curriculum areas and senior managers. Members noted the DCMVs schedule for 2025/2026.

Members thanked the DSIS for the report and agreed the enhanced model of data compliance monitoring provides a high level of assurance that a rigorous system of data compliance monitoring is in place.

5 Workforce Development Data Issues

The Director of Student Information Services (DSIS) presented a report outlining irregularities identified in the Workforce Development ILR for 2024/25. The DSIS explained that a full investigation of the Workforce Development area had been conducted following anomalies identified during the sampling of student records as part of an audit by SYMCA. Members noted that the investigation had identified irregularities in data resulting in a funding clawback identified for academic year 2024/2025, and some reduction of funding in 2025/2026. Members noted the details around the issues identified, the circumstances involved, the financial values calculated and the actions taken. The DSIS explained the clawback mechanisms agreed with both SYMCA and the DfE. Members noted the final audit report from SYMCA had not yet been received.

Members were provided with assurance that additional controls have been implemented to ensure these issues do not occur again. The DSIS confirmed a full audit in area will be completed for 2025/26. The COOFI and COOPI provided further assurance that the Internal Auditor will add sampling of the area to the internal audit plan.

Note: *The DSIS left the meeting.*

6 Support Area Update:

Health & Safety

The Head of Health & Safety presented the report providing an overview and summary of key health and safety activities during the autumn term of the 2025/26 academic year. Members noted the contents of the report including key data in relation to supporting activities and a detailed breakdown of accident statistics for both staff and students. Members noted updates on work completed since last report to the committee. Members thanked the H&S team for the considerable work in ensuring a smooth move into the new building at North Linsey College

(NLC) along with the continued support of the NLC redevelopment.

Members noted the update on internal Health and Safety audits. Members were provided with assurance that any audit resulting in an inadequate rating are dealt with instantly, ensuring immediate corrective action is taken, further training provided to the area if necessary and follow-up audits completed. Members were further assured that the threshold for an inadequate rating is low.

Members noted the numerous campaigns and promotions led by the H&S team including dangers of vaping, welcome to the team, staff / student and visitor health and safety information, firework safety, near miss reporting, stay well in winter, driving in the dark and mental health awareness.

Members discussed business continuity planning. The COOPI reported to members that, as part of the police operation Alantis, the Met Police had complimented the college's business continuity and counter-terrorism plans. The COOPI agreed to share the final report with the committee once received.

Members thanked the Head of Health & Safety for the comprehensive report.

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

Technology, Systems & Information

The Vice Principal Technology, Systems & Information presented an IT Services update report. Members noted and discussed the contents of the report covering IT Assurance and Governance, an update on the digital strategy including IT Infrastructure and Business Systems and Information, and future planned works.

Members were assured by the significant work completed in upgrading and improving IT infrastructure, systems and equipment across the Group. Members noted and discussed next steps and planned works. Members noted a new Wi-Fi system will be introduced into Doncaster campus over the Easter break. Members noted and discussed the digital transformation project looking at end to end digital enrolment. Members were assured that robust protections and procedures were in place to mitigate against cyber-attacks including mandatory IT Security training undertaken by all staff.

Members thanked the Vice Principal Technology, Systems & Information for the comprehensive update report and the significant progress achieved.

Note: *The Vice Principal Technology, Systems & Information left the meeting.*

Procurement

The Chief Operating Officer, Finance & Infrastructure (COOFI) presented the Procurement Services Report for the Autumn term 2025/26. 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.

Members agreed the report provides a high level of assurance that the Group has an adequate system of internal control in ensuring value for money when procuring goods and services.

Item	Minute	Action

7 Minutes and Confidential Minutes of the meeting of the Audit & Risk Committee held on 26th November 2025 and any matters arising

The minutes and the confidential minutes of the Audit & Risk Committee meeting held on 26th November 2025 were agreed as a true and accurate record of the meeting.

There were no matters arising.

8 Audit Recommendations and Actions

The COOFI presented the Audit Recommendations and Actions report. Members noted recommendations and actions added to the Audit Recommendations Tracker following the completion of the internal audit Continuous Assurance Visit 1, internal audits of Learner Journey, Additional Learner Support, Work Placements and the external audit of the Financial Statements 2024/25.

Members considered the report and noted that, excluding the actions that are not yet due, 89% 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. Members were assured that progress notes and revised implementation dates have been updated for all actions that remain outstanding for completion. Members were assured that any outstanding actions were underway and that good progress is being maintained in implementing audit recommendations.

9 Risk Management Policy

Members received and considered the updated Risk Management Policy. Members noted that the Risk Management Policy was last approved in March 2023. Members were assured that the policy has been reviewed in line with updates to the College Financial Handbook and HM Treasury Orange Book. Members considered the updates to the policy.

Members asked what reviews of the Risk Management Framework has been undertaken to ensure its robustness. Members were assured that risk management has been scrutinised by internal audits, external audit and as part of the external Governance review. The internal auditors further explained that risk management is tested and embedded within all their work to provide ongoing assurance that risk is well managed within the organisation. Members discussed conducting a risk maturity assessment to test the policy. Members agreed to provide any further feedback to the COOFI. Members agreed to review the policy again following the Corporation Board risk management training and review of risk appetite to consider any further enhancements.

Resolution: The Audit and Risk Committee approved the Risk Management Policy.

10 Group Risk Register

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 specific oversight of three risks on the Group Risk Register

relating to legal, digital and data. Members were assured that a thorough review of the risk register has been undertaken, with risks and actions reflecting the strategic priorities that were approved by the Corporation Board at its December 2025 meeting. Members reviewed and discussed updates to the risk profiles and were assured by progress against planned actions. Members noted that there are currently three strategic risks that exceed the target risk set by the Board. Members discussed the factors informing the increased risk scores and were assured by planned mitigations. Members were satisfied the risk scores remain appropriate.

Members discussed the risk management framework and the setting of risk appetite. Members noted that governors would be provided with a presentation on risk management at the governor development session in May and a review of risk appetite will be conducted be the Corporation Board in the summer term 2026.

11 Fraud Risk Assessment

The COOFI presented a Fraud Risk Assessment report. Members noted that to support the Anti-Fraud, Bribery and Corruption Policy, new legislation and updated guidance from the Department for Education, all departments with the potential for fraud have undertaken a fraud risk assessment to identify areas of vulnerability. Members discussed the results of the Risk Assessment. Members were assured that overall, the College assessment of the likelihood and impact of fraud is considered low risk. Members were assured that the risk assessment will be subject to review at least annually but also remains a live document for updating. Members were further assured that where possible, actions will be taken to further reduce the risk of fraud. Members agreed to consider testing some key controls documented within the risk assessment as part of the Internal Audit work for 2026-27.

12 Internal Audit Reports

The Internal Auditor presented the Internal Audit Progress Report for March 2026. Members noted updates on progress against the internal audit plan for 2025/26 and were assured by progress and reporting to date.

Members received and considered the audit findings report for the Additional Learning Support (ALS) audit completed in February 2026. Members noted that the audit finding report provided a partial level of assurance and there were no high-level management actions. Members received assurance that significant work is underway to strengthen the processes and controls in place, including introducing a new strategy for ALS.

Members received and considered the audit findings report for the Work Placements audit completed in March 2026. Members noted that the audit finding report provided a reasonable level of assurance and there were no high-level management actions.

Members received and considered the Further Education benchmarking of internal audit findings 2024/25 report. Members were assured that the Group had received no minimal assurance audit findings. Members were assured the audit plan was focused on the correct areas to drive continuous improvement.

Members discussed communication of audit findings and agreed it would be helpful to share audit finding reports with relevant committees of the Corporation Board to provide additional assurance to those committees.

Action: The Clerk to share audit findings reports with relevant committees.

13 Committee Chair's Report to Corporation Board

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:

- The A&R Committee considered and approved the updated Risk Management Policy.
- The A&R Committee received and were assured by the Fraud Risk Assessment report.
- The A&R Committee received and considered the Group Risk updated report.
- The A&R Committee received and considered Internal Audit reports.
- The A&R Committee received a full report on the recent power outage at Doncaster College.

14 Any Other Business

Members considered one item of any other business.

The COOFI presented a report updating the committee on the recent power outage at Doncaster College. Members noted the detailed account of the outage Incident and business continuity plans enacted. Members discussed lessons learned and planned follow up actions. Members were assured that business continuity arrangements worked well, with effective communication and support for students and staff.

There were no other items of any other business.

15 Confidential Item

The Internal and External Auditors left the meeting for this item.

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16 Date and Time of Next Meeting

Members noted that the next meeting of the Audit & Risk Committee is scheduled for Monday 15th June 2026, 5.30 – 7.30 pm, in the Boardroom at Doncaster College

The meeting closed at 7.18 pm

Sharon Harmon
Clerk to the Corporation

Signed: …… (Chair) **Date: ……**

TABLE OF ACTIONS				
Date	**Minute**	**Action**	**Responsibility**	**Due Date**
11/03/26	12	The Clerk to share audit findings reports with relevant committees.	Clerk	Ongoing