

Hereward College

Minutes of: AUDIT COMMITTEE

Date: 29th September 2025

Time: 6:00 p.m.

Place: via Microsoft Teams

Present: Mr B Angliss
Mr S Brand (Chair)
Mr S Crick
Ms H Hillyard (from 7.30pm)

In attendance: Ms M Coles (Vice Principal Finance and Resources)

Mr P Clark (Wbg)
Mr M Benson (Murray Smith)

Mrs Y Doherty (Director of Governance)



25/01 APOLOGIES

Apologies for absence were received from Mr A Bowly and Mr R Gregory.

25/02 MEETING WITH THE AUDITORS

Members of the Committee met with the Auditors without College management.

Mr Benson confirmed that the TPS return had been signed off, that the planning and prelim work for the audit of the financial statements had been completed and that the field work had commenced on site week commencing 29th September 2025. It was anticipated that 90% of the work would be completed by the end of the week.

Mr Clark confirmed that there were no issues with the 2024/25 plan completed and the first of the reviews for 2025/26 scheduled to take place week commencing 29th September 2025 .

The College Management joined the meeting.

The Chair made reference to previous discussions around the use of AI and suggested that with the agreement of attendees that the meeting be recorded to assess its applicability. This was agreed.

25/03 DECLARATIONS OF INTEREST

On the basis of the business to be considered there were no declarations of interest

FOR DECISION

25/04 MINUTES OF THE LAST MEETING

The minutes of the previous meeting on 16th June 2025 (circulated, document Sept 25/1) were considered.

It was **RESOLVED THAT** the minutes of the meeting held on 16th June 2025 be approved.

25/05 MATTERS ARISING / ACTIONS FROM THE PREVIOUS MEETINGS (circulated, document Sept 25/2)**Matters**

Updates:

- Recruitment – Chair:
Recommended appointment to the role of Chair
- Recruitment – Governors:
Recommended appointments
- Intention to consider the size of the Corporation membership at the next meeting
- Recruitment – DoG:
In progress with timetable taking the process to the latter part of November
- Paper published from Chartered Institute of Internal Auditors
<https://www.nedonboard.com/internal-audit-code-of-practice-a-call-to-action-for-boards-and-audit-committees/>

Actions**54.1** *Matters*

In person meeting of the Committee – noting the Actions report it was emphasised that this should perhaps be the November meeting as the minimum. It was advocated that there were advantages to in person meetings and other activities such as Learning Walks. It was suggested that dates be circulated so that members could indicate their availability to attend.

Response:

A survey was issued with detail provided.

It was noted that in person attendance at the meeting scheduled for 17th November was not possible.

The Chair suggested that based on the responses he would work with the DoG to attempt to get some in person attendance for November (acknowledging that circumstances change) other than that every effort be made to facilitate in person attendance at the meeting scheduled for 16th March 2026. [ACTION]

Use of the marketing consultant – provide costs to the Board.

A summary of costs would be provided to the October Board.

24/40 *Policies***40.2** *Anti-Tax Evasion*

It was queried if there was a list of blacklisted companies.

At the time of the meeting, the College did not have a list of blacklisted companies as it had never had occasion to cease trading with an organisation.

It was suggested that it was good governance to check with regard to blacklisted companies and it was queried if this should be included as part of the processes/documentation.

This was agreed and that a 'blacklist' would be established.

Response:

A blacklist has been set up and is being held on the Finance drive.

COMPLETE

24/41 *Internal Audit***41.1.2** *HR – Use of Agency Staff*

A query on the impact of the employment rights bill was raised. It was confirmed that this had not been considered as part of the review.

It was reported that this would be followed up with the head of HR.

Response:

The Head of HR and Training has been requested to complete an impact assessment. Detail will be included in the annual HR report to Board. **This detail could also be circulated to those members of the Committee who do not sit on the Board.** [ACTION]

24/57 *Policies*

57.2 *Value for Money Policy*

Review only. No changes to relevant legislation since the last review.

It was reported that it was intended the policy would be further reviewed to ensure accurate relationship to the purchasing/procurement policies and procedures. The policy would be resubmitted to the committee in September 2025.

Response:

The policy is being resubmitted to the committee at the September meeting.

COMPLETE

24/60 *Progress against Audit Recommendations*

It was requested if future reports could be provided at an increased scale, even if this resulted in the report running to multiple pages.

Response:

The format of the report has been changed so that it is easier to read.

COMPLETE

24/65 *Performance Review of Internal Auditors*

It was noted that a final version would be considered at the next meeting after which feedback could be provided to the internal auditors.

Response:

The previously completed proforma has been issued ahead of the meeting for further consideration.

It was **RESOLVED THAT** the update against the actions from the previous meetings be noted and received.

25/06

RISK MANAGEMENT

6.1 Annual Risk Management Report 2024/25

The Vice Principal Finance and Resources presented the Annual Risk Management Report 2024/25 (circulated, document Sept 25/3).

Highlights included:

- Senior leaders have continued to drive a risk-based approach across all college operations.
- Updates on progress have been provided to the Board and Audit Committee on actions taken throughout the year.
- An analysis of the categorisation of residual risks for 2024/25 was provided with a comparison of the position in the previous three years. The proportion of Significant risks had increased due to the Cyber Security climate. Although the College has good systems and controls, as evidenced by the WBG Cyber Security review, the sector is extremely vulnerable to attack and risks scores have been set accordingly.
- Comparative data on the number of risks annually, by category (significant, contingent, housekeeping, low) was provided.

Discussion points:

The 3 red RAG rated residual risks were queried. The point was raised that these risks had been mitigated, with learner numbers and financial targets met and no cyber security issues arising.

It was accepted that the risks as of September 2025 was probably RAG rated red, but this report was for 2024/25 which ended on the 31st of July 25.

It was advocated that it was difficult to evidence support for the red RAG rating if it hadn't materialised in the year.

It was suggested that this was influenced by timing.

The external auditors proposed that there was little point in retrospective reporting of risk assurance.

The focus should be the present and future position.

It was suggested that there was a need to recognise the limitations on governors, and it was important to identify the top risks (e.g. 5).

It was also highlighted that the risk register needed to be a live document.

It there was going to be retrospective reporting it might be more useful to identify the direction of travel over time, and allow scrutiny of this

In summary it was suggested that governors know what the top risks are (however many are chosen) and what is being done about them to provide assurance that they have been mitigated.

This was agreed.

It was noted that the report referenced compliance with the Turnbull recommendations to report on the effectiveness of internal controls, but did this need to be retrospective to provide assurance. Risk needed to be managed proactively and should be forward-looking.

It was suggested that the later report on the Strategic Risk Register for 2025/26 was forward-looking with the Annual Report being retrospective, with concern expressed that the retrospective report could be slightly misleading.

It was **RESOLVED THAT** the Risk Management Annual Report 2024/25 be approved.

6.2 Risk Management Policy

The Vice Principal Finance and Resources presented the Risk Management Policy (circulated, document Sept 25/4).

The Risk Management Policy had been reviewed. It is highlighted that Risk Appetite was referred to in section 2 and it was suggested that further discussion about Risk Appetite might be appropriate.

Changes had been made to Section 3 to report on the provision of a Heat Map to accompany the Risk Register at each meeting.

Changes had been made to Section 4 to demonstrate suggested changes to the scoring narratives. New tables were incorporated into the document.

The reference to Risk Appetite was welcomed. Discussions between the Committee Chair and Vice Principal acknowledged that this could vary on the basis of aspects such as area, context and activity. The Committee was asked to consider the potential benefits of the Board seeking external input on this and effective risk management.

General support of this was expressed. It was advocated that it was useful for organisations to regularly review their appetite to risk, and perhaps particularly now for the college in light of the agreed changes to the Board membership and role of Chair. It was suggested that time be scheduled over the academic year to consider this.

There was agreement with the suggestion in terms of the 'transition effect' this year.

The auditors suggested that it was better for key governors to understand the risk management, with the Board having a focus on the **practical risks**. There was uncertainty that external input would assist with this. It was noted that the Internal Auditors could provide training. It was also suggested that an approach of categorisation of risk with different appetites as appropriate was possible, meaning that there would not be just one broad risk appetite. It was recognised that some risks could fall into more than one category.

It was suggested and agreed that this would be considered further by the Committee Chair and Director of Governance outside of the meeting. **[ACTION]**

It was **RESOLVED THAT** the Risk Management Policy be recommended for approval by the Corporation.

6.3 Risk Management Update and Strategic Risk Register 2025/26

The Vice Principal Finance and Resources reported on Risk Management and the Strategic Risk Register 2025/26 (circulated, document Sept 25/5).

The Risk Management Group met in September and discussed the format and content of the Risk Register. Various actions were undertaken as a result:

- Methods of scoring were considered, and it was agreed to refine the measurement of the likelihood and impact of risks occurring.
- Changes were made to risk descriptors for four risks in order to provide clarity (detail was provided).
- Two new risks had been identified (detail was provided).
- One risk had been closed as it was incorporated elsewhere (detail was provided).
- Scoring of the residual risks was increased in three instances (detail was provided).
- The scope of three risks was extended to incorporate priorities identified in the 2024/25 SAR and QuIP documents.

Audit Committee members had requested that consideration be given to diversity and inclusion in regard to external drivers such as the impact of legislative changes including the Worker Protection Act and reputational damage. This had been incorporated in risk SR1-3.

Reference to stewardship of funds was also requested, in terms of ensuring individual accountability and ownership, ensuring spend was based on necessity. This had been incorporated in SR4-1.

Discussion with the Committee Chair had also identified the possibility to differentiate between the control processes and the mitigations, this would be considered for future reporting. The need to distinguish between housekeeping and contingency risks at a more granular level would also be reviewed.

Discussion points:

SR 1-1: Failure to achieve learner numbers (day and residential) that secure income targets.

This is considered significant both before and after the application of controls and mitigations – was there not a point in the year when this risk reduced due to confirmed learner numbers, and would this show as a reduction in risk in later reports?

It was confirmed that the heat map did indicate a downwards direction of travel during the previous academic year, but at this time of year it was very significant.

Agreement with the new risks was confirmed. It was queried how did the strategic risks compare with other organisations. It was suggested that the strategic risk register was appropriate and met the needs of the organisation in 'driving what it should'.

It was commented that the Strategic Risk Register did fit the purpose reasonably well.

It was **RESOLVED THAT**

- i. the update report on Risk Management be noted and received.
- ii. the Strategic Risk Register 2025/26 be recommended for approval by the Corporation.

25/07 DEEP DIVES

The Committee considered the report on Deep Dives (circulated, document Sept 25/7).

Detailed discussion/feedback points on future deep dives included:

It was noted that the report provided detail on the areas for deep dive consideration by the Q&S Committee and that this included Artificial Intelligence for June 2026.

It was queried if there would be value in obtaining more detail on this and maybe seeking to expand this to also service the Audit Committee, or to maintain the separation of deep dives between the committees.

It was acknowledged that the committee could consider a deep dive into AI, but it was a tool so the focus and use of this was what would need to be considered. It was suggested that this might be best placed with Q&S initially, in terms of how it was being utilised to enable learning and development. There would need to consideration of what 'theme' would be appropriate around audit and finance.

It was proposed that the watchlist be maintained.

In summary, retain the below on watchlist, noting student numbers/income impact is reported at Board.

- Student Numbers and impact on income.
- Income diversification
- Policies – brought to Corporation and Committee for approval, assurance regarding implementation / impact, including audit recommendations and how these are embedded
- Whitbread / HTS – recognising Board reports and Principal updates – governance arrangements relating to the partnership with Whitbread, ensuring that the College operates with full effectiveness, assurances of no additional risks / effective mitigations.

It was **RESOLVED THAT** the 'watch list' of areas to be subject to a Deep Dive as necessary be approved.

25/08 REGULARITY SELF-ASSESSMENT QUESTIONNAIRE 2024/25

The Vice Principal Finance and Resources presented the Regularity Self-Assessment Questionnaire 2024/25 (circulated, document Sept 25/7).

It was confirmed that the first iteration had been considered at the June 2025 meeting of the committee. Amends and additions to responses / evidence were highlighted.

The external auditors confirmed that this would be reviewed as part of the audit process.

It was **RESOLVED THAT** the Regularity Self-Assessment Questionnaire 2024/25 be recommended for Corporation approval and signature by the Chair of the Corporation and Principal.

25/09 COMMITTEE SELF-ASSESSMENT and TERMS OF REFERENCE**9.1 Committee Self-Assessment**

The Committee considered the report on Self-Assessment Report (circulated, document Sept 25/8).

- Governors were requested to evaluate the performance of the Committee against a range of questions.
- Responses were provided using a scale of Strongly Agree, Agree, Disagree and Strongly Disagree.
- 2 members (from 5) responded (40%) which is an increase on the previous year (33%) whilst noting changes to the membership during 2024/25.
- In considering the responses the survey suggested areas for potential/immediate development were:
 - encouraging input from all members
 - more onsite and face to face engagement, e.g., meetings with staff and students
 - continual review to ensure the needs of the college are met

Discussion points included:

Whilst acknowledging that governors were volunteers, self-assessment only really worked if each member contributed.

It was noted that the survey remained open and those members yet to respond were encouraged to do so by 3rd October 2025.

It was **RESOLVED THAT**

- i. where possible members still to respond to the survey to please do so by 3rd October 2025
- ii. the current Committee Self-Assessment Report 2024/25 be noted and received.

9.2 Committee Terms of Reference 2024/25 & 2025/25**9.2.1 Compliance against the Committee Terms of Reference 2024/25**

The Committee considered compliance against the Terms of Reference for 2024/25 (circulated, document Sept 25/9).

2 members responded which is an increase on the previous year, of one response, whilst noting changes to the membership during 2024/25.

One was a member of the Committee for the whole of the 2024/25 academic year; one joined the Committee in March 2025.

The Chair requested that members yet to respond to the survey do so.

Subsequent to the meeting further responses were received (a total of four)

The report indicated overall satisfaction that the ToR for 2024/25 were complied with.,

It was **RESOLVED THAT** assessment of performance against the Terms of Reference for 2024/25 confirmed that they been met.

9.2.2 Terms of Reference 2025/26

The Committee reviewed the Terms of Reference for 2024/25 to determine applicability for 2025/26 (circulated, document Sept 25/9).

In responding to the assessment of compliance with the Terms of Reference members indicated satisfaction that compliance had been achieved and provided supporting evidential comments. No suggested amendments were received.

It was **RESOLVED THAT** no amends were required and the that the proposed Terms of Reference for 2025/26 be presented for Corporation approval.

25/10 POLICIES

The Vice Principal Finance and Resources provided an update report the review of policies (circulated, document Sept 25/10).

It was reported that the Committee Chair and Vice Principal Finance and Resources had discussed these policies between meetings.

FOR COMMITTEE APPROVAL

10.1 Value for Money

Roll forward of the existing policy, with one minor change on page 2.

FOR RECOMMENDATION TO THE CORPORATION FOR APPROVAL

10.2 Finance Regulations

Two changes are proposed to the **Finance Regulations**, which were previously updated in June and approved by the Board in July.

- a. Following the appointment of the Vice Principal, Finance & Resources approval limits were reviewed, and a change was proposed to the Scheme of Delegation starting on page 34.
The previous approval limits were set some time ago and were very low, leading to delay in the approval of regular invoices while second signatures were awaited. The limits now proposed would lead to more efficient processing of orders and invoices, without the loss of any financial control.
- b. Given that the approval limit for Budget Holders was proposed to increase to £5,000, the Value for Money evaluation form previously required for orders or expenditure over £3,000 would now be completed only for items in excess of £5,000. This change was reflected on page 8 of the Finance Regulations.

Discussion points

Finance Regulations

Proposed limits appeared suitable.

It was agreed that from a policy perspective they appeared reasonable, however, from a practical perspective what were the volumes/values mix? e.g., where the threshold increases from £12.5k to £50k

The auditors expressed concern that one individual would have the authority to sign off on £50k expenditure. There would be an expectation of a second signatory.

It was confirmed that sign off responsibility would involve two signatories.

It was commented that the documentation did not make this clear.

It was acknowledged that there were two competing perspectives – assurance (more than one signatory) and practicalities in terms of volume/operational impact.

It was suggested that it would appropriate to include in the narrative, the comparative data on previous volumes/values against what was proposed.

Value for Money

In terms of the Audit Committee and Board how do governors get assurance that the VFM policy is working as intended?

It was suggested and agreed that the policies be presented again at the next meeting on 17th November 2025.

It was **RESOLVED THAT** the policies be resubmitted for consideration at the meeting scheduled for 17th November 2025.

FOR INFORMATION

25/11 DfE FUNDING ASSURANCE REVIEW

The Vice Principal Finance and Resources provided an update report the DfE Funding Assurance Review (circulated, document Sept 25/11).

The college was notified in July that it had been selected for a Funding Assurance Review of DfE funded provision for the 2024/25 funding year.

The review was carried out by KPMG. Funding Reviews are carried out either on a random basis, as was the case for Hereward, or due to the risk profile of the organisation. The outcome of a Funding Review would be either Satisfactory or Unsatisfactory.

Draft Outcome

At a closure call on 16th September, KPMG stated that the conclusion for 16-19 Study programmes and ASF funding was Satisfactory. KPMG do not carry out final analysis on the Bursary work as this reverts to the DfE.

A number of issues were flagged and points raised by KPMG were addressed by the team:

Study Programmes:

- One learner previously identified as part-time was actually on a full-time Study Programme. This will be corrected.
- Conditions of Funding letters issued to confirm whether learners are studying GCSE or Functional Skills were issued in December. KPMG considered that they should have been prepared earlier. This would be addressed during 2025/26.

ASF learners:

- One learner stated that they had not previously studied a course, but the central Provider Learning Record suggested that she had done so. The team contacted the learner, who was able to confirm that she had not completed this course. This was fed back to KPMG.

Bursary learners

- Calculations of Free School Meals take up had not correctly been calculated for sampled learners.

The college had been notified 29 September that more work was required in relation to the bursary (100% testing).

Discussion points

The auditors commented that the bursary audits were proving a challenge in all colleges.

The issue of the conditions of funding letters was raised. The reasons as to why the letters were not issued earlier was queried.

It was acknowledged that the prompt issue of the letters could have been better. However, the learners would be really clear that they had been put on the correct course.

It was agreed that the reason for the delayed communication would be confirmed **[ACTION]**

It was **RESOLVED THAT** the update report on the DfE Funding Assurance Review be noted and received.

25/12 INTERNAL AUDIT**12.1 Internal Audit Review – Cyber Security**

Mr Clark presented the Cyber Security report (circulated, document Sept 25/12)

The purpose of the review was to assess whether there were appropriate controls in place to mitigate the loss of business-critical information due to a cyber-attack or failure of key systems/suppliers.

OVERALL ASSURANCE CONCLUSION:	SUBSTANTIAL	
Recommendations:	2 x MEDIUM	
Benchmarking Data (average):	4 x medium	1 x low
Areas of Good Practice:	13	

It was confirmed that following the review ESET encryption was now in place.

Discussion points:

Disaster recovery – presumption it was outside of scope.

It was reported that in terms of the disaster recovery the college had completed a tabletop exercise which was discussed as part of the review and addressed the points raised by the auditor.

There was discussion of the recommendation relating to establishing a mandatory requirement that suppliers evidence their cyber security credentials. It was suggested to be pertinent on the understanding that the issues experienced by companies such as Marks and Spencer had originated through the supply chain. It was important that the college consider who was in the supply chain and what risks/issues could they cause?

It was confirmed that the benchmarking data provided suitable reassurance, and that this detail was found to be useful.

The suggestion of governors as part of the supply chain was raised and if the scope had covered processes such as how governors gain access, for example to the admin control system and their inclusion in phishing email testing.

Reference was made to the graphic on page 6 of the report – NCSC 10 steps to Cyber Security which showed the areas of strength and where control improvement might be possible.

It was confirmed that the review had looked at access management.

It was further confirmed that governor emails had been provided for inclusion in the college phishing email campaign.

There was detailed discussion of the use of phishing emails, security and what level of assurance was actually possible. This included acknowledgement of system parameters that could possibly be determined by individuals.

It was **RESOLVED THAT** the Cyber Security audit report be noted and received.

12.2 Wbg Annual Internal Audit Report 2024/25

The Committee considered the Annual Internal Audit Report provided by Wbg (circulated, document Sept 25/13).

The report concluded that the auditors were satisfied that sufficient internal audit work had been undertaken to allow them to draw a conclusion as to the adequacy and effectiveness of Hereward College's (the College) risk management, control and governance processes.

In their opinion, Hereward College did have adequate and effective risk management, control and governance processes to manage its achievement of the College's objectives at the time of their audit

work. In their opinion, the College has proper arrangements to promote and secure value for money.

Their fieldwork was carried out between November 2024 and July 2025, and they had not undertaken any further internal audit assignments at the time of the report.

Attention was drawn to the benchmarking data where the college had received a lower number of recommendations compared to the average in similar audits (11 versus 14).

It was **RESOLVED THAT** the Internal Audit Service Annual Report 2024/25 be noted and received.

12.3 Wbg Progress against Annual Plan 2025/26

Mr Clark presented an update on progress against the Internal Audit Plan 2025/26 (circulated, document Sept 25/14).

Two of the six planned reviews had begun week commencing 29th September 2025.

The third review was planned for November 2025, with the remaining three scheduled for March 2026.

It was **RESOLVED THAT** the Progress against the Annual Plan 2025/26 be noted and received.

25/13 DRAFT AUDIT COMMITTEE ANNUAL REPORT 2024/25

The Committee considered the draft Audit Committee Annual Report 2024/25 (circulated, document Sept 25/15).

The report detailed

- Corporation membership and attendance data, with average attendance of 83% for the 2024/25 year.
- Consideration of five internal audit/advisory reports, findings and recommendations
 - 13 recommendations (high, medium or low) compared to 7 in 2023/24.
 - Benchmarking data.
- Risk Management - consideration and discussion of risk management.
- Internal Audit Service assurance opinion.
- Financial Statements and Regularity Auditors opinion.
- The Audit Committee's opinion on the adequacy and effectiveness of the College's arrangements, its framework of governance, risk management and control, and its processes for securing economy, efficiency and effectiveness.

It was noted that the final version of the report would be presented at the next meeting of the Committee in November 2025.

It was **RESOLVED THAT** the draft Annual Report of the Audit Committee 2024/25 be noted and received.

25/14 PROGRESS AGAINST THE AUDIT RECOMMENDATIONS

The Vice Principal Finance and Resources presented a report which set out progress against audit recommendations (circulated, document Sept 25/16).

The report contained those 2023/24 recommendations brought forward by Wbg and Murray Smith, and the outstanding recommendations from 2024/25.

The report confirmed that there were four actions in progress.

Discussion points

Disappointment was expressed at the response of the payroll provider; that the college should communicate directly with the software provider.

It was **RESOLVED THAT** the Progress Against Audit Recommendations report be noted and received.

25/15 DRAFT MONTHLY MANAGEMENT ACCOUNTS: Month 12

The Vice Principal Finance and Resources presented the **draft** Monthly Management Accounts: Month 12 (circulated, document Sept 25/17).

Year-end adjustments for outstanding items were being processed at the time of writing, and the final full year out-turn would be confirmed in November.

This was the financial report for the 2024/25 financial year.

- Financial Health was currently forecast to remain at Outstanding, but subject to final adjustments.
- The non-consolidated pay award of £500 pro-rata approved by the Board was incorporated.
- The cash balance at the end of July 2025 was confirmed.
- Banking Covenants had been met.
- Capital expenditure to date totals were provided and included qualifying expenditure for the FE College Condition Allocation grant.

Discussion/feedback points included:

It was commented that the reports demonstrated tight control of the finances, especially meeting targets after the non-consolidated pay award.

The capital position was queried as it appeared to show quite a significant overspend (almost 10%)

It was confirmed that the college had received a capital grant during the year, this was shown at the bottom of page 7. It was recognised that this might not have been clear.

It was reported that although there was an overspend it was not as high as it appeared due to the qualifying expenditure from the capital grant (detail was provided).

It was suggested that this be presented slightly differently to provide clarity, e.g., enabling the reader to match the grant to the expenditure. **[ACTION]**

It was commented that there was no recollection of having received a grant in recent times.

It was reported that the current qualifying methodology based on learner numbers did not work in favour of the college. Previously it had been on space.

It was **RESOLVED THAT** the **draft** Monthly Management Accounts: Month 12 be noted and received.

25/16 VALUE FOR MONEY

The Vice Principal Finance and Resources presented a report (circulated, document Sept 25/18) which provided details of key activities that had been undertaken over the previous year with the aim of securing value for money.

The key objectives of the policy were confirmed.

Key actions taken during the year include:

- Tenders undertaken for security, catering and cleaning outsourced services.
- Annual review of existing contracts.
- Planned preventative maintenance and capital programme projects aimed at reducing recurring revenue costs or emergency repair costs including replacement of inefficient equipment.
- Summer capital accommodation works.

It was suggested that whilst the report included input from various budget holders the current format of the report could be reviewed to include more financial data.

Discussion/feedback points included:

It was queried whether there would further consideration around agency costs as it appeared that this was an area of overspend

It was suggested that additional comment could be included relating to ensuring that appropriate rates were being paid.

Developments had included two formal contractual relationships with large agencies who were working with the college on a 'temporary to permanent' basis, which provided a much-improved position to that of the previous year.

It was suggested that the format of the report could include detail on the actions the college was taking to achieve cost savings rather than a commentary on how much had been saved. It could also include detail on levels of spend that had been or could be put out to competition.

It was commented that the narrative was helpful.

It was suggested that the report could provide additional assurance to the Committee on what proportion of spend had gone through this VFM principle in terms of our contracts and what it means practically e.g., x% of annual spend was run through the VFM principles. **[ACTION]**

It was **RESOLVED THAT** the Annual Report on Value for Money 2024/25 activities be noted and received.

25/17 GIFTS AND HOSPITALITY

The Disclosure of Gifts and Hospitality document was received (circulated, document Sept 25/19).

It was noted that the information on the requirement to declare the receipt of gifts or hospitality was contained within the Corporation Standing Orders, Financial Regulations and Staff Handbook.

It was reported that there had been no declarations of the receipt of gifts or hospitality.

It was confirmed that under the provisions of the college policies the staff were expected to notify the Director of Governance of receipt of gifts with a value of over £25.

It was **RESOLVED THAT** the Disclosure of Gifts and Hospitality update be noted and received.

25/18 ANY OTHER BUSINESS

The Chair confirmed that as a result of the recent governor recruitment campaign Mr Angliss would be stepping down from the Audit Committee to serve on another committee. It was commented that as part of good governance critical insight from non-finance specialists was important. The Chair thanked Mr. Angliss for his contribution to the work of the Audit Committee.

25/19 DATE OF NEXT MEETING

The date of the next meeting was confirmed as 17th November 2025.

There was further discussion of this meeting being held in person.

[ACTION]

25/20 PERFORMANCE REVIEW OF INTERNAL AUDITORS

Prior to the meeting Committee members were requested to consider and evaluate the performance of the IAS against the quantitative and qualitative KPIs (circulated, document Sept 25/20).

Members were requested to provide detail in support of their evaluation.

It was noted that the report distributed provided feedback from the staff involved in the internal audits completed in 2024/25.

Additional feedback relating the Cyber Security review was confirmed. This would be added to the report.

[ACTION]

Discussion points included:

Inclusion of the Audit Chair in the planning stages for the design of the annual internal audit plan
Specialist support provided in anticipation of the DfE Funding Assurance Review

The Vice Principal Finance and Resources and Director of Governance would provide the completed document to the Chair of the Committee. The Chair of the Committee would provide the feedback to Wbg.

[ACTION]