



Audit Committee

Minutes of the meeting held on the 4 March 2026

Present: Sara Atkinson, Diana Hoskins, Dr Geetha Karunanayake (virtual), Cllr Denise Thompson, Trevor Wray (Committee Chair / Vice Chair of the Corporation)

In attendance: Colin Peaks (Principal), Laura Revill (Director of Resources), Laura Skarratt (Governance Professional)

23. Apologies for absence (agenda item 1)

Resolved: No apologies for absence were received.

24. Declarations of interest (agenda item 2)

Resolved: No declarations of interest were received.

25. Minutes of the previous meetings: 12TH November 2025 (agenda item 3)

Resolved: The minutes of the meetings held on 12th November 2025 were received and confirmed, the Chair was authorised to sign.

26. Matters Arising from the Minutes / action schedule (agenda item 4)

The Director of Resources advised that the DfE contacted the College last week regarding the financial statement as a paragraph from the external auditors had been omitted. This was confirmed to be an error of the external auditor, and a corrected version has been provided and forwarded to the DfE with apologies. The paragraph related to the college's status as a going concern, which in previous years was a non-standard statement (owing to academisation plans).

The Chair questioned how the error had arisen. The Director of Resources confirmed that the non-standard paragraph had been deleted but hadn't been replaced with the standardised wording. This was an oversight on the part of the external auditors.

Resolved: All other matters arising from the minutes / action schedule are complete.

27. Audit Committee Commissioned Business (agenda item 5)

The Chair advised the committee that the EHCP scrutiny has been delayed but gave assurance that this would be completed. He sought update on the two other areas of scrutiny planned.

The Governance Professional advised that Andrea Page had volunteered to complete the inclusion scrutiny at the recent Quality and Standards committee, and a volunteer is sought for the Employer Relations / Staff scrutiny.

Sara Atkinson volunteered to complete the scrutiny in the summer term, preferably a Tuesday or Friday (date to be agreed). The Chair expressed his thanks to Sara for volunteering to complete a second scrutiny this year.

Resolved: The Audit Committee Commissioned Business update was received.

28. Rolling Implementation of Audit Recommendations (agenda item 6)

Resolved: No updates or outstanding actions to report.

29. Financial Controls Self-Assessment (agenda item 7)

It was agreed that minute 29 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government **(SEE SECTION B)**.

30. Risk Register and BAF (agenda item 8)

It was agreed that minute 30 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government **(SEE SECTION B)**.

31. Freedom of Information Act 2000 and GDPR Requests, November 2025-February 2026 (agenda item 9)

Resolved: No freedom of information and GDPR requests have been made and no data breaches to report.

32. Policies:

- a. Data Breach Policy
- b. Privacy Notice Student Applicants
- c. Data Protection Policy
- d. Data Retention Policy *(no changes)*

The Assistant Principal advised that policies A-C have been reviewed and updated with modernised, inclusive language from the new inspection framework.

The Chair noted that the policies are on the fourth and fifth versions, questioning if a full revision is required or will be due. The Assistant Principal advised that there are fit for purpose and would not require a more significant update unless there were external changes requiring this.

The Principal advised that at a recent meeting with Eversheds, they had advised that they have a high volume of cases relating to SA requests and GDPR requests. Due to the growing use of AI tools, there is a significant increase in the volume of requests being submitted and this trend is expected to continue as AI becomes more widely adopted and its capabilities expand over time.

The committee agreed to recommend all policies to the Corporation for approval.

Recommended: The following policies were recommended to the Corporation for approval:

- a. Data Breach Policy
- b. Privacy Notice Student Applicants
- c. Data Protection Policy
- d. Data Retention Policy

33. Any Other Business (agenda item 20)

Resolved: No other business was received.

34. Confidential items (agenda item 21)

Resolved: It was agreed that minutes 29 and 30 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government and associated reports are therefore not available for circulation to the public, college staff or students (excluding senior post holders).

35. Date of next meeting (agenda item 22)

The Chair advised that the next meeting is due to be held on the 10th June and requested a new date to be agreed. The Director of Resources to update the external auditor on new date.

Resolved: The date of the next meeting was agreed to be held on the 2nd June 2026.

Action schedule:

Min. no.	Title	Action by	Action
30	Risk Register and BAF	Principal	Update to wording of BAF Appendix B, as per minute.
		Director of Resources	Renewable energy update to next Audit committee meeting (June 2026).
35	Date of Next Meeting	Director of Resources	Contact External Auditor to advise of new meeting date.

Audit Committee**Confidential Minutes of the meeting held on 4 March 2026**

It was agreed that the following minutes should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government and associated reports are therefore not available for circulation to the public, college staff or students (excluding senior post holders).

Approved