

**Minutes of the Audit Committee meeting
Tuesday 4th March 2025
Bedford College, Cauldwell St, Boardroom
16:00**

Members Present: Luke Ferebee (Chair)
Ann Harris
Dennis Buckley
Lee Fellows

In attendance: Gulam Fatima (CFO)
Ryan Pearce (Scrutton Bland)
Sara Gonzalez (Senior Governance Co-ordinator) (Minutes)
Yiannis Koursis (CEO)

A/01/25 Apologies for absence and declarations of interest

Apologies: N/A

Declarations of Interest: Revised date for the Audit Committee meeting in June from 11th to 3rd.

A/02/25 Matters arising not covered elsewhere on the agenda

Internal and External Audit Strategies to take place during the Summer Term. Lee pointed out that the internal audit scope should be dynamic, adjusting throughout the year as risks evolve.

1. Should happen as and when it is required.
2. Review of large capital projects. Previously, Resources committee would approve the project and Audit would review the post-completion reports. The Chair suggested the Committee to keep it as it is. The Committee agreed.
3. Action log actions were discussed and reviewed. The Committee asked if there is enough resource to support the DPO, CFO confirmed there is not. The outstanding points in the GAP analysis have been prioritised based on severity and DPO will bring a regular update to the Audit Committee to give assurance on progress.

ACTION: Senior Governance Coordinator to review the Action Log – accountability to those with open actions.



A/03/25 Progress on internal audit recommendations

The DPO will be attending the June meeting.

A/04/25 Internal Audit reports

The Committee discussed the outcomes of the two internal audits: HR Performance Management (significant assurance) and Cyber security (reasonable assurance).

Regarding HR Performance Management:

Good report overall. However, it shows that HR needs to provide management information into management. The HR performance management should be done on a timely basis, as the rate of completion for documents (performance, probation, etc) is lower now than 2 years ago. The Committee discussed that the HR Department has the data but there is no HR reaction to the lack of action (action 1). The Group commented the need of a quality level on the process as well as adding consequences and accountabilities to the report.

Objectives are good but the Committee requested an action plan and a notification when actions have taken place and the outcomes.

On the report, all due dates are all May 2025 and the Executive team is unsure if there will be resources enough to achieve them.

There is no management response on the document (agree, partially agree, partially disagree, disagree). It would be helpful if the auditor reflected on the previous audits' actions.

LeF requested to add another recommendation into the list: to measure the results of the actions (quality management) how is it checked? LeF believed that the document should not be approved until the action plans are agreed.

Regarding Cyber Security:

The Committee had a discussion on the historical audits and issues on cyber security. Governors had a strong opinion on the need to cover more areas on the report and the actions required from it. There should not be a problem on adding more days to the audit in order to allow them to check all required topics (action 2). Given that the structure of the TBCG has changed in the past couple of years, the way IS/IT works should be safer.

The Committee had two comments flagged on the report. The first one was regarding the due date for the risks to be mitigated. April 2025 to solve the high risk is viable, as the number of systems has gone down from 600 to 200 in less than 2 weeks. The



second one was regarding the repeating offenders and the wording on 'offering training', as it should be mandatory to everyone (action 3).

ACTION1: Executive in charge (HR) to follow up on recommendations / actions and plan to measure the outcome.

ACTION2: Management determines the scope. Then give Audit committee members the opportunity to comment before progressing the audit.

ACTION3: on recommendation number 3 in the cyber security audit to make sure the training on cyber security is completed by both staff and governors.

A/05/25 Risk Register update

The CEO noted that TBCG has not been good at defining and differentiating Business continuity, Cyber and Disaster recovery.

The Chair flagged that he would like to see opportunities as well as risks on the report.

AH had detailed comments on the risk register. She will be sending them through to Gulam (copying the committee into the email). AH will be sharing a document on risk appetite with CEO and CFO for an internal exercise.

LeF would like to see a plan on the risk register to understand that individuals are accountable for their actions. Also, he would like to know if there is a risk health check and if it is being reviewed accordingly by the Executive team.

AH believes TBCG needs external support to get the risk register control, as TBCG needs to have the right accountability and enough bandwidth. LeF suggested to review the top 5 colleges in the UK and use their best practices on risk management tools.

The Audit Committee agrees that the Risk Register is not fit for purpose yet. The document shared is not showing that the most probable outcome to the risks is positive.

Agreed: The Committee requests the CFO to share a draft to the Board in March that the Risk Register document is under control.

ACTION: the CEO and CFO will share the interim document with the rest of the Executive.

A/06/25 Business continuity plan

The business continuity plan requires development. Last one was updated in 2022.



A/07/25 Minutes of the meeting of 3rd December 2024

Minutes approved

A/08/25 AOB

End of meeting: 19:20