AUDIT AND RISK MANAGEMENT COMMITTEE

Minutes of the virtual meeting held on 7 February 2023 at 4.30pm

Present virtually:	A Maltpress J Wakelam, Vice Chair	R Inman, Chair
In attendance:	A Brewster, Finance Manager A McGarel, CFO C Shepherd, FA Risk M Chatt, Deputy CFO N Savvas, CEO S Gales, Governance Professional S Graham, CPO (part)	
Apologies:	A Lynch, M+A Partners F Shippam, M+A Partners G Kerkham, Larking Gowen M Whittingham R Murray	

		Action
1.	**Declaration of Interests and Apologies for absence** J Wakelam declared her role as a Governor of West Suffolk College. No other conflicts of interest in relation to the items of the agenda were declared. Apologies were received from M Whittingham and R Murray.	
2.	**Minutes of the meeting held on 21 November 2022** The minutes of the meeting on 21 November 2022 were **agreed** as an accurate record.	
3.	**Matters Arising from meeting on 21 November 2022** All matters arising from the previous meeting were complete except MA1 and MA2 which are ongoing and will be reported at the next meeting. Trustees asked that for MA1 the FA Risk proposes which risks this would be applied to.	FA Risk
4.	**Risk Management Update** There are currently **1 red, 4 amber, 6 yellow** risks on the register. 2 risks (SAT053 and SAT047) have been removed, and 3 risks have changed post mitigation scores.	
	Trustees discussed SATR052 relating to the maturity of H&S arrangements at ASFC and queried the meaning of the action required. The CEO confirmed that this risk is no longer a concern and Trustees agreed this should be downgraded to a green residual risk.	FA Risk
	Trustees discussed SATR054 relating to insufficient transport links to support students and queried how we are funding the mitigation of this risk and if this is financially sustainable. The CEO outlined the planned mitigations and how we are working with stakeholders to ensure this is delivered in a financially sustainable way. Trustees also noted that the risk definition is not clear as to the impact of the risk e.g. deterring enrolments and/or leading to withdrawals.	
	Trustees discussed the emerging threat of AI (e.g., ChatGPT) and the threats and opportunities it poses to reliable models of assessment as AI raises the risk of possible plagiarism and is a risk affecting the wider sector, and queried whether this should be a risk on our register. The CEO agreed this should be added to the risk register.	FA Risk
	Trustees discussed SATR050 and queried whether this a risk which is particularly pertinent to SAT, or whether this is a more generic sector-wide hazard risk which could	CFO

be removed or perhaps sectioned into a separate section with an annual report from the risk owner on progress. The CFO to consider and propose.

The Governance Professional noted the request from the Finance Committee that, where appropriate, the risk names be aligned on the risk registers of SAT and WSC. Trustees agreed with this request and asked the FA Risk to action. **FA Risk**

Trustees discussed SATR051 relating to inaccurate data and inability to access information systems and queried whether this risk which is particularly pertinent to SAT or is an operational frustration. The CEO explained that our data systems are compliant but there are single points of failure, and the multitude of data systems are not conducive to growth of the Trust. The FA Risk to update the risk name to describe the risk more accurately. **FA Risk**

Trustees commended the report and noted the usefulness of reporting on the feedback from the Committees review of the Risk Register extract.

5. <u>Audit Recommendations Tracking Report</u>

Trustees received and considered the summary report provided. A McGarel summarised the progress on the recommendations and noted 4 remain ongoing.

Trustees discussed the recommendations relating to Schools Choice and queried how these actions will be concluded. The CFO informed that we have communicated with Schools Choice that the standard of service has not been to the standard required and we are exploring the best solution going forwards.

Trustees discussed whether the Trust should undertake a specific risk appetite exercise, and **agreed to recommend to the Trust Board** that it establish a task and finish group to develop the risk appetite. **CFO**

6. <u>Review of Committee membership, skillsets and training requirements</u>

Trustees received and considered the report provided. Trustees discussed whether there is need to appoint additional Committee members, there was agreement that here is sufficient members at present but further members would be welcomed.

S Graham joined the meeting at 5.23pm

7. <u>GDPR Update</u>

Trustees received and considered the report provided. The CPO noted that since the previous update, there have been 6 GDPR data breaches of which 2 were at ASFC and 4 were at OSFC (all of which have been investigated and any actions required have been carried out), 1 Data Subject Access Request (which was responded to within the legal time frame) and 1 Freedom of Information requests.

The CPO summarised the detail of the Data Subject Access Request and the advice received to support the processing of this request.

Trustees discussed the suspected data breach by Schools Choice and noted this adds further concern to the standard of the service they are delivering.

11. <u>Any Other Business</u>

No items.

The meeting closed at 5.32pm