

BOARD OF MANAGEMENT

Audit and Risk Committee

Tuesday 2 December 2025 at 4.30pm in room K-TO-226 and via MS Teams



Minute of the Audit & Risk Committee meeting held on Tuesday 2 December 2025 at 4.30pm in Room K-TO-226 Kingsway Campus and via Microsoft Teams.

PRESENT: Helen Honeyman (Chair Audit) Richard Gordon
Brian Mooney Jenna Lawrence

IN ATTENDANCE: Stuart Inglis (Henderson Loggie)
Michael Speight (Forvis Mazars) Konzekerani Chigwenembe (Forvis Mazars)
Ruth Holland (Forvis Mazars)
Steve Taylor (Vice Principal Support and Organisation)
Nicky Anderson (Director of Finance)
Megan MacQueen (Executive Coordinator) Holly Farningham (Finance Manager)

1. WELCOME

H Honeyman welcomed members of the Audit & Risk Committee and J Lawrence to her first Audit and Risk committee as the elected staff member on the board.

It was confirmed that an independent meeting with audit representatives had been held directly prior to the meeting.

2. APOLOGIES

Apologies were noted from C Cussick, K McIntosh and D Archibald

3. DECLARATIONS OF INTEREST OR CONNECTION

No declarations of interest or connection were noted.

4. MINUTE OF THE PREVIOUS MEETING

The minutes of the Audit and Risk Committee meeting held on 23 September 2025 were approved as an accurate record.

5. MATTERS ARISING

The matter arising in relation to Cyber Security training had been raised but not progressed. This would remain under review.

6. AUDIT & RISK COMMITTEE ANNUAL REPORT TO THE BOARD

The Committee reviewed and approved the Annual Report to the Board.

7. INTERNAL AUDIT

7.1. STUDENT ACTIVITY

S Inglis summarised the report, highlighting that this was one of the mandatory audits undertaken each year. The report had a positive outcome with some minor recommendations noted. The main aspect of the report is the management summary which was submitted to SFC and adequate procedures are in place for the recording of data.

S Inglis highlighted that the team have followed up on previous years recommendations and how credits have been adjusted. Paragraph 231 and 232 of report states the College can claim the credits as students had made the required date of the course and incorrect credits were claimed and errors were found. Full time students on FE Course equates 17 credits.

H Honeyman asked if the SFC have ever contacted asking for credits returned, due to high credit numbers but S Taylor noted it has come up in the Outcome agreement meetings with SFC and they are comfortable and have no issues due to credits being used for guidance hours i.e. student guidance and group tutor activities.

H Honeyman thanked S Inglis and the College team for the positive report.

The report was approved.

7.2. STUDENT SUPPORT FUNDS

S Inglis summarised the report on the required audit by SFC that the College and HCLA need to follow. SAAS, Bursary and EMA were all audited. Minor point on EMA covering letter to SFC and found a mis payment to EMA for £450 but has been corrected by the College.

Recommendations around updating the childcare funding policy were noted. S Inglis noted that there was a technical comment included each year around the College bank account as the required use of the government banking service did not align fully with the policy from the Awards Agency.

S Taylor stated that he would follow up with student funding team regarding the award letter recommendation as this has arisen as a recommendation and was resolved two years ago. H Honeyman passed on her thanks to team for the very positive report.

The report was approved.

7.3. FOLLOW UP SUMMARY

S Taylor presented the summary and no follow up actions at this meeting. H Honeyman noted that this was a very positive position.

8. DATA REPORTING

S Taylor provided a verbal update confirming that there had been no reportable data breaches. A recent cyber review has been completed, with results to be presented at the next meeting.

H Honeyman asked about phishing activity; R Gordon confirmed phishing remains the sector's biggest threat, but awareness campaigns and monitoring are ongoing. Increasingly complex AI-driven threats were also noted.

The update was welcomed.

9. STRATEGIC RISK REGISTER

S Taylor provided a summary, highlighting key areas of risk. Financial sustainability was noted as a significant concern and a high red risk that is subject to ongoing discussion and review as the board and Committee meetings.

Discussion took place around RAAC Risk. Further structural engineering report in October with no change with condition of RAAC in building. S Taylor confirmed there is a 'plan B' in place if RAAC situation does get worse.

Following a question from B Mooney, S Taylor highlighted the sector are awaiting the outcome of the support staff pay awards, it has already been approved by Unison and Unite; however still waiting on GMB. The pay deal has been budgeted for, and the three-year deal (if approved) would provide greater financial clarity moving forward.

The potential to include a risk on governance was discussed including the potential for this to duplicate other risks within the register. There is an increased focus on governance practice, and any additional risk would potentially focus on this and how it interacted with areas such as financial sustainability. Following discussion it was suggested that this be raised for further consideration with the Chairs' Committee. S Taylor to progress.

The risk register was approved.

10. DATE OF NEXT MEETING

Tuesday 3 March 2026 at 5.00pm in room K-TO-624, Kingsway Campus.

Action Point Summary

Action	Responsibility	Date
Chairs Committee to consider potential risk on governance practice / failures	S Taylor	3 March 2026