

**MINUTES OF THE AUDIT & RISK COMMITTEE MEETING  
TUESDAY 10 MARCH 2026 held on Teams**

Present: Ms Kate Fulker (Chair)  
Ms Debbie Townley (previously Dalzell)

In Attendance: Ms Kim Saw - Director of Finance  
Ms Claire Tait - Governance Professional  
Mr Kevin McDermott - Wbg (internal Auditor)  
Mr Chris Whelan - Chief Executive, Reigate LA

	<b>Item</b>	<b>Action</b>
1.	<b>Welcome</b> The Chair opened the meeting at 5.30pm welcoming those present.	
2.	<b>Apologies for Absence &amp; Quoracy</b> Apologies were received from Nick Clark. The meeting was confirmed as quorate.	
3.	<b>Declaration of Interests</b> No declarations of interest were made in respect of any agenda item.	
7	<p><b>Internal Audit Reports</b> This item was taken at this point in the meeting to allow KM to leave.</p> <p>The Committee received the Internal Audit Reports covering:</p> <ul style="list-style-type: none"> <li>• <b>Cyber Security</b> (Paper 4) - this review took place to assess whether there were appropriate controls in place to mitigate the loss of business-critical information due to a cyber-attack caused by a failure of key systems/ suppliers. There were six areas of recommendations, three medium and three low recommendations. The Internal Auditor explained each recommendation to the Committee who were assured that these recommendations were in hand, or plans were in place to implement changes needed to meet these recommendations by set dates.</li> </ul> <p>Trustees asked if the audit takes into consideration best practice from other clients. This is a constantly evolving area, and Wbg confirmed that as improvements and best practice is seen elsewhere this information is shared and forms recommendations.</p> <p>Trustees noted benchmarking information and asked how it was comparable to other colleges, and which targets stood out. KM confirmed that the training of staff will be essential, that the college needs to assume that a cyber attack will happen at some point and that staff need to be up to date and ready, training is the first line of defence. The cyber response plan is also important, a plan that clearly states who is responsible for contacting who in the event of a cyber-attack. The plan ought to be practiced at least one a year.</p> <p>Trustees asked about the cyber security assessment process for suppliers, and how the college can be assured of their processes. Cyber essentials is a self-assessment and a good standard to have, Cyber Essentials Plus is more expensive for companies but gives better assurance as it is a government backed scheme, if suppliers have Cyber Essentials Plus, they have a third party for an external assurance. The renewal date should be on suppliers' websites, and it would be good practice to make sure that it is renewed.</p>	

	<ul style="list-style-type: none"> <li>• <b>Artificial Intelligence</b> (Paper 5) – This review took place to assess whether there was an appropriate internal governance structure in place to support the alignment of Reigate Learning Alliance’s digital systems and services, including those relating to learning and teaching, with the Artificial Intelligence Strategy. Wbg assessed whether appropriate software and solutions were in place to measure and report on the use of Artificial Intelligence and the associated risks. There were four areas of medium risk recommendations. The Internal Auditor explained each recommendation to the Committee who were assured that these recommendations were in hand, or plans were in place to implement changes needed to meet these recommendations by set dates.</li> </ul> <p>KM left the meeting at 5.50pm</p>															
4.	<b>Minutes</b> The minutes of the previous meeting (5.11.2025) were agreed and approved as an accurate and complete record of the meeting. - <b>Paper 1</b>															
5.	<b>Summary Action List &amp; Matters Arising</b> The ‘ <i>Summary Action List</i> ’ was received (Paper 2) and reported on the following action points from the previous meeting: <table border="1" data-bbox="312 837 1331 1314" style="margin-left: 20px;"> <thead> <tr> <th>MIN REF</th> <th>ACTION POINT</th> <th>REVIEW</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Financial Audit</td> <td>GM was asked to quote the full reserves under ‘withholding operational reserves’ rather than the one-year surplus.</td> <td>Complete</td> </tr> <tr> <td>GM to add committee members to the Buzzacott mailing list as requested</td> <td>Complete</td> </tr> <tr> <td>Risk Register</td> <td>CW to rationalise risks #6 and #22</td> <td>Complete</td> </tr> <tr> <td>Committee assurance assessments</td> <td>CT to share with the Chair the Finance Committee assessments shortly after their meeting on 1 December 2025.</td> <td>Complete</td> </tr> </tbody> </table>	MIN REF	ACTION POINT	REVIEW	Financial Audit	GM was asked to quote the full reserves under ‘withholding operational reserves’ rather than the one-year surplus.	Complete	GM to add committee members to the Buzzacott mailing list as requested	Complete	Risk Register	CW to rationalise risks #6 and #22	Complete	Committee assurance assessments	CT to share with the Chair the Finance Committee assessments shortly after their meeting on 1 December 2025.	Complete	
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6.	<b>Audit Progress Report</b> The Committee received for review the ‘Audit Progress Report’ (Paper 3)  KS confirmed that the two points from the audit last year last year have been dealt with and closed.															
7.	<b>Internal Audit Reports</b> Covered at the beginning of the meeting to allow KM to leave.															
8.	<b>Review the School Resource Management Checklist</b> Trustees discussed the questions which were answered as ‘in part’ noting the following: <ul style="list-style-type: none"> <li>- The new digital standards: The College must be compliant by 2030.</li> <li>- Procurement procedures are being reviewed following the introduction of the Procurement Act 2023, the Finance Committee has been reviewing limits to ensure they are in line with the new act. This will be complete by the end of the year.</li> <li>- The Senior Post Holder Policy is in the process of being written and approved.</li> </ul> <p>Trustees were happy with the responses as they stand for submission.</p>															

9.	<b>Compliance with Academy Trust handbook</b> The Committee received assurances for compliance with the Academy Trust Handbook (Paper 7) noting the same points as discussed under the school resource management self-assessment checklist.																										
10.	<b>Meeting digital and technology standards in schools and colleges</b> The DfE have issued a set of standards for schools and colleges to adhere to by 2030, There are six core standards and six additional standards. The College aims to adhere to all twelve and is in the process of working through each standard to plan the work needed to meet each standard. Some of the standards will cost money and will be added to next year's budget.  One of the standards deals with Governance oversight and will be brought to Trustees when the standards have been considered. It was agreed that this committee would have oversight of these standards once a year. <b>Action: CT</b> to add this to the annual planner. <b>Action: CT</b> to add to the next agenda for Helen Fayers to come to the next meeting to discuss progress on this.			CT CT																							
11.	<b>Risk Register &amp; Committee Board Assurance Assessments</b> (i) Under the Board Assurance Framework (BAF), each Committee is asked to conduct at the end of their meeting an assessment on their level of assurance agreed against each report received (including briefings and verbal updates), and for the assessment to be reported to the Audit Committee and Trust Board.  The following Board Assurance assessments were noted: <b>a. LOCAL GOVERNING BODY MEETING 3 February 2026</b> <table border="1" data-bbox="300 1003 1284 1417"> <thead> <tr> <th data-bbox="300 1003 496 1346">Agenda item number</th> <th data-bbox="499 1003 770 1346">Subject</th> <th data-bbox="774 1003 965 1346">RAG rating</th> <th data-bbox="968 1003 1284 1346">Any recommendation(s) or action(s) arising from discussions on the agenda item. Any comment(s) on the quality of the paper(s)/presentation(s) made available for the agenda item.</th> </tr> </thead> <tbody> <tr> <td data-bbox="300 1350 496 1417">7</td> <td data-bbox="499 1350 770 1417">Self-Assessment Development Plan</td> <td data-bbox="774 1350 965 1417">Amber</td> <td data-bbox="968 1350 1284 1417">This continue to be work in progress</td> </tr> </tbody> </table> <b>b. FINANCE COMMITTEE MEETING 3 March 2026</b> <table border="1" data-bbox="300 1518 1345 2060"> <thead> <tr> <th data-bbox="300 1518 454 1883">Paper number</th> <th data-bbox="458 1518 665 1883">Subject</th> <th data-bbox="668 1518 834 1883">Board Assurance (yes/no)</th> <th data-bbox="837 1518 965 1883">RAG rating</th> <th data-bbox="968 1518 1345 1883">Any recommendation(s) or action(s) arising from discussions on the agenda item. Any comment(s) on the quality of the paper(s)/presentation(s) made available for the agenda item.</th> </tr> </thead> <tbody> <tr> <td data-bbox="300 1888 454 1955">2a and 2b</td> <td data-bbox="458 1888 665 1955">Management accounts</td> <td data-bbox="668 1888 834 1955">Yes</td> <td data-bbox="837 1888 965 1955">Green</td> <td data-bbox="968 1888 1345 1955"></td> </tr> <tr> <td data-bbox="300 1960 454 2060">3</td> <td data-bbox="458 1960 665 2060">Financial Regulations 2026/27</td> <td data-bbox="668 1960 834 2060">Yes</td> <td data-bbox="837 1960 965 2060">Amber</td> <td data-bbox="968 1960 1345 2060">Subject to changes discussed in the meeting</td> </tr> </tbody> </table>			Agenda item number	Subject	RAG rating	Any recommendation(s) or action(s) arising from discussions on the agenda item. Any comment(s) on the quality of the paper(s)/presentation(s) made available for the agenda item.	7	Self-Assessment Development Plan	Amber	This continue to be work in progress	Paper number	Subject	Board Assurance (yes/no)	RAG rating	Any recommendation(s) or action(s) arising from discussions on the agenda item. Any comment(s) on the quality of the paper(s)/presentation(s) made available for the agenda item.	2a and 2b	Management accounts	Yes	Green		3	Financial Regulations 2026/27	Yes	Amber	Subject to changes discussed in the meeting	
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	4	Charging Policy 2026/27	Yes	Amber	Subject to changes discussed in the meeting																					
	5	College Deposit Policy 2026/27	Yes	Green																						
	6	Review of Contracts	Yes	Green																						
	<p>(i) The Committee received for termly review the Risk Register 2025/26 (<b>Paper 10</b>)</p> <p>There were no material changes to the risk register, none of the levels had changed. Trustees <b>resolved to note</b> the Risk Register.</p>																									
12.	<p><b>Complaints Policy</b>          Trustees received for review at the meeting the updated Complaints Policy (Paper 11) which reflects the DfE model policy, with the main changes being who can complain and the types of complaints the policy. Trustees were reassured that this policy follows the DfE model, it was agreed that Trustees would review the policy after the meeting and agree this via email for recommendation for approval by the Trust Board.  <b>Action: Trustees</b> to approve the policy for recommendation to the Trust board for approval.          POST MEETING UPDATE: It was confirmed that the DfE model policy does not apply to 16-19 years settings and as such a revised policy would be presented at the next meeting.</p>					KF DT																				
13.	<p><b>GDPR</b>          Trustees were informed that there was nothing new to report on compliance with GDPR, and that no data breaches that have occurred.</p>																									
14.	<p><b>Audit &amp; Risk Committee Board Assurance Assessments</b>          Termly board assurance assessments for those areas of the BAF that fall under the committee's responsibility - <b>Paper 10</b></p> <table border="1"> <thead> <tr> <th>Paper number(s)</th> <th>Subject</th> <th>Board Assurance (yes/no)</th> <th>RAG rating</th> <th>Any recommendation(s) or action(s) arising from discussions on the agenda item. Any comment(s) on the quality of the paper(s)/presentation(s) made available for the agenda item.</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>Audit Progress Report</td> <td>Yes</td> <td>Green</td> <td></td> </tr> <tr> <td>4</td> <td>Internal Audit report – Cyber Security</td> <td>Yes</td> <td>Green</td> <td></td> </tr> <tr> <td>5</td> <td>Internal Audit report – Artificial Intelligence</td> <td>Yes</td> <td>Green</td> <td></td> </tr> </tbody> </table>					Paper number(s)	Subject	Board Assurance (yes/no)	RAG rating	Any recommendation(s) or action(s) arising from discussions on the agenda item. Any comment(s) on the quality of the paper(s)/presentation(s) made available for the agenda item.	3	Audit Progress Report	Yes	Green		4	Internal Audit report – Cyber Security	Yes	Green		5	Internal Audit report – Artificial Intelligence	Yes	Green		
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	6	School Resource Management Checklist	Yes	Green			
	7	Compliance with the ATH	Yes	Green			
	8	Meeting digital and technology standards	Yes	Green			
	9	Committee BAFs	Yes	Green			
	10	Risk Register	Yes	Green			
	11	Complaints Policy	Yes	Amber	Not yet approved		
<b>15.</b>	<b>Any other business</b> None						
<b>16.</b>	<b>Meeting Review</b> No issues identified						
<b>17.</b>	<b>Dates of next meeting</b> Tuesday 16 June 2026 at 5.30pm						

The meeting was closed by the Chair at 6.25pm.

MIN REF	ACTION POINT	REVIEW
10	CT to add monitoring of Digital standards to the annual planner	
10	CT to add to the next agenda for Helen Fayers to talk about progress on the new Digital Standards	