

THE BOURNEMOUTH AND POOLE COLLEGE

MINUTES OF THE MEETING OF THE AUDIT & RISK COMMITTEE HELD ON 25 NOVEMBER 2025

Members Present:		
Ian Jones	Board Member & Chair of the Committee	Apologies
Saba Rubaei	Board Member	
Professor Elizabeth Mytton	Board Member	
Sharon Jones	Board Member	
Sarah Hutchings	Chief Operating Officer	
Finance & Resources Committee Members present:		
Mike Kennedy	Board Member & Chair of the F&RC	For items 001-005
David Ford	Board Member & Chair of the Corporation	For items 001-005
John Dale	Board Member	For items 001-005
Phil Sayles	Board Member & Principal & CEO	For items 001-005
In attendance:		
Chris Mantel	Alliotts (External Auditors)	
Daniel Hussain	Validera (Internal Auditors)	
Gavin Shirley	Director of MI & Funding	
Karen Hancock	Director of Finance	
Marianne Barnard	Director of Governance	

PART A

		Actions
001-2526	APOLOGIES FOR ABSENCE Apologies were received from Committee Member Ian Jones.	
002-2526	DECLARATIONS OF INTEREST There were no declarations of interest noted.	
003-2526	PART A MINUTES OF THE LAST MEETING & MATTERS ARISING RESOLVED: The committee reviewed and approved the Part A minutes of the Audit and Risk Committee meeting held on 10 June 2025, as a correct record.	
004-2526	FINANCIAL STATEMENTS AUDIT The following were received from Alliotts, the External Auditors: i) The Management Report for the year ended 31 July 2025 Alliotts reported that the audit process had been smooth, with no significant matters to highlight. It was confirmed that a clean opinion would be issued on both the financial statements and regularity assurance. The only outstanding item was the conclusion of the DfE funding audit, which was not expected to materially affect the results. The COO informed the committee that the draft DfE funding audit report had very recently been	

	<p>received, with adjustments of less than £6,000, well below the materiality threshold.</p> <ul style="list-style-type: none"> ii) Letter of Representation – Financial Statements Audit – Noted iii) Letter of Representation – Regularity Assurance Engagement - Noted <p>RESOLVED: The report from Alliot's was received and noted by the committee.</p>	
005-2526	<p>FINANCIAL STATEMENTS 2024/25</p> <p>Alliotts presented the 2024/25 Financial Statements for:</p> <ul style="list-style-type: none"> i) Bournemouth & Poole College Annual Report and Financial Statements ii) Southern Educational Facilities Management Ltd Annual Report and Financial Statements iii) Southern Educational Professional Services Ltd Annual Report and Financial Statements <p>The following points were discussed by the committee: The COO explained that recent Local Government Pension Scheme (LGPS) pension valuations had resulted in a gain, but this is not recognised within the financial statements as the surplus will not be recovered through refunds from the plan.. It was also noted that there was a minor reduction in contributions confirmed by LGPS.</p> <p>The Director of Finance reported that the access and participation note calculations were nearly complete, with figures expected to be similar to the previous year, and that Alliotts would review a sample once available.</p> <p>The COO described presentational differences in subsidiary reporting, specifically the reclassification of pay costs from non-pay, which did not affect overall results but required minor adjustments in the financial statements.</p> <p>The committee queried the treatment of lagged funding in the accounts, and it was clarified that 16–19 funding was recognised as a block grant based on prior year student numbers, not as receivables for delivered services, and that the grant structure ensured income certainty and aligned with going concern considerations.</p> <p>RESOLVED: The committee agreed to recommend the Annual Report and Financial Statements for the College and the Subsidiaries, for approval by the Board.</p>	
Members of the Finance & Resources Committee left the meeting.		
006-2526	<p>APPOINTMENT OF CHAIR AND VICE CHAIR FOR THE COMMITTEE IN 2025/26</p> <p>Ian Jones was appointed as Chair of the committee for academic year 2025/26.</p> <p>Saba Rubaei was appointed Vice Chair of the committee for academic year 2025/26.</p> <p>RESOLVED: The committee agreed the appointment of the Chair and Vice Chair for academic year 2025/26.</p>	
007-2526	INTERNAL COLLEGE AUDIT PLAN	

	<p>The following were presented to the Committee:</p> <p>Internal Audit Plan 2025/25: Validera explained the risk-based approach to the internal audit strategy, incorporating the college's risk register, committee minutes, and assurance from external audit work, and the DfE funding audit.</p> <p>Proposed Audit Areas: The plan included audits of financial controls, a HR health check aligned with the new HR system, curriculum planning, and a cybersecurity controls review, with flexibility to adjust focus areas as needed.</p> <p>Student Records Audit: Validera explained that a student records audit was not proposed for the coming year due to recent DfE audit coverage and two audits conducted in 2024/25, but the committee could request its inclusion if desired.</p> <p>Committee Members discussed and approved the plan.</p> <p>Validera confirmed they would draft audit briefs for approval by the COO.</p> <p>It was also confirmed by Validera that the internal audit annual report would be completed following the work experience audit.</p> <p>It was confirmed that the internal audit reports would be presented to the committee at the next meeting in spring term 2026.</p> <p>RESOLVED: The Committee received and approved the Internal College Audit Plan.</p>	
008-2526	<p>AUDIT COMMITTEE ANNUAL REPORT</p> <p>Members reviewed the Committee's draft Annual Report to the Board of the Corporation 2024/25 and this was approved for presentation to the Board at the meeting on 11 December 2025.</p> <p>RESOLVED: The Committee received and approved the Committee Annual Report 2024/25.</p>	
009-2526	<p>REGISTER OF INTERESTS</p> <p>The Director of Governance confirmed that the Register of Interests had been updated in autumn term 2025 by all Board Members, SLT Members and other relevant staff. The updated Register of Interest was presented to the Committee for review.</p> <p>RESOLVED: The Committee received and reviewed the latest Register of Interests.</p>	
010-2526	<p>ANY OTHER BUSINESS</p> <p>There were no items of AOB.</p>	
011-2526	<p>DATE OF NEXT MEETING:</p> <p>The next meeting of the Audit & Risk Committee would be held on Tuesday 3 February 2026. The agenda would include carried-forward agenda items including the internal audit reports, a full review of the College Risk Register and the latest Cyber Report.</p>	

012-2526	EVALUATION It was noted that the Committee had undertaken the required activities.	
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