

**Minutes of the meeting of the SOUTH BANK COLLEGES AUDIT COMMITTEE
held on Tuesday 2 December 2025 4-6pm
Technopark 1B16**

Present

Steven Balmont, Chair
John Cole
Lydia Song

In attendance

Anna Bazeos, Committee Secretary
Hannah Catchpool, RSM
Simon Cruickshank, Group CFO
Chris Knell, Vice Principal for Finance and Performance
Paige Fisher-Smith, RSM
Fiona Morey, CEO (on Teams)
Jack Stapleton, KPMG

1. Chair's Business

The Chair welcomed members to the meeting and extended a special welcome to new members, Lydia and John, who were attending their first Committee meeting. No apologies were received.

2. Declarations of Interest

No interests were declared in any items on the agenda.

3. Minutes of previous meeting

Subject to amending one reference to the owner of an action in the previous minutes from HC to CK, the Committee approved the minutes of the previous meeting as a true and accurate record.

4. Matters arising

The Committee reviewed the outstanding cashflow monitoring action. The Vice Principal explained the Group's cashflow systems and the transition to a new version of the management accounts. The Committee noted concerns about the length of time required to replicate the LSBU accounts at SBC. The Vice Principal agreed to provide a further update on cashflow and the management accounts at the upcoming Board meeting.

5. Vice Principal's Report

The Committee reviewed the Vice Principal's report, including papers on Audit Systems of Internal Control and the Debt Write-Off Paper.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

6. **Financial Reporting for year-end 31 July 2025**

The Committee noted that a draft set of financial statements for the year ended 31 July 2025 was available; however, as the auditors' testing was still ongoing, the Committee would need to review a further draft before recommending the reports to the Board.

The Committee emphasised the importance of the audit work being completed by 11 December, when the University and Group accounts were scheduled for sign-off.

The Committee also noted several outstanding issues requiring urgent resolution, including reclassifications, SBC's reliance on parent group support for financial viability and in relation to the ongoing legal case. The Vice Principal would meet with the Chair separately to discuss these outstanding queries.

7. **Internal Audit**

7.1 Internal Audit Reports

The Committee reviewed five internal audit reports covering Vacancy Management, IT Governance and Risk Management, Finance Systems, IT Infrastructure, and Student Experience.

Vacancy Management

The Committee discussed the assurance ratings and questioned the Executive on whether the iTrent implementation date and the target date for transitioning to iTrent were realistic. The HR lead will report back with timelines for the two critical actions.

Action - HR (SP-W) to provide an update at the next Committee meeting.

Finance Systems

The Committee discussed the Finance Systems report, including the need for improved communication regarding the disposal of fixed assets and enhancing the finance team's awareness of processes. Progress on financial system initiatives is expected to be evidenced by the February meeting.

IT Governance and IT Infrastructure

The Committee reviewed the two IT audit reports and raised a query regarding the Cyber Policy excess. The Vice Principal will confirm the excess amount and circulate the information to the Board.

Action - CK to circulate the cyber insurance policy excess.

7.2 Internal Audit Progress

The Committee noted that the 2024-25 programme was complete and that the 2025-26 programme was underway. The Committee further noted that there were no overdue actions on the tracking report, although several actions were approaching their due dates. The Committee requested to be informed if any of these forthcoming deadlines were likely to present issues.

7.3 Internal Audit Annual Report 24-25

The Committee noted that the internal audit annual report reflected the second-highest rating of the four possible gradings. The Committee agreed that this represented a positive and encouraging overall position.

8. Audit Committee Annual Report to the Board 2024-25

The Committee noted that the report would be circulated to the Board following the meeting.

9. Any other business

There was no other business.

10. Anti-Fraud, Bribery and Corruption Report

The Committee noted that no incidences of fraud, bribery or corruption had been identified since the last meeting in June.

11. Speak Up Policy

The Committee noted that there were no matters that had been raised under the Speak up policy since its last meeting in June.

12. **SBC Risk Register**

The Committee noted the Risk Registers.

13. **Committee Forward Work Plan 2025-26**

The Committee noted the forward work plan.

Date of next meeting
Tuesday 3 February 2026 at 4pm

Confirmed as a true record



..... (Chair)