

**Minute of the Joint Audit & Risk and PIF Committees – Financial Papers
Held by Hybrid Attendance at Kilmarnock Campus
Tuesday 18 November 2025**

These minutes were confirmed via email approvals in January 2026 from members, formally proposed by Brian Green and seconded by Angela Cox.

ARC Members Present:

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| Jane Grant | Chair |
| Brian Green | Non-Executive Board Member |
| Gillian Longmuir | Non-Executive Board Member |
| Chris Boyce | Elected EIS-FELA Staff Member |
| Marko Prororic | Elected Professional Support Staff Member |

PIFCo Members Present:

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| Matthew Wilson | Chair |
| Tracey Dalling | Vice – Chair <i>From Item 6</i> |
| Alicia Clyde | Non-Executive Board Member <i>From Item 4</i> |
| Jason Currie | Non-Executive Board Member <i>From Item 2</i> |
| Janette Steel | Elected Curriculum Staff Member |
| Angela Cox | Principal, Ex - Officio |
| Lisa Keggans | Elected UNISON Staff Member |

In attendance:

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| David Davidson | Vice Principal, People, Performance and Transformation |
| Hilary Denholm | Board Governance Advisor & Minutes |
| Sara Rae | Vice Principal, Skills and Enterprise |
| Alan Ritchie | Vice Principal, Finance & Infrastructure |
| Siobhan Archibald | Wbg – Internal Auditors |
| Adrian Koloziej | Azets – External Auditors |

1. Welcome and Declarations of Interest

The Chair welcomed all present to this joint Committee meeting, and everyone introduced themselves.

There were no Declarations of Interest presented.

The meeting was confirmed as quorate (ARC members & PIFCo members voting).

2. Apologies

Apologies were received from Michael Ross (ARC Vice Chair), Darcie Hamilton (Elected Student President), Andy Reid (Azets External Auditors), and Liz Walker (Chief Financial Controller).

J Currie joined the meeting at this point.

Internal Audit

4. 2024-25 Credits / EMA / Student Funds Audit Reports (Paper 2) (P)

A Clyde joined the meeting at this point.

The Joint Committee was presented with the 2024-25 SFC student activity audit report (credits), Educational Maintenance Allowance (EMA) and Student Support Funds audit reports as part of the year end audit reporting suite.

The Joint Committee was requested to note the content of the report and consider the report conclusions when considering the Report and Financial Statements for the year ended 31 July 2025 (**Paper 5**).

As part of the 2024-25 Internal Audit Plan the internal auditors undertook audits of the following areas:

- a) **Credits** - Mandatory review of the SFC Credit (student activity) return
- b) **Educational Maintenance Allowance** - Mandatory review of the awarding and payment of EMA
- c) **Student Support Funds**- Mandatory review of the awarding and payment of Scottish Funding Council (SFC) and Student Awards Agency for Scotland (SAAS) student support funds

S Archibald from wbg took the Committee through the content of each report, highlighting the work undertaken to arrive at the following conclusions:

Credit Audit Conclusion

“The College has reasonable procedures and controls over the collection of data for the credits return and assurance can be taken that the credits count for the College is not materially mis-stated. The systems used by the College are satisfactory. The College’s credit target for the academic year 2024/25, agreed between the SFC and the College, was 111,480. The Credits claimed for the year was 111,933, this was over the target.”

Educational Maintenance Allowance Conclusion

“We have examined the books and records of Ayrshire College, including evidence of checks of 5% of applications and payments, with a sample size appropriate to the total number of applications, and have obtained such explanations and carried out such tests as we considered necessary. On the basis of our examination and of the explanations given to us, we report that the information set out in these forms is in agreement with the underlying records. We also report that, in our opinion, the College used these funds in accordance with the SFC’s conditions and the principles of the Education Maintenance Allowance (EMA) programme.

It was noted that following updated guidance there is no requirement to audit the Educational Maintenance Allowance area next year.

Action: ARC50 - A01: College to discuss alternative use of the EMA audit time and to bring suggestions to next Audit and Risk Committee meeting.

Conclusion - SFC

“We have examined the records of Ayrshire College and have obtained such explanations and carried out such tests as we considered necessary. On the basis of our examination and of the explanations given to us, we report that the information set out in these forms is in agreement with the underlying records. We also report that, in our opinion, the College used these funds in accordance with the guidance issued by the Scottish Funding Council. We are satisfied that the systems and controls of the administration and disbursement of these funds are adequate. This resulted in a £19,115 underspend that will be returned to the Scottish Funding Council.”

Conclusion – SAAS

“We have examined the books and records of Ayrshire College and have obtained such explanations and carried out such tests as we considered necessary. On the basis of our examination and of the explanations given to us, we report that the information set out above is in agreement with the underlying records and in our opinion is in accordance with the relative statutory requirements. We are satisfied that the systems and controls of the administration and disbursement of these funds are adequate.”

Members noted the conclusions reached; that there were no recommendations from the prior year, and that the auditors did not make any recommendations in relation to 2024-25.

It was noted that these positive audit results, no recommendations and strong benchmarking results are all due to consistent hard work from the staff involved in supporting these audits.

Action: ARC50 - A02: Feedback and recognition of the consistent hard work resulting in positive audit outcomes to be passed back to the teams involved.

5. 2024-25 Internal Audit Annual Report (Paper 3) (P)

S Archibald presented to the Joint Committee the 2024-25 Internal Audit Annual Report as part of the annual assurance suite of reports. The Joint Committee was requested to consider the 2024-25 Internal Audit Annual Report.

The Internal Audit Annual report recorded the following overall opinion:

“We are satisfied that sufficient internal audit work has been undertaken to allow us to draw a conclusion as to the adequacy and effectiveness of the College’s risk management, control and governance processes. In our opinion, Ayrshire College did have adequate and effective risk management, control and governance processes to manage its achievement of the College’s objectives at the time of our audit work. In

our opinion, the College has proper arrangements to promote and secure value for money. Our fieldwork was carried out between November 2024 and September 2025, and we have not undertaken any further internal audit assignments at the time of this report.”

The 2024-25 plan included the delivery of nine assignments and was delivered as agreed and without amendment. The internal auditors raised two management recommendations during their 2024-25 review process, with no high priority recommendations.

As noted in the Rolling Audit Action Plan presented to the Audit and Risk Committee, the College maintains a record of the management recommendations raised by both the internal and external auditors. The progress to address these actions is reported to each meeting of the Audit and Risk Committee.

The Joint Committees considered the 2024-25 Internal Audit Annual Report.

Date of Next ARC Meeting – Tuesday 2nd December 2025, 4pm @ Kilmarnock Campus

Date of Next PIFCo Meeting – Tuesday 18 November 2025, 5pm @ Kilmarnock Campus

P - Papers will be published on the College Website; R - Papers will not be published for reasons of commercial confidentiality or for reasons associated with data protection legislation; C/P - Confirmed minutes will be published on the College Website

RESERVED ITEMS ON THE NEXT PAGE