

<b>Directors</b>
Charlotte Power
Isabel Cherrett
Nicola Dunford – Officer in attendance
Iain Grafton – Apology Accepted
<b>In Attendance:</b>
Clerk – Sue Howard
Matt Matthew – 9.30 – 10.30

### Minutes

<b>Welcome:</b> Chair CP welcomed everyone to the meeting	
<b>Apologies:</b> Apologies were accepted from Iain Grafton	
<b>Declaration of Business Interests:</b> There were no declarations of interest declared at this point	
A12.17	<b><u>Minutes of previous meeting</u></b> The Minutes of the second meeting were approved and signed by the Chair, Charlotte Power. Part I had been made available to the Committee via the google drive prior to the meeting.
A13.17	<b><u>Matters Arising</u></b> .1 The Business Manager advised the Committee that currently the Trust has a 'two man' present rule for authorising BACS run's, although only one person has to actually authorise on Lloyds Link. This will be changed to a 'two man' authorisation via Lloyds Link for all future BACS runs, with a view to increasing to three incase of absences. The committee recommended that this is set up.  The Charity Commission CC8 checklist has been completed by the Trust Business Manager. A copy was made available for the Committee prior to the meeting. The committee reviewed the completed checklist and agreed with the answers provided. There will be an action on the Audit Committee to review the checklist annually  .2 An 'Ofsted Ready Pack' has now been produced by the Clerk and is available via the Google Drive.
A14.17	<b><u>Terms of Reference</u></b> The Committee noted that the Terms of Reference of the Audit Committee have now been approved by the Board at a meeting held on 6 March 2017.
A15.17	<b><u>External Auditor</u></b> This item will be carried forward. The Trust has a pre audit meeting scheduled with Bishop Fleming (BF) on 26 June 2017, during which an audit timetable will be produced. The Audit for the 2016/17 year is scheduled to take place towards the end of September, to allow sufficient time between the audit return and Director meetings.
A16.17	<b><u>Internal Auditor</u></b> .1 Following suggested amendments, the Committee are satisfied with the current reporting format from Internal Auditor, St. Kew Accountancy.  .2 The Business Manager had produced a summary master report for the Committee, from the reports provided by St. Kew following visits to all the schools, except Landscape. Administrators will receive copies of this immediately, so that actions will begin to be addressed and the reviewed at the next Admin Meeting to be held in July. The Business Manager will add "Audit Assurance Levels" to the report columns and include target dates for recommendations. Definitions relating to the recommendation priority and audit assurance levels are to be provided.

	<p>A number of updates are required to the Trust Financial Procedures Manual. These include educational visits, managing debtors in relation to school meals and management of preschool places. <b>Action MM and SH</b></p> <p>The Committee were advised that recommendations following the internal audit visit that focused on Payroll had been completed, apart from just one in relation to the filing of records. This is being addressed and the Committee will be updated accordingly.</p> <p>The Business Manager said that an investigation had recently been carried out by two of the school administrators regarding 'Online Cashless Systems' for parents. A report was produced and available for the Committee and they will be updated on future developments in this matter.</p> <p>.3 The Committee <b>agreed</b> to retain St. Kew Accountancy as Internal Auditor for the Trust for the 2017/18 year. A recommendation for approval to be added to the agenda for the Board meeting on 3 July 2017. The Business Manager will ensure an estimate of fee and programme of visits will be available for that meeting. <b>Action MM</b></p> <p>The Board will be asked to delegate approval of the fee and programme for future years to the Audit Committee.</p> <p>Suggestion of a meeting over the summer break with St. Kew to review the last year and discuss arrangements for the following year. <b>Action MM and CP</b></p>
A17.17	<p><b>Safeguarding</b></p> <p>ND said she is waiting for the Governor Safeguarding Reports in relation to Hennock, Bearnas and Harbertonford and also the Babcock reports following the external audit carried out by them at Harbertonford and Bearnas. ND asked the Committee for clarification in relation to chasing and providing Safeguarding Reports, is this down to her as CEO or Tony Callcut as Executive Principal, EP.</p> <p>The Committee <b>agreed</b> that the EP will be responsible for ensuring the Safeguarding Summary Reports are produced for Directors and Action plans following formal audits. ND will have sight of and monitor as CEO and Accounting Officer for the Trust.</p>
A18.17	<p><b>Health &amp; Safety</b></p> <p>.1 The Committee are happy that all the necessary Risk Assessments for the Trust are in place in conjunction with the Health &amp; Safety Policy recently approved. SH and CP will meet to review and propose possible responsibilities for LGB's. The Committee proposed that the Health &amp; Safety Policy be added to the Trust Induction Pack for all new staff and current staff are required to read and sign to say this has been done. <b>Clerk to action with administrators.</b></p> <p>.2 The Clerk provided the Committee with quotes obtained from JN Building Services, following their recent initial service inspections at all the school within the Trust. Various remedial works are recommended, incl bulb, battery and fire extinguisher replacements. The Business Manager confirmed that the works required at Stoke Gabriel will be managed within their recent Capital Improvement Fund (CIF) monies. He added that the figures have been included in the 17/18 budget and works aim to be carried out during the summer break.</p>
A19.17	<p><b>Risk Register</b></p> <p>The Committee reviewed and discussed the following areas of the Trust Risk Register</p> <ul style="list-style-type: none"> <li>• <u>Strategic and Reputational</u> Reputation with the Regional Schools Commissioner (RSC) in respect of 'Growth' is being established. Proof of this can be seen from the fact that the RSC have directed two schools to approach the Trust, with the view of joining our MAT. The Trust's reputation with the Education Funding Agency (EFA) will be done via successful submissions within the given deadlines. The Diocese reputation needs to be built upon again for future growth and good working partnership. Ofsted visits are pending for all our schools.</li> <li>• <u>Governance</u> The Committee were provided with copies of the recent Governor Skills Audit carried out by both the Local Governing Board's (LGB's). The Committee <b>agreed</b> for the Skills and Recruitment of Directors and Governors to be separated on the Risk Register. CP will speak</li> </ul>

	<p>to IG re training for Governance in the Autumn Term. <b>Action CP</b></p> <ul style="list-style-type: none"><li>• <u>ICT</u> A full ICT refurbishment is currently underway. New equipment with the most up to date software have been purchased and will be installed, pending acceptable installation quote, during the next few months in all the Trust schools. The Business Manager advised the Committee that a daily back up to each server is now in place and also a back-up device to back up the server's. He confirmed to the Committee that the Trust is fully compliant in regards to data protection. The Trust ICT review will be forwarded to the Committee. <b>Action MM</b></li><li>• <u>Property</u> The Committee noted that CIF appeals have been lodged for Bearnese, Harbertonford, Hennock and Landscope. If the results are again unsuccessful, works will be completed from the Devolved Formula Capital funding (DFC), which is due to be received shortly.</li></ul>
A20.17	<p><b><u>Policies</u></b> The Trust Minibus Policy was drafted and provided for the Committee prior to the meeting. Following suggested amendments, the Clerk will update in preparation for approval by the Board at the meeting to be held on 3 July 2017.</p>
A21.17	<p><b><u>Dates of future meetings</u></b> 4/2017 - 22 November 2017 1/2018 – 21 February 2018 2/2018 – 5 June 2018</p>

**Meeting Closed 11.40am**

**Signed as approved copy by Chair - Charlotte Power**

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**Date 24.11.17**