

Audit Committee

A2 8 5 19

Minutes: 08 May 2019

Present: Mr Peter Bethel (in the chair)
Mr Mike Fisher
Mrs Fiona Walters

In attendance: Mr Matt Matthew – Trust Business Manager
Ms Becky Ames – Clerk

Welcome and Apologies for Absence

The Chair welcomed all Trustees and Officers to the meeting.
Apologies were received from Isabel Cherrett and Nicola Dunford

Declaration of Business Interests

There were no declarations of business interest.

1. Minutes of the previous meeting

Minutes of 28 January 2019 were approved.

2. Matters Arising

2.2 TBM and Chair to meet with regard to PP impact statements outstanding

8.1 Outstanding task to investigate future storage requirements (GDPR compliant) across all schools. The TBM stated that the Trust was nowhere near being in a position to digitise documents at this time. Recommendation to Full Board Meeting that secure storage requirements for sensitive documents for each school must be arranged.

3. Scheme of Delegation and Committee's Terms of Reference

The committee noted Terms of Reference were approved by the Board on 11 February 2019.

4. Internal Auditor

4.1 Griffin Accountants

The IAO report by Griffin Accountants was noted and the Chair stated that he thought the report covered all of the areas required very well and expressed his appreciation to the Finance team for their efforts. Recommendation to Full Board Meeting that actions to be taken from the report should be overseen by F&GP committee with a report from that committee to Audit committee when implemented. The next visit due is in June where they will be looking at Payroll and the focus of audits is set by the committee.

5. External Auditor

Committee noted that the pre-audit planning meeting will be held on the 12th June, PB to attend.

6. Risk Management and Risk Register

6.1. Risk Management Policy

Noted. The impact scoring proposed was agreed by the committee.

6.2. Trust Risk Register

The committee reviewed the proposed layout of the revised risk register and wished to thank IC on the tremendous amount of work put into this document. Each section to include a header at the top of the page rather than in the bottom left hand corner. The committee then proceeded to check each line and agreed to make comments on the paper copy for forwarding to IC and ND.

7. Safeguarding

7.1 Single Central Register checklists

Some individual SCRs were late in arriving and the committee expressed their frustration in not having all the documents in advance, ND to raise with schools the importance of timely returns. The outstanding SCRs from Bearnese and Landscope to be hastened – Action Clerk.

Termly checking of the SCRs will be conducted by the Trust Administrator to provide reassurance to the committee that the registers are accurate and up to date.

7.2 Trust Safeguarding Action Plan

To carry forward to the next committee meeting. The Trust Administrator to provide reassurance to the Committee that actions still to be taken have been completed.

8. Health and Safety

A Health and Safety update was provided. The committee noted the report and were satisfied with the content. TBM to tackle the three outstanding actions at Bearnas.

9. Governance

FW agreed to remain part of the committee and a further member to be possibly co-opted from a local board was discussed. A volunteer with an educational background would suit well and a request to the Full Board for a volunteer to be addressed at the next meeting. The Chair asked for a list of any policies that the committee is responsible for and their review date, policies to be a future agenda item – Action Clerk.

10. Business Continuity Plans

Ongoing, aim for next committee meeting

11. Date of future meeting

0930 Wed 13th November
0930 Wed 22nd January
0930 Wed 13th May

Meeting finished at 1115

Signed.....

Date.....