

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

Minutes

Welcome: Chair CP welcomed everyone to the meeting	
Apologies: Apologies were accepted from Iain Grafton	
Declaration of Business Interests: There were no declarations of interest declared at this point	
A1.17	Minutes of previous meeting The Minutes of the first 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.
A2.17	Matters Arising MM completed an updated version of the Financial Reserves & Investment Policy to include reference to the actual amount, £300,000, that the Trust aims to carry forward in relation to operating costs. The Committee agreed this amendment and submitted for approval by the Board on 6 March 2017. ND tabled a 'Positive Statement' she had produced following the Education Funding Authority (EFA) visit in November 2016. The Clerk advised the Board that Michelmores had forwarded her a briefing paper on website requirements and they will also be conducting a review on the Statutory items that should be displayed. The Clerk had carried out her own review of all the individual school websites and will produce a report to go alongside the Michelmores' results. This will then be circulated to the Committee.
A3.17	Terms of Reference IC had updated the Audit Committee's ToR. These were made available to the Committee members prior to the meeting. The Committee agreed additional amendments to be made. IC will update the final version and the Clerk will circulate to the Committee in preparation of Board approval on 6 March 2017.
A4.17	External Auditor .1 <u>Review of outstanding actions arising from BF Assurance Report</u> MM had produced an updated version of the Bishop Fleming (BF) Assurance Report from 2016. The Committee noted only one amber item remained, 7.3, relating to segregation of duties, roles & responsibilities. .2 <u>Review of outstanding actions arising from BF Statutory Audit</u> The Committee noted that all outstanding actions from the BF Statutory Audit have been implemented. .3 <u>Retaining BF as external auditors for year 16/17</u> The Committee reviewed the service which Bishop Fleming had provided in respect of the external audit for 2016. It was agreed to recommend to the Board that Bishop Fleming be engaged as External Auditors for the financial year 2016-17.

A5.17	<p>Internal Auditor</p> <p>The Committee discussed the areas that St Kew will be covering during their visits throughout the financial year. They requested that St Kew report to them in an easy to read table format, with target dates for completion, to include a column whether recommendations were mandatory or best practice and to also include the positives as well as negatives in the MAT's operating procedures. This will enable the Committee to streamline the review procedure, analyse any weak areas and address in preparation for the Statutory Audit later in the year.</p> <p>The Committee reviewed the comments and actions arising from the first visit, these included:</p> <ul style="list-style-type: none"> • A standardised process for chasing up debtors i.e. dinner money from parents etc is to be implemented by MM. • A Trust lettings policy has been approved, awaiting for hire rates to be confirmed. MM and Administrators to action at next administrators' meeting. • Preschool contracts between parents and the Trust are to be streamlined. • Online payment systems are being investigated to reduce the cash held in our schools.
A6.17	<p>Education Funding Agency</p> <p>ND had circulated to the Committee prior to the meeting the final report received from the EFA following their visit. The Committee noted that there is one item still outstanding. The EFA request that this is completed and they are notified of this within 28 days of the Trust receiving the report.</p> <p>MM to action the outstanding item in preparation for Board approval on 6 March 2017. Clerk to action return and report to Board.</p>
A7.17	<p>Safeguarding</p> <p>ND reported to the Committee that the Safeguarding Audits for all six schools were submitted before the deadline of 31 December 2016. These reports are available on the google drive for Directors. Any actions arising from the reports are being addressed and will be reported to the Standards & Curriculum Committee.</p> <p>ND had produced a template for lead safeguarding governors of each Local Governing Board (LGB) to complete and return to Directors to ensure they are kept informed of any issues. This process will be monitored by the Standards & Curriculum committee. ND will then report to the Board a summary of these termly reports.</p>
A8.17	<p>Health & Safety</p> <p>SH reported that there is still one outstanding Display Screen Equipment Assessment (DSE) to be completed. SH will visit all the schools again in April to ensure actions from recent visits have been completed. Various training requirements relating to Health & Safety, including Asbestos, Legionella and Fire Safety awareness will be scheduled for the Autumn term.</p> <p>The Committee noted that JN Building Services have been appointed across the Trust for Intruder Alarm, Fire Alarm, Emergency Lighting and Extinguishers.</p>
A9.17	<p>Policies</p> <p>A more comprehensive Health & Safety policy is to be drafted by CP and SH. This will then be circulated to the Committee prior to Board approval on 8 May 2017.</p>
A10.17	<p>Risk Register</p> <p>An updated Risk Register had been made available for the Committee prior to the meeting. The Committee agreed that an additional area around effective governance is to be added. ND and MM to action. Director IG to be approached in his role as a National Leader of Governance (NLG) to present to the LGB's some guidance and advice in this area.</p> <p>The Committee agreed to divide the Risk Register into three sections and for these to be addressed in more detail at consecutive committee meeting. CP to action.</p> <p>The Committee asked if an 'Ofsted Ready Pack' could be collated for Directors. A snapshot for each school to include items such as Pupil Premium reports, RAISEonline data, pupil and teacher information. This will be made available in the Directors' folder on google drive. SH to action.</p>
A11.17	<p>Dates of future meetings</p> <p>3/2017 5 June 2017</p>

Meeting Closed 11.25am

Signed as approved copy by Chair – Charlotte Power

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Date 5.6.17