

Directors
Charlotte Power
Peter Bethel
Nicola Dunford – Officer in attendance
<b>In Attendance:</b>
Clerk – Sue Howard

### Minutes

<p><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</p>	
A1	<p><b>Minutes of previous meeting</b>  The Minutes of the meeting held on 19 February 2018 were approved and signed by the Chair, Charlotte Power.</p>
A2	<p><b>Matters Arising</b>  .1 A3.18.1 (01/2018) CP reported that she has met with the Trust Business Manager (TBM) and the Master Internal Audit report has now been divided to show separate tabs for outstanding items and those completed for ease of reference.  It was confirmed that template letters have been drafted and are in use by all administrators for chasing debtors to ensure continuity.   .2 A3.18.2 (01/2018)  The Committee reviewed the report provided by the Clerk on the contents of the Emergency Grab Bags in schools. It is the Committee's recommendation for all schools to have as the minimum:-</p> <ul style="list-style-type: none"> <li>• First Aid Kit</li> <li>• Business Continuity Plan</li> <li>• Pupil Register</li> <li>• Parent Emergency Contacts</li> <li>• Notepad &amp; Pencil</li> <li>• Torch</li> <li>• Map of layout of building</li> <li>• Contact numbers for any neighbouring properties that may at risk if a fire were to break out (thatched roofs etc.)</li> </ul> <p><b>Action, Clerk to email all schools to advise</b></p> .3 A4.18 (01/2018) The Chair advised that the Risk Register has been amended to show the addition of those risks associated with new schools joining the Trust. Updated version to be emailed to the Clerk for uploading to GD. <b>Action CP</b> .4 A4.18 (01/2018) The CEO summarised to the Committee the due diligence process that was carried out in relation to the Woodleigh Federation joining the Trust. This included:- <ul style="list-style-type: none"> <li>• Current and future position of the three schools</li> </ul>

	<ul style="list-style-type: none"> <li>• Training that was put in place for the Local Governing Board</li> <li>• Structure of conversion</li> <li>• Roles &amp; Responsibilities of the existing Heads of School</li> <li>• Constant communication with the Trust Board of Directors</li> </ul> <p>It is evident that a full and adequate due diligence process was carried out. It was proposed that the Chair of Audit Committee, CEO and PB would meet to produce a standard checklist for future due diligence processes for consistency. <b>Action CP, ND and PB</b></p> <p>.5 A6.18 (01/2018) The CEO reported that she has followed up on outstanding actions from Health &amp; Safety reviews and these have now been completed.</p>
A3	<p><b>Internal Auditor</b></p> <p>.1 The Committee reviewed the most recent version available of the Master Internal Audit report at the meeting. CP to meet with the TBM to discuss recommendations still outstanding and provide the Clerk with an updated version. <b>Action CP</b></p> <p>The Committee also reviewed the recent report received from internal auditors, St Kew, which was conducted at Harbertonford School in relation to the Central finance systems.</p> <p>Following discussion, the Committee recommended for Audit and Insurance purposes, that each school conduct their own audit of school furniture assets, for example, tables, chairs, cabinets etc., at the beginning of the Autumn term (September 2018) and produce a summary report clearly illustrating each room within their school and what is contained within it.</p> <p>.2 CP and PB reported on their recent audit visit to Harbertonford. Issues highlighted were:-</p> <ul style="list-style-type: none"> <li>• Following a query in relation to parents being asked for voluntary contributions for schools trips, it was confirmed that the school may offer an alternative educational provision to take place in school for those unable to attend any organised visits/trips</li> <li>• The Trust need to clearly identify and show any funds that are taken from Pupil Premium (PP) allocation, being put towards visits/trips and school dinners, in the PP Impact reports. <b>Action PB to check</b></li> <li>• In the absence of a Head of School (HoS) and the urgency to authorise a Purchase Order, administrators may accept an email confirmation from the HoS for the spend and advise the TBM to sign the corresponding requisition form</li> <li>• Reconciliation of School meals taken and income received needs to be investigated further. <b>Action CP and PB</b></li> </ul> <p>CP will prepare a paper for the next Full Board meeting regarding the Internal Audit provision for 2018-19. <b>Action CP</b></p>
A4	<p><b>External Auditor</b></p> <p>The Chair of Directors had provided a paper regarding the provision of the Trusts' External Audit Service for 2018-19. CP, as Chair of Audit, had obtained quotes for this provision and produced a paper illustrating the figures. It is the Audit Committee's recommendation to remain with Bishop Fleming as the Trust External Auditor and will ask for the Boards approval at the next meeting to be held 9 July 2018. The Trust Members will then be asked to approve the appointment at the Annual General Meeting on 16 July 2018.</p>
A5	<p><b>Risk Register</b></p> <p>All schools within the Trust have been provided with a template from CP, to complete and return to the Audit Committee in relation to their Individual School Risk Register.</p>
A6	<p><b>General Data Protection Regulations (GDPR)</b></p> <p>The Committee reviewed the procedures that are in place for GDPR effective 25 May 2018.</p> <ol style="list-style-type: none"> <li>1. Template questionnaires showing information on where data is received and stored has been completed by all the administrators. This will now be collated into a Trust wide document.</li> <li>2. It was confirmed that new Privacy Notices have gone out to all staff and parents, of which</li> </ol>

	<p>signed copies are returned to the schools and filed.</p> <p>3. Audit Committee will include on their audit visits, basic checks in relation to GDPR compliance.</p> <p>4. GDPR Policies have been drafted, see A9.</p> <p>5. CP has been appointed as the Trust Data Protection Officer (DPO).</p> <p>6. A Register of Breaches of the GDPR regs to be held at Head Office. <b>Action Clerk</b></p> <p>7. GDPR training taking place at Landscope School on 13 June 2018 by Michelmores.</p>
A7	<p><b>Safeguarding</b></p> <p>.1 To note – Single Central Register (SCR) checklists have been completed by administrators and Heads of School and copies provided for the Committee. It was requested that the Woodleigh Schools are advised of this procedure and to provide checklists from September. <b>Action Clerk</b></p> <p>.2 The Trust Executive Principal (EP) is updating the Trust Safeguarding Action plan and a copy will be provided for the Full Board at their next meeting. <b>Action EP</b></p>
A8	<p><b>Health &amp; Safety</b></p> <p>A summary report following termly review visits on Health &amp; Safety was provided. The Trust H&amp;S Coordinator will visit the Woodleigh Schools before the end of the current term to ascertain their current procedures and update the Committee. <b>Action SH</b></p> <p>Audit Committee to ensure that all Trust H&amp;S contractors are in place for Woodleigh for the beginning of the new academic year, ensuring consistency in the Trust.</p>
A9	<p><b>Policies</b></p> <p>The following policies, in light of the new GDPR, were reviewed by the Audit Committee and recommended for approval by the Board:</p> <ul style="list-style-type: none"> <li>• Data Management and ICT Security</li> <li>• Data Protection</li> <li>• Individual Rights</li> <li>• Records, Retention and Disposal</li> <li>• Subject Access Requests</li> </ul>
A10	<p><b>Dates of future meetings</b></p> <p>03/2018 - 12 November 2018</p> <p>01/2019 - 28 January 2019</p> <p>02/2019 - 8 May 2019</p>

**Meeting Closed 12.10pm**