

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

Minutes

<p>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</p>	
A1.18	<p>Minutes of previous meeting The Minutes of the fourth meeting held on 24 November 2018 were approved and signed by the Chair, Charlotte Power.</p>
A2.18	<p>Matters Arising .1 24.17 The Committee were advised that the Trust Business Manager (TBM) and HR Officer, carried out a sense check on staffing numbers from the annual accounts and clarified that all figures were correct as published. .2 26.17 CP said that she has discussed with the Executive Principal (EP) regarding localising the Trust Risk Register (RR) and she will be meeting with all Heads of School (HoS) individually, to provide them with a scaled down version of the RR, enabling each school to have and maintain their own register capturing risks specific to their schools. They will then report to the Audit Committee on any items of high risk. The other matters arising for item .2 26.17 are addressed in A4.18 and A7.18 .3 28.17 A checklist for Single Central Record (SCR) monitoring was produced, see A5.18.1 .4 29.17 Meeting notes were provided for the Committee of the meeting held with CP, PB and SH regarding Health & Safety across the Trust. .5 30.17 The addition of Fraud and Public Disclosure (Whistleblowing) were confirmed as being added to the Scheme of Delegation</p>
A3.18	<p>Internal Auditor .1 The Committee reviewed the Master Internal Audit Report. Following discussion, it was recognised that many of the red and amber items have now been addressed and could be changed to green as complete. It was also proposed that as the current report is so large, it is divided, providing different tabs for each school alongside tabs for red, amber and green recommendations. This could therefore mean that the Committee could easily review either particular schools or just all the amber recommendations at one time. CP and PB will meet with the TBM to discuss further and will update the Committee. Action CP and PB CP and PB are in the process of visiting all the Trust schools to complete internally auditing, and any actions identified or issues from these visits will be reported to the Committee. It was reported that some administrators are unsure of the process for chasing debtors, e.g. dinner money owed and parent's invoices for preschool or after school club sessions. The Committee requested that this is clarified and template letters be provided to ensure consistency across the Trust. Action CP and PB to speak to TBM</p>

	<p>.2 This item is to be carried forward in the absence of the TBM at this meeting.</p> <p>.3 Following discussions of the recommendation from internal auditors, St Kew, in relation to a mobile phone to be in school emergency grab bags, the Committee will recommend to the full Board that this is not necessary or viable. They felt that there would almost certainly always be an issue of the phone needing charging and all our schools, although rural, are nearby to neighbouring properties for use of a telephone for emergency communication. The Committee requested a general review of the contents of the grab bags to ensure consistency and a standardised practice across the Trust. Action Clerk</p>
A4.18	<p>Risk Register CP had provided the Committee with a document in relation to the risks associated with new Schools joining the Trust. Following discussion, additional items are to be added and the Committee will recommend that the full Board approve these amendments at the thirteenth meeting scheduled for 26 March 2018. The Trust RR will then be amended to show these additions. Action CP to draft final version</p> <p>The Committee confirmed the need for the due diligence process to be very detailed and secure regarding new schools wishing to join the MAT. This is also important for the future if the Link were to become a sponsor academy. The risks are very high in these areas and the Audit Committee must be aware and monitor. ND will provide a brief summary to the Audit Committee in relation to the due diligence process that has been completed for the Woodleigh Federation joining the MAT. This will then be reported to the full Board. Action ND</p>
A5.18	<p>Safeguarding .1 Copies of SCR checklists recently completed by administrators and their HoS, were provided to the Committee as supporting documents. These checklists will be completed prior to every Audit Committee meeting and the Committee updated. This ensures effective monitoring of the SCR for Audit purposes.</p> <p>.2 It was noted that a meeting has been scheduled for 23 February 2018 with the EP, Chair of Audit and Safeguarding lead governors. The purpose of the meeting is to review the action plans from the external Babcock Safeguarding Audits and update the Audit Committee at their next meeting.</p>
A6.18	<p>Health & Safety The Trust H&S Coordinator provided the Committee with reports from the Spring term review visits recently completed. It was identified that one school in the Trust has many repeated actions not being completed in a timely manner. Action ND to follow up</p>
A7.18	<p>Policies The Chair had reviewed and updated the Risk Management Strategy Policy and Risk Strategy. The Committee agreed the amendments and will recommend for the Board approval at the thirteenth meeting.</p>
A8.18	<p>Dates of future meetings 2/2018 – 5 June 2018</p>

Meeting Closed 11.30am

Signed as approved copy by Chair, Charlotte Power

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Date 5.6.18