

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

Minutes

Welcome: Chair CP welcomed everyone to the meeting.	
Declaration of Business Interests: There were no declarations of interest declared at this point.	
A1	Minutes of previous meeting The Minutes of the meeting held on 5 June 2018 were approved and signed by the Chair, Charlotte Power.
A2	Matters Arising .1 A4.18 (01/2018) The Chair advised meeting taking place on 5 December 2018 regarding the Completion of a standard checklist for due diligence required when taking on additional schools. .2 A3.18 (02/2018) Summary reports of individual school assets to have been completed – Action Chair to liaise with the Trust Business Manager (TBM). .3 A3.18.2 (02/2018) Pupil Premium Impact reports Action PB to arrange to meet with TBM to discuss, along with reconciliation of school meals taken and income received – CEO to liaise with TBM to organise. .6 A6.18 (02/2018) Sue Howard (SH) confirmed record of GDPR breaches held at Head Office. Action Chair to communicate process of reporting GDPR breach to Academy Heads (AH) and Administrators. Chair would like to attend the next available GDPR training that takes place within the Trust.
A3	Scheme of Delegation and Committee's Terms of Reference The CEO referred to discussion regarding the SOD in recent Standards & Curriculum Committee meeting and advised the Audit Committee on suggested changes. <ul style="list-style-type: none"> • All wording changed from Head of School (HoS) to Academy Head (AH) and Local Governing Board (LGB) to Local Board (LB) • Executive Principal (EP) column needs to be removed • New column for Distributive Leadership Team (DLT) replacing the EP's delegations identifying if one individual only responsible • Add description of DLT at beginning CEO will present this document with suggested changes at the next Full Board meeting. Terms Of Reference – was discussed. Action Chair to prepare suggested amendments and send to Clerk. The Chair noted the requirement that the Audit Committee should contain three Directors going forward.

	Action Chair to speak to Chair of Directors in relation to this.
A4	<p>Internal Auditor</p> <p>.1 Recommendations of Internal Audit – concerns regarding costings for trips and income for lunches. Action CEO to remind AHs school trip costings form should be fully completed prior to trip taking place.</p> <p>.2 The Chair presented the Committee with her recommendation for the Internal Audit Programme for 2018/19 and the proposal to appoint Griffin Accountants as Internal Auditors. Griffin Accountants have suggested three separate one day audits covering the following key areas:</p> <ul style="list-style-type: none"> • Purchases • Payroll • Financial Budgeting <p>In addition, other areas could also be included in these audits covering:</p> <ul style="list-style-type: none"> • Income and cash receipts • Fixed assets • Regularity • Related and connected party transactions • Governance - preferable • Risk Management – Trust to request audit of Trust Risk Register <p>The Chair advised the cost is comparable to previous provider. Action Audit Committee to recommend the Trust to appoint Griffin Accountants as Internal Auditor for 2018/19. The Chair to provide paper in preparation for next Board meeting.</p> <p>Internal school audit – the Chair suggested six schools be audited by herself and PB over next two terms. Action Chair to advise the Board of proposed audit visits.</p>
A5	<p>External Auditor</p> <p>The Management Letter from Bishop Fleming following the Audit of 2017/18 was reviewed and discussed. The Audit Committee Chair will be present at the next F&GP meeting on 23 November 2018 to discuss this document and present Draft Audited accounts.</p>
A6	<p>Risk Register</p> <p>The Chair advised she had already met with a couple of schools to discuss their individual risk registers, and the majority of schools now have populated their risk register. Action Chair to attend AH's meeting on 17 January 2019 to look at individual school risk registers with the emphasis on identifying risks related to Ofsted. PB and Chair to meet to commence reviewing the Trust Risk Register.</p>
A7	<p>General Data Protection Regulations (GDPR)</p> <p>One GDPR request has been received from a previous applicant regarding providing a copy of a reference. This is currently being investigated.</p> <p>Suggested GDPR assessment form was shared by Chair with the Audit Committee for possible annual completion by Administrators.</p> <p>Action Chair to liaise with TBM</p>
A8	<p>Safeguarding</p> <p>.1 Copies of Single Central Register checklists were provided as supporting documents – three schools had been unable to complete due to lack of internet availability. CEO advised the Committee of the recent IT issues in the Trust and a full report is being written and will be presented to the full Board at their meeting scheduled for 10 December 2018.</p> <p>.2 The CEO advised she is working with the Academy Trust Safeguarding and SEND Lead (ATSSL) and putting together an action plan from the previous safeguarding report produced by the EP. AHs are submitting annual safeguarding returns for Babcock. The CEO confirmed there are no concerns and safeguarding practices are good.</p>
A9	<p>Health & Safety</p> <p>The Trust H & S Coordinator provided her termly visit report to the Audit Committee. Action Chair to contact H & S Coordinator to advise the Audit Committee have noted her comments regarding reducing visits however would like her to continue with the termly school visits, but</p>

	<p>this will be reviewed at a later date.</p> <p>H & S Coordinator has advised that following receipt of the five yearly Electrical Installation Condition Reports, there are some areas marked as 'unsatisfactory' and the TBM is taking this forward with the relevant contractor to rectify.</p>
A10	<p><u>Policies</u></p> <p>The Risk Management Policy and Strategy were reviewed by the Audit Committee. Action Chair to forward suggested amendments to the Clerk in preparation for approval by the Board.</p> <p>Business Continuity Plans – a review of these is being organised by H & S Coordinator in collaboration with AHs and Administrators. Completed Business Continuity plans to be reviewed by the Audit Committee at the next meeting. Action Clerk</p>
A11	<p><u>Dates of future meetings</u></p> <p>01/2019 - 28 January 2019 02/2019 - 8 May 2019</p>

Meeting Closed 12.32pm

Signed as approved copy by Chair, Peter Bethel

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Date 28.01.19