

Directors
Roy Gillard
Antony Callcut
Isabel Cherrett
Nicola Dunford
Cheryl Mathieson
Fiona Walters
In Attendance:
Clerk – Sue Howard
Charlotte Power – Chair, Audit Committee – item 42.17

Minutes

Welcome: Chair RG welcomed everyone to the meeting	
Declaration of Business Interests: There were no declaration of interests declared at this point	
F40.17	<p>Minutes of previous meeting</p> <p>The Minutes of the sixth meeting held on 30 October 2017 were approved and signed by the Chair, Roy Gillard. Part I had been made available to the Committee to view via the Google drive prior to the meeting. Part II was distributed by the Clerk for the Committee to read at the meeting and then returned to be destroyed. One copy will be filed by the Clerk.</p>
F41.17	<p>Matters arising</p> <p>19.17</p> <ul style="list-style-type: none"> FW had investigated the query over a Connected Party issue in relation to the new build at Diptford. She reported that whilst the Supplementary Funding Agreement (SFA) contains correspondence to the lease, it does also contain various clauses that give rise to concern. Following further discussion, the advice from FW is to obtain a letter from Michelmores that reads, in their opinion, there is no conflict of interest between the Diocesan Board, EDPS and the Trust. Action FW to draft a letter and forward to the Trust Finance Director (FD) and CEO prior to the CEO sending to Managing Partner and Senior Partner at Michelmores with the authorisation from the Chair of Directors. <p>FW questioned if at any point a licence to develop was signed by the Trust. TC has no recollection of such a document. The Committee requested that the initial Agreement signed by the Trust Finance Director should be looked at in more detail and reported to the Board at the eleventh meeting scheduled for 11 December 2017. Action TC and TBM</p> <p>The CEO summarised to the Committee the advice received from Bishop Fleming (BF) at the fourth Audit Committee meeting held 24 November 2017, which is to request from the Diocese a completed Annex C, an 'At Cost' certificate. The Committee were in agreement with this advice. Action TBM</p> <ul style="list-style-type: none"> TC had prepared a paper for the Committee in relation to the Totnes Learning Community (TLC) subscription for 2017-18. He summarised that historically all Learning Communities were given funding from the Local Authority to operate, now schools have to subscribe to enable it to operate. TC proposed that given the benefits available, all six schools of the Link MAT should subscribe at a cost of £1500 plus £1 per pupil. If, it was

	<p>decided not to subscribe to the TLC, the Trust would still need to buy into Babcock for the Subject Leader briefings as this is invaluable to our Teaching staff. ND suggested that Hennock & Bearnese would not benefit from subscribing, due to locality and no prior involvement with the TLC. The Newton & Teign LC had closed.</p> <p>The Committee agreed on a proposal to withdraw from the subscription to the TLC and buy in to the Babcock Subject Leader meetings as discussed, for all six schools. Pending confirmed costing's for the subject leader briefings, the Finance Director is delegated with the authority to approve the proposal.</p>
F42.17	<p>Finance .1 & .2</p> <p>The Chair of the Audit Committee was in attendance to present and summarise the draft audited accounts and highlighted the four areas set out in the Management Agreement letter for review. Thanks were given to the TBM, FD and Chair of Directors for all their time and work. Tabled to the Committee were the additional papers provided by BF</p> <ul style="list-style-type: none"> • Funds by School • Journal Testing summary • Benchmarking data <p>The Committee requested that these are presented to the full Board at the eleventh meeting on 11 December 2017 for information. The F&GP Committee will recommend to the full Board to approve the final audited accounts following minor adjustments to be made discussed at the Audit Committee meeting.</p>
F43.17	<p>Staffing</p> <p>The Committee noted that CM had met with the Trust HR Officer and was content that procedures are in place and being managed efficiently. She added that the Remuneration Committee approved pay recommendations following appraisals. Following discussion of the Trust moving to a new HR provider, an external audit is to be completed to ensure data held within the current software is accurate before transferring. The Committee acknowledged the work of the TBM on the Trust's behalf in relation to HCSS.</p>
F44.17	<p>Scheme of Delegation</p> <p>The Audit Committee had highlighted that a reference to Fraud and to Public Interest Disclosure should be inserted into the Scheme of Delegation (SOD) document. Action IC to update and circulate revised version, for recommendation to the Board for approval at the eleventh meeting to be held 11 December 2017.</p> <p>It was discussed and agreed that the proposal from the Remuneration Committee for the FD to act as Chief Finance Officer (CFO) due to professional qualifications, to be retracted and the TBM was confirmed as being the person responsible for carrying out the duties of the CFO, as this post reports to the CEO and ultimately the FD.</p> <p>The Committee wished to thank the Local Governing Boards (LGB) for their input in the initial stages of revising the SOD. The Chair of Directors will meet with both Chairs of the LGB's in the New year to discuss the actual workings of the document.</p>
F45.17	<p>Policies</p> <p>The Financial Procedures Manual has been reviewed by the TBM and amendments made from the Chair of Directors. There is further work to be done and the Committee agreed that this will be carried forward to the F&GP meeting on 1 February 2018.</p>
F46.17	<p>Extra item from clerk – Admission Appeal</p> <p>The Clerk explained to the Committee that an Admission Appeal has been lodged from a parent at one of the Trust schools. She recommended that the Trust upgrade the current Admissions Package with the Local Authority to 'Platinum' at a cost of £1000. This will include the services of an appeals panel in relation to Admissions ensuring we are fully compliant with the process. The Committee approved this request and asked the Clerk to action the necessary correspondence. It was discussed for the future, that a project to initiate our own independent appeals panel be investigated, with the possibility of sharing that service with other MAT's and vice versa, with the required training implemented.</p>

F47.17

Dates of future meetings

Dates of future meetings were confirmed as:

1/2018 – 1 February 2018 (a change from original date of 31 January 2018)

2/2018 – 28 March 2018

3/2018 – 4 May 2018

4/2018 – 27 June 2018

Meeting Closed 11.55am

Signed as an approved copy by Chair, Roy Gillard

.....
Date 1.2.18