

## Audit Committee

Minutes: 28 January 2019

**Present:** Mr Peter Bethel (in the chair)  
Mrs Isabel Cherrett  
Mrs Fiona Walters (items 1-10)

**In attendance:** Mrs Nicola Dunford – Chief Executive Officer  
Mr Matt Matthew – Trust Business Manager  
Mrs Tanya Jeffery – Clerk

### Welcome and Apologies for Absence

The Chair welcomed all Trustees and Officers to the meeting and thanked Isabel Cherrett (IC) for her contribution. There were no apologies received.

### Declaration of Business Interests

There were no declarations of business interest.

#### **1. Minutes of the previous meeting**

Minutes of 12 November 2018 were approved.

#### **2. Matters Arising**

##### **2.1. Completion of Summary Reports of individual School Assets**

The Trust Business Manager (TBM) advised this is managed through HCSS, the Trust's finance system.

##### **2.2. GDPR Breaches**

The TBM advised there had not been any breaches. Staff have been trained and recently sent annual checklist to complete and return. IC suggested in future, checklist is undertaken at the end of the academic year before the external audit starts and in line with when the Academies Financial Handbook and the Governance Handbook updates are published.

The Chair confirmed a meeting had taken place regarding Due Diligence and a Due Diligence check sheet has been put together which the Chief Executive Officer (CEO) has sent to schools to review.

The Chair and the TBM are still to meet to discuss Pupil Premium Impact reports.

#### **3. Scheme of Delegation and Committee's Terms of Reference**

The Board of Directors did not review the documents at its meeting on 10 December 2018 through pressure of other business. Further amendments were suggested and a revised Constitution and Terms of Reference were provided by the Chair of the Board (IC). The Committee agreed to recommend this revised document for approval by the Board, subject to the agreed further amendments.

The Chair of the Board (IC) drafted a protocol for the approval of the Annual Report and Financial Statements which was provided at this meeting. The Committee discussed this document and agreed to recommend it for approval by the Board, subject to the agreed amendments.

#### **4. Internal Auditor**

##### **4.1 Master Internal Audit Report**

The updated Master Internal Audit Report was provided by the TBM. The TBM advised the outstanding actions for each school will be provided to the relevant Administrator at the next Administration meeting. IC suggested the date the recommendation was made should be

inserted into the report.

#### 4.2 Griffin Accountants

The TBM advised Griffin Accountants undertook their first audit in Central a couple of weeks ago and he is currently waiting for the report from this visit. The TBM advised Griffin Accountants should produce a report for each Audit Committee meeting.

### 5. External Auditor – matters arising

The Committee noted the Annual Report and Financial Statements were approved by the Board of Directors on 10 December 2018 and were duly signed by the Chair of the Board and the CEO and submitted to the Education & Skills Funding Agency and Companies House. The Board also received and discussed the Management Letter which has been submitted to ESFA.

### 6. Risk Management and Risk Register

#### 6.1. Risk Management Policy

The Committee considered further amendments to the Policy. The Committee agreed to recommend this Policy for approval by the Board, subject to the agreed alterations.

#### 6.2. Trust Risk Register

The Trust Risk Register was reviewed by the Committee. IC kindly agreed to create a new Trust Risk Register with the necessary requirements in preparation to go to the Board for discussion. **Action**

#### 6.3. Ofsted

The CEO informed the Committee it is usual practice for Ofsted to inspect the Trust if they have already inspected a number of schools within that Trust. The CEO advised Ofsted plan to inspect twelve Trusts in the West country this year.

### 7. General Data Protection Regulations (GDPR)

#### 7.1 Trust Data Protection Officer

Charlotte Power, Data Protection Officer for the Trust resigned from the Board on 9 December 2018. The Committee discussed this role. The CEO and TBM advised of the possibility of someone within one of the schools who are considering joining the Trust who would be interested and is suitable for this role. In the meantime, Fiona Walters (FW) kindly agreed to be the Trust Data Protection Officer on a short term basis. Following this interim period FW also agreed to be the point of contact on the Board for the new Data Protection Officer and will review and report any breaches to the Audit Committee.

#### 7.2 Trust's procedures and actions around GDPR

It was confirmed by the TBM the procedures and actions regarding GDPR is documented within the GDPR policies.

### 8. Safeguarding

#### 8.1 Single Central Register checklists

It was noted that not all checklists were correctly dated. The Clerk would ensure the correct date is on all checklists provided for this meeting. Going forward, the Clerk to amend checklist with discussed requirements and send to IC for review.

The TBM advised the Central team will be making regular visits to the schools to ensure all administrative procedures are continuing to be correctly followed.

The TBM advised the Committee that most schools were extremely limited on space for storing archived paper information. **Action: TBM to look at the requirements for a strong room/place within each school.**

#### 8.2 Trust Safeguarding Action Plan

The CEO provided the Trust Safeguarding Action Plan that had been created by Alex Waterman, the Trust Safeguarding SEND Officer. This Action Plan was put together using the annual Babcock safeguarding reports completed by each school. An example of a completed Safeguarding Summary for Directors report from Bearnese school was also

provided. This report is also completed each term by each school and is co-ordinated into a report by Alex Waterman, Trust Safeguarding SEND Officer.

The Committee requested this Action Plan is seen at each meeting.

**9. Health and Safety**

A Health and Safety update was provided.

IC kindly agreed to be the contact point for the Trust's Health and Safety Coordinator.

**10. Governance**

A discussion took place regarding the membership of the Audit Committee. It is hoped that the proposed new Director would join the Audit Committee as Chair.

With regard to the skill requirements for the Board the following was suggested – another Primary specialist, business and risk management, IT, data protection and security. **Action: IC to prepare paper for Board regarding skills required to compliment the Board.**

Responsibility regarding risk assessments – The CEO advised on various risk assessments that are in place and the process for creating these.

**11. Business Continuity Plans**

Business Continuity Plans were provided for each of the schools. **Action: The TBM to review to ensure consistency.**

**12. Policies**

The Health and Safety Policy was reviewed and recommended for approval by the Board, subject to the agreed amendments.

**13. Date of future meeting**

02/19 – 8 May 2019

Meeting finished at 11.40am

**Signed as approved copy by Peter Bethel**

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**Date 8.5.2019**