

Audit Committee – Part I Minutes							
Date/Time	24/04/2019 4:00pm		Location		Okehampton Skills Centre		
Attendees	Initials			Attendees	Initials		
Daryll Chapman	DC	John Lawlor	JL	Ian Courtney	IC		
Marilyn Livingstone	ML						

Apologies	Initials	Reason (Category of Trustee)
Rebecca Ledger	RL	Work Commitment

<b>ACTIONS</b>
<b>DECISIONS</b>
<b>QUESTIONS AND CHALLENGES</b>

In Attendance	Initials	
Hazel Fox	HF	Vice CEO
Susanne Kiff	SK	Chief Financial Officer
Fiona McNeile	FM	Governance Manager - Acting
Nuala McDermott	DM	Data Protection Officer

Minutes to
Attendees
Apologies

1 - Apologies
<ul style="list-style-type: none"> <li>RL sent apologies due to work commitments.</li> </ul>

2 – Declaration of Interest
<ul style="list-style-type: none"> <li>All Trustees were reminded to declare any conflict of interest that may arise during the meeting.</li> </ul>

### 3 – Agree and Sign Off Previous Minutes

- The Part I and Part II minutes of the Audit Committee meeting held on 22.01.2019 were agreed and signed by JL.

*ML entered the room at 4.11pm*

### 4 – Matters Arising

- SK confirmed the ICFP data would be available at the end of the term. **FM to agenda for first Audit Committee meeting in the Autumn Term.**
- DC confirmed the Trust's three Secondary SENDCo's have now made contact and a link is in place. DC will find out when their next meeting is due. The categorisation of K care needs to be addressed to ensure there consistency across the Trust. **DC to provide an update nearer to Christmas.**
- Trustees agreed to defer discussions regarding Brexit planning until further information is available.** Item closed.
- DC confirmed interviews for the Portfolio Leads positions took place on the 4<sup>th</sup> April. The appointments will be announced tomorrow. Alan King will be the Premises and Estates Lead, Gill Tremain is the Human Resources Lead, Margaret Cologne-Brookes is the Finance Lead, Keith Webber is the Energy Lead and Joe Wood is the Health and Safety Lead. Schools now need to back fill requirements. These Portfolio Leads will ensure consistency across trust. IC said his meetings with the LGB chairs have shown more information is being passed to LGB's.

**Action:**

**FM agenda ICFP data for first Audit Committee meeting in the Autumn Term.**

**DC update Trustees on SENDCo' meetings and K Care consistency across DMAT in Autumn Term 1.**

### 5 – Matters Brought Forward at the Direction of the Chair

- There were no additional matters to discuss.

### 6 – Internal Audit RAG Review

- Trustees noted progress within the audit report with no significant risks identified.
- Since Holsworthy is undergoing restructuring it was not audited in this cycle. SK reported improvements were being undertaken and this will be checked at the next audit. Both Okehampton College and Okehampton Primary School have made progress.
- The audit highlighted cash handling problems in the smaller schools and the need for cashless systems. This will improve with introduction of School Comms.
- IC highlighted the related party transaction at Bradford Primary school in the report. IC noted that we are very vulnerable to these transactions due to nature of area we live and work. IC requested more information on the transaction. **SK to report on this at the next Audit Committee Meeting.**
- SK is pleased with style of the report
- Trustees agreed to the proposed the auditors schedule for the summer term.

<ul style="list-style-type: none"> <li>SK will ask the auditors to include income at Okehampton College with particular reference to catering and cash handling.</li> </ul>	
<b>Action:</b>	<b>SK to report details of the Bradford Related Party Transaction highlighted in the internal audit report at the next Audit Committee Meeting.</b>

<b>7 – Non purchase order number report</b>	
<ul style="list-style-type: none"> <li>SK had not prepared the report for this cycle because we have just introduced of the new No Purchase Order No Pay Policy. <b>FM to agenda a review of the No Purchase Order No Pay Policy at the next Audit Committee Meeting.</b></li> </ul>	
<b>Action:</b>	<b>FM to agenda a review of the No Purchase Order No Pay Policy at the next Audit Committee Meeting.</b>

<b>8 – GDPR</b>	
8.1 GDPR evaluation of each Trust school using a RAG rating system.	
<ul style="list-style-type: none"> <li>NM reviewed the report to Trustees. NM has attended an ICO conference for DPO’s which gave her the opportunity to speak to providers and begin to establish forums with other MATS. At present, Okehampton and Tavistock College’s do not have people in place responsible for GDPR. NM has met with Okehampton College to discuss GDPR but there are concerns over workload. NM is working to establish a DP Lead on the ground in each school. The new poster shown to Trustees is to help schools know who is responsible for GDPR in their location.</li> <li>HF requested the GDPR training within Educare should be pushed across schools. <b>Trustees agreed all school staff to complete the Educare GDPR training by the end of Summer Term 2. DC/HF to inform Head Teachers at the next Head Teachers meeting.</b></li> <li>NM noted the ICO expect staff training and awareness of GDPR. This is an area of weakness and there needs to be evidence of any training. LGB members also need to be able to access the training on Educare. <b>FM to email all LGB Clerks to arrange training for Governors on Educare.</b></li> <li>NM confirmed to Trustees that GDPR policies are in place and now thought needs to be given to how these are disseminated across the trust. NM has looked at packages to see if they will help address the issue. The Every software has the capacity to email polices and provide evidence they are read by staff.</li> <li>NM is planning formal training for staff in the Summer Term, which will run as twilights.</li> <li>NM continued to review the report.</li> <li><b>A Trustee asked when you say IT literacy is low in the smaller schools – how have you qualified that?</b></li> <li>NM replied schools have SIMS and Scomis but do not know how to use it fully.</li> <li>DC noted support staff are recruited with ICT skills but school systems are very specific and will need training.</li> <li>NM added staff are not using one drive or sharepoint effectively. NM reported schools now have Parentlite, which enables parents to be able to update their own information and give permissions to activities, trips etc. Pre-registrations of pupil’s can be sent via Parentlite which will save time.</li> <li><b>A Trustee asked what numbers of parents aren’t using Parentlite</b></li> <li>NM replied that there needed to be a push again to Parents to take up the software. With new pupil intakes, this will become second nature in schools and for parents.</li> <li><b>A Trustee asked if there is evidence parents are updating Parentlite</b></li> <li>NM replied Yes</li> </ul>	

- DC said Parentlite updating should be included on school newsletters.
- HF stated schools should be partnering each other. There needs to be school to school support.
- NM continued with the report. With reference to sharing information there needs to be greater knowledge on what is in shared folders, when are they deleted and who owns the folders. School leaders need to determine what is required and when things need to be archived. There is an archive template in sharepoint.
- **A Trustee commented there will be lots of data sitting around that we no longer need. Do we need to be ruthless about the shared folders?**
- NM replied each school needs to look at their own structure and find their own archive system.
- A Trustee stated records management needs to be in staff job descriptions.
- NM replied she intends to meet with IT and come up with a policy around IT document management.
- A Trustee suggested telling staff everything is going to be wiped and give 6 months' notice to take things off.
- A Trustee suggested there should be a 'reset' for data and GDPR should be a requirement in job descriptions.
- **A Trustee asked if we have knowledge on how often memory sticks are being used.**
- SK replied they are being used.
- DC suggested during the Trust day there is a 20 minute training session on Sharepoint.
- NM replied there was scope for this and webinars could also be investigated.

## 8.2 School Self Evaluation Tool Kit

- NM reported there is a checklist now for schools. NM is going to trial at a few schools. The checklist is being implemented and NM will provide feedback in the Autumn Term.
- **A Trustee asked how many subject access requests have there been**
- NM replied half a dozen and no staff requests.
- DC said he will speak to IT regarding wiping drives and then bring to the Heads meeting to discuss plans and which drives will be wiped.
- NM noted staff data needs the same checks as student data. The process map is very sparse and this is a wider issue. NM recommended there are physical locks on SLT doors where records are held and a clear desk policy is priority. NM stated her priorities this term are School Action plans, GDPR training and Educare and school audits.
- NM added there is a need to nominate a responsible person who is a legal entity who can rule in place of solicitors. This is for Freedom of Information requests and applications for exemption. The responsible person would be able to make a judgement. NM suggested this person was IC.

## 8.3 LGB GDPR Visit Checklist

- IC suggested GDPR be added as a training item to the Governance Conference. **FM to add to the agenda.**

<b>Action:</b>	<p><b>DC/HF to inform Head Teachers that all staff are to complete the GDPR training within Educare by the end of Summer Term 2.</b></p> <p><b>DC to report back to the next Audit Committee Meeting on the outcome of wiping drives.</b></p> <p><b>FM to email all LGB Clerks to arrange training for Governors on Educare.</b></p> <p><b>FM agenda GDPR training to the Governance Conference agenda.</b></p>
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## 9 – Policies/Documents to be agreed

- There were no policies to review.

## 10– CFOO Update

- SK reported the internal auditors would be in next week and will report to Trustees in June. The Auditors will attend the meeting in June. **FM to add to the June agenda.**

**Action:**

**FM add internal auditors report to June Audit Committee agenda.**

## 11– Monitor Scheme of Delegation for Effectivity

- IC stated there needed to be a task and finish group to review the Scheme of Delegation. The Scheme of Delegation needs to be very clear what line management and accountability is in place and the policy needs to sit alongside appraisals.
- IC suggested a party of 2-3 Trustees and a Chair of a LGB.
- DC added that Neil Swait is meeting on 9<sup>th</sup> May to discuss accountability within the new Ofsted framework. This would be a good meeting for the task group to attend. **FM to request volunteers for the task group.**

**Action:**

**FM to request volunteers for the Scheme of Delegation task and finish group.**

## 12– Risks Identified / Forthcoming Changes

- Communication of complaints to Trustees. Raised at the last Resources Committee meeting. DC will inform Head Teachers at the next meeting that Trustees need to be updated on complaints received. IC will copy in the Chair of the LGB on responses to complaints that he deals with.
- Tavistock Budget – raised at the last Resources Committee Meeting.
- GDPR – getting to grips with it.

## 20 – Meeting Review

- IC fed back the meeting review

## 21 – Date of Next meeting

- St James, Thursday 13<sup>th</sup> June, 4pm to 6pm.
- The meeting finished at 6.pm

### Action Table from 24.04.2019

WHO	WHAT	WHEN
<b>FM</b>	<b>FM agenda ICFP data for first Audit Committee meeting in the Autumn Term.</b>	<b>September 2019</b>

FM	Agenda a review of the No Purchase Order No Pay Policy at the next Audit Committee Meeting.	June 2019
DC	Update Trustees on SENDCo' meetings and K Care consistency across DMAT in Autumn Term 1	September 2019
SK	Report details of the Bradford Related Party Transaction highlighted in the internal audit report at the next Audit Committee Meeting.	June 2019
DC/HF	DC/HF to inform Head Teachers that all staff are to complete the GDPR training within Educare by the end of Summer Term 2.	ASAP
FM	Email all LGB Clerks to arrange training for Governors on Educare.	ASAP
DC	Report back to the next Audit Committee Meeting on the outcome of wiping drives.	June 2019
FM	Agenda GDPR training to the Governance Conference agenda.	June 2019
FM	Add internal auditors report to June Audit Committee agenda.	June 2019
FM	Request volunteers for the Scheme of Delegation task and finish group.	ASAP