

Audit Committee – Part I Minutes							
Date/Time	28/02/2019 3:10pm	Location		Okehampton Skills Centre			
Attendees	Initials			Attendees	Initials		
Daryll Chapman	DC	John Lawlor	JL	Ian Courtney	IC	Tania Skeaping	TS
Marilyn Livingstone	ML						

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

ACTIONS
DECISIONS
QUESTIONS AND CHALLENGES

In Attendance	Initials	
Hazel Fox	HF	Vice CEO
Susanne Kiff	SK	Chief Financial Officer
Fiona McNeile	FM	Governance Manager - Acting
Jane Lake	JLe	Director of Safeguarding

Minutes to
Attendees
Apologies

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

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

3 – Agree and Sign Off Previous Minutes

- The minutes of the Audit Committee meeting held on 17.01.2019 were agreed and signed by JL.

4 – Matters Arising

- DC confirmed he had informed Head teachers that no invoices will be paid without a purchase order number. Item closed.
- SK explained emails and letters were being sent to all suppliers together with a detailed FAQ to embed the no purchase order no payment policy. The policy will be effective after Easter. Item closed.
- SK confirmed Every Software had been purchased and training commences on 11th March. SK requested attendance from JL to assist in setting parameters. Item closed.
- SK confirmed the building condition surveys have been instructed and start w/c 4th March

A Trustee asked when Trustees would see reports

- SK explained that after Easter the Business Managers have been tasked to populate the software with information. Item Closed.
- DC updated Trustees on the ongoing work taking place in Holsworthy to address admission numbers. Comparisons have been taken on admissions and it appears the drop in numbers is due to children on the far boundaries of the catchment are choosing the bus route to nearer Secondary schools. The drop is therefore not due to negativity but geographical reasons. The Head of School is working hard on transfer transition and has been active in local Primary School visits.

A Trustee questioned the catchment area for HCC

- SK confirmed the catchment encompasses the west side of Bridgerule where Bude Secondary is another option and also to St Giles on the Heath where Launceston College provides an option to pupils. Item closed.
- SK confirmed SCA funds can be used for the Condition Survey costs. School Property Matters have been chosen and the cost is £50,000 which will include the CAD plans and electronic versions. An additional bonus is School Property Matters work closely with Every and have agreed that Every will give DMAT a 6 month free trial of this software module which will be uploaded with the Condition Survey information.

A Trustees queried if DMAT would own the drawings.

- SK confirmed that we would be supplied with hard and digital copies. Item closed.
- JL confirmed he had addressed the content of reports for safeguarding.
- SK has not included the ESFA in the Complaints Policy as Nuala McDermott (DM) is tweaking the website to incorporate a complaints page which may be completed by internal/external users and will generate a log to enable SK to update a central complaints register. Item closed.

5 – Matters Brought Forward at the Direction of the Chair

- None.

6 – School Resource Management Self-Assessment Tool

- JL reviewed the results and noted that there were no major concerns raised. A common point raised was the need for succession planning for the CFO
- SK replied that she was not concerned. Day to day operations could continue as she has ensured that all key information is transparent and her staff know where to find information. Systems would not collapse. The larger team has enabled her to delegate more. With this in place there would be time to recruit another CFO if necessary.
- The meeting moved to Part II.

7 – Non purchase order number report

- SK advised there was no report due to illness last week, however improvement continues.
- Trustees noted that this report would become redundant with the new no payment without purchase order policy.

8 – GDPR

8.1 Subject Access Requests/Data breach

- FM explained that NM had not provided reports for the meeting. FM had chased but ND had been away during half term which had made it difficult.
- SK requested that FM copy SK in on emails to NM.

8.2 External Review of GDPR

- IC reported his attendance at the Head Teachers meeting yesterday. IC had outlined the Trustee's concerns to regarding risk and that this was not just a software risk but also people's behaviour. IC reiterated his concern with the media becoming involved if the MAT is not compliant. Head teachers have been told this is now a priority.

A Trustee asked how should Trustees monitor the Head teachers

- TS stated that Trustees has asked Governors to put this on their agendas. LGB's know what they should be looking for in visits.
- DC commented Trustees should be informed about what each school have achieved with GDPR and then if they are failing in this area Trustees can hold the Head teacher to account.
- IC stated there is a need to put in place a disciplinary measure as there is a very active risk for the whole organisation.
- Trustees agreed NM will attend each Audit Committee meeting to deliver a GDPR evaluation of each Trust school using a RAG rating system.
- Trustees agreed ND to design a self-evaluative tool for schools to use as a bench mark. ND can then audit the schools using this tool.
- Trustees agreed ND to design a GDPR checklist for LGB visits.
- Trustees agreed that a letter from IC will be sent to any Head teacher or Executive Head where GDPR compliance is consistently poor.

Action:

NM to attend each Audit Committee meeting to deliver a GDPR evaluation of each Trust school using a RAG rating system.

	<p>NM to design a self-evaluative tool for schools to use as a bench mark. ND can then audit the schools using this tool.</p> <p>NM to design a GDPR checklist for LGB visits.</p>
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9 – Policies/Documents to be agreed

9.1 Attendance Policy

- DC noted that the Census is showing attendance issues across the Trust.

A Trustee noted that the policy is hard hitting, once approved what is the intention with the policy

- JLe explained Head teachers, attendance officers and EWO's have all seen and agree with the new policy.

A Trustee noted that something needed to be done about attendance and asked who in each school will investigate absence.

- JLe responded in smaller school it is usually the administrator first and confirmed there is an established practice for attendance

A Trustee asked if there are different procedures in any of our schools.

- JLe replied no
- Trustees agreed to recommend the policy to full Trustees for approval subject to
 - a. the wording is amended from Academies to Schools
 - b. the Head teachers are given 48 hours to review wording.

JLe entered the room at 3:58pm

Action:	JLe to amend policy wording from Academies to Schools, submit to Head teachers for review (within a 48 hours timeframe) and then re-submitted to Full Trustees for approval.
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10– Census Analysis Spring 2019

- SK reported the Census Analysis which was taken in January. The Census is signed off by the Head teacher to agree it is correct. Whilst it is the Spring Census, it looks at information from the Autumn Term and different data is pulled from different dates.
- Trustees identified that the date ranges used in the Census are not consistent and do not give a realistic measure of some factors such as exclusions
- SK explained that in the Audit report it stated that there was no oversight from Trustees of the Census data.
- Trustees acknowledged the Census Analysis.
- DC shared the model being developed by JLe which shows comparative data for attendance and SEN-

A Trustee asked if attendance was on the agenda for Head teachers meetings.

- SK will add to the agenda and question what is being done/where are the children

A Trustee questioned why is Okehampton College so different in the SEN report in comparison with the other schools.

- DC explained that it is the classification within each school of 'K' care pupils. There is a need to get the SENDCo's together and work out a MAT wide evaluation of what is K or not.
- DC will update Trustees in the first Audit Meeting of the Summer Term on progress in this evaluation review.
- Trustees expressed concerns about the attendance levels in the three Secondary Schools and Highampton Primary School. Trustees expect to see improvement with the implementation of the new policy.

Action:	DC to update Trustees in the first Audit Meeting of the Summer Term on progress in this evaluation review of K care pupils.
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11– Internal Audit February 2019

- SK presented Trustees with the first draft of the internal audit report.
- SK outlined the key parts of the report; which schools were visited, focus on trips and dinner money in Primaries and Central team functions. The main point from the audit is that the main concern with Primaries is cash handling.

A Trustee asked is it too simplistic to implement a cash less system.

- SK confirmed Okehampton Primary School, being the largest primary, have adopted School Comms cashless system and the intention is to bring on board the smaller Primaries later.
- SK recommended Trustees read the report with particular focus on the RAG sheet and then discuss at the next meeting. SK will send Trustees her report responses to the Auditors.

HF entered the room 4:43pm

Action:

**FM to agenda Internal Audit RAG Review for next Audit Committee Meeting.
SK to send Trustees her report responses to the Auditors.**

12 – Benchmarking Data 2019

- Trustees noted the report produced by Bishop Fleming.
- Trustees agreed to review annually.

13 – CFO Update

- SK alerted Trustees to the risk of the increased number of accident claims from past students/employees accidents in schools. There have been three in the past month.

A Trustee questioned why the claims had increased?

- SK replied more than likely due to the 'no win, no fee' culture and perhaps because schools had converted to the Trust.
- SK reported a number of fixed term and temporary contracts are due to come to an end. There are potential risks of redundancy payment if the contracts have exceeded two years. This has been highlighted to the unions and is being monitored before renewing contracts. The deadline is 14th March.
- The meeting moved to Part II.

14 – Company Secretarial Provision Update

- IC confirmed that SK is now the Company Secretary and Michelmores have been stopped.
- SK confirmed receipt of credit notes from Michelmores.

15– Financial Academies Handbook Musts Review

- JLe confirmed this had already been reported at the last Full Trustees meeting.
- JLe reported no concerns going forward.

16 – Safeguarding Update

- JLe summarised her report to Trustees. The key points were online safety, mobile phones in schools and a training update. There is a lot of bullying online and it is shocking how often the parents blame the school.
 - JLe has provided Child Protection training at Okehampton in all assemblies which will be followed up in Tutor time.
- A Trustee asked what is being done about pupils who aren't in college and vulnerable to child exploitation
- JLe replied Okehampton College have held extraordinary MAXI meetings because there are approximately 20 students who are regularly truant. MAXI is the Multi Agency group in place looking this. All students have been identified and MASH enquiries have been made.
 - Mobile phones are a national problem for safeguarding in schools. JLe has written a mobile phone 'invisibility' policy which has been given to Head teachers to read. This will be discussed at the next Head Teachers Meeting.
 - JLe informed Trustees that the MAT wide Mental health strategy is being pushed forward and there is a meeting on 13th March for all Mental Health Leads.
 - JLe presented Trustees with a safeguarding guide to assist for Trustees.

Action:

FM to upload the safeguarding report to sharepoint.

17– Crisis Management

- Trustees considered the government online advice.
- Trustees considered the implications of a 'no deal' Brexit. Trustees discussed fuel shortage effects on bus transport, food delivery and staff travel.
- Trustees discussed online teaching solutions and staff teaching in different schools.
- SK has a meeting arranged with Business Managers to put a plan in place in event of a 'Brexit' crisis. SK will email the plan to Trustees.

Action:

SK to email the 'Brexit' Crisis plan to Trustees.

18– MAT Website Review Planning

- IC reported many of the school websites hold out of date data and look ill maintained which looks very poor to parents. IC proposed more robust system in schools as this has been a persistent problem.
- HF explained that NM and JA have chased Head teachers regularly on non-compliance and have used a RAG system to assist Head teachers. Head teachers are accountable for their school website.
- Trustees expressed concern over the risk implications of poor website maintenance.
- Trustees agreed NM to continue the RAG system and alert the Audit Committee to further non-compliance. Non-compliance would result in a disciplinary letter.

Action: NM to continue the RAG system and alert the Audit Committee to further non-compliance.

19– Risks Identified / Forthcoming Changes

- Website
- GDPR
- Naming people in minutes.
- Trustees agreed initials or job titles would be used in Trust minutes.

Action: FM to update last resources committee minutes and remove all names.

20 – Meeting Review

- ML fed back the meeting review

21 – Date of Next meeting

- Okehampton College, 24th April 2019 4pm to 6pm.
- The meeting finished at 5:30pm

Action Table from 28.02.2019

WHO	WHAT	WHEN
NM	Attend each Audit Committee meeting to deliver a GDPR evaluation of each Trust school using a RAG rating system.	Ongoing
NM	Design a self-evaluative tool for schools to use as a bench mark. ND can then audit the schools using this tool.	ASAP
NM	Design a GDPR checklist for LGB visits.	ASAP

JLe	Amend policy wording from Acadamies to Schools, submit to Head teachers for review (within a 48 hours timeframe) and then re-submitted to Full Trustees for approval.	4/4/19
DC	Update Trustees in the first Audit Meeting of the Summer Term on progress in this evaluation review of K care pupils.	24/4/19
FM	Agenda Internal Audit RAG Review for next Audit Committee Meeting.	24/4/19
SK	Send Trustees her report responses to the Auditors.	31/3/19
FM	Upload the safeguarding report to sharepoint	ASAP
SK	Email the 'Brexit' Crisis plan to Trustees.	31/3/19
NM	Continue the RAG system and alert the Audit Committee to further non-compliance.	Ongoing
FM	Update last resources committee minutes and remove all names.	Done