

THE JOHN OF GAUNT SCHOOL
Minutes of the Audit Committee Meeting
Thursday 20th October 2016

Time: 6 pm
Place: The Hub
Present: Sarah Bergg, Andrew Hawkins, Helen Thorne, Jo Trigg, Matt Doughty (part), Fiona Simpson, Eleanor Shergold (Clerk)
Apologies: Derek Barber

Agenda Item	Actions Agreed	Who
4/17	Lancaster fire door - minor issue to be resolved.	MDO
4/17	Guttering - quote to be obtained for cleaning higher level guttering.	MDO
4/17	Quote to be obtained for CCTV camera for TC mobiles area and for building repairs.	MDO
4/17	Contingency and business continuity plan - FSI will complete her part of the continuity plan and pass the information on to SLT.	FSI
5/17	A quote to be obtained for work needed on the fire exit. MDO to check the date of the next fire inspection.	MDO
5/17	Turtle - To establish the length of warranty on work carried out. MDO will put up warning signs re the slip hazard.	FSI/MDO
6/17	Health and Safety Audit and action plan to be circulated to Audit committee.	MDO
6/17	Hot water checks - MDO will clarify temperature requirements.	MDO
6/17	MDO to complete a list of actions in order of priority for Resources in response to the Sports Kit service.	MDO
6/17	Trampolining to be stopped until safety measures improved as per action agreed previously.	MDO
6/17	S&C to explore options re provision of a defibrillator.	S&C
7/17	FSI will ask DW to be a signatory. FSI will ensure that a loan book is put in place to record loans of assets. Chairs to discuss Trustees Report.	FSI ES
8/17	SB will email MGU to raise concerns re Data Protection. Data Protection policy to be circulated to Audit committee. Conversation re spot checks to be picked up at next Audit meeting.	SB ES

1/17 Apologies

Apologies were agreed and accepted.

2/17 Election of Chair and Vice Chair

DB happy to stand as chair. SB proposed, AH seconded the proposal.

SB nominated AH for the role of vice chair, HT seconded the proposal.

3/17 Declaration of Business Interests

Governors were reminded to declare business interests as necessary.

4/17 Minutes and Matters Arising

5/16 - Lancaster fire door is in the process of being resolved. MDO

19/16 - Guttering - will require further planning to access higher level guttering - MDO to obtain a quote from a company JoG already uses for the Sports Hall. MDO

19/16 - CCTV - Alert Systems have been asked to give a quote to add CCTV to the TC mobiles area. Damage to the buildings still needs to be repaired. MDO to obtain quotes for the work. MDO

21/16 - Contingency and business continuity plan - tools and infrastructure are being provided by Oakford. FSI has sourced templates to work with. Governors recommended that FSI complete her part of the continuity plan and pass the information on to SLT. FSI

5/17 Site Visit Feedback

- **Wingfield Fire Escape** - there is a concern re one of the upstairs fire escapes. MDO will explore costs to resolve the issue and check when the next fire inspection is due. Although it is likely that

the fire exit was located where it is for a reason MDO will check when there will be an opportunity to seek further advice.

Action - MDO will obtain a quote for the work and check the date of the next fire inspection. MDO

- **Turtle Flooring** - The trip hazard has been resolved with a more long-term solution needed to resolve the slip hazard. FSI will explore the length of the guarantee on the Turtle and contact the company who installed it.

Action - FSI to clarify the length of the guarantee on the work. MDO will put warning signs up to advise of the slip hazard.

FSI/MDO

6/17 Health and Safety Update

- **Maintenance Management Documents** - MDO provided governors with further information regarding requirements and procedures in place for monitoring. This includes tasks that MDO carries out on a monthly basis, as well as services that are bought in.
- **Health and Safety Audit**

A health and safety monitoring visit was carried out on 6th October - MDO updated governors and will circulate the report.

Action - MDO to circulate report and action plan to governors. MDO

PAT testing - the plan is for MDO and CGE to be trained to complete PAT testing. Currently this is not up date.

Legionella Risk Assessment - needs to be updated. Current assessment is dated 2010. Not all buildings are mains fed. The tanks are inspected annually.

Water Temperatures - discussion held re temperatures for hot water checks. MDO will clarify.

Action - MDO to clarify temperature for hot water checks. MDO

- **Sports Kit Servicing**

This has also been carried out - this takes the form of a Health and Safety inspection - any equipment needing to be serviced/repaired comes at an additional cost. Concern was expressed by governors that there is a potential conflict of interest with the company carrying out the audit also being providers.

MDO covered the key points from the report. Governors challenged the need for recommendations from the report to be followed up and asked MDO to complete a list in response to the report in order of priority for the Resources committee.

Action - MDO to complete a list of actions/equipment required in order of priority for Resources. MDO

- **Trampolining** - MDO to follow up with JDU - trampolining needs to be stopped until the safety measure agreed previously is put in place.

Action - MDO to follow up with JDU. MDO

- **PE Dept/First Aid Training** - governors questioned the current practice of PE staff not being first aid trained. The need for JOG to have a defibrillator will be picked up by S&C.

Action - S&C to explore provision of a defibrillator. S&C

MDO left at 6.55 pm.

7/17 Financial Report

- **Investment Policy**

SB proposed acceptance of the policy. HT seconded the proposal. Policy approved.

- **Financial Regulations Manual**

Governors raised points for clarification. SB proposed acceptance of the manual with agreed amendments, HT seconded the proposal.

Actions - FSI will ask DW to be a signatory. FSI will ensure that a loan book is put in place to record loans of assets. Chairs to discuss Trustees Report. FSI/ES

8/17 AOB

Data Protection - Resources have requested that the chair of Audit carries out a spot check re data protection compliance once a year. Concern raised re staff understanding of their individual responsibility.

Action - SB will email MGU to raise concerns. Data Protection policy to be circulated to Audit committee. Conversation re spot checks to be picked up at next meeting. SB/ES

The meeting closed at 8.05 pm. Next Audit meeting Monday 9th January 2017.

Signed: _____ Date: _____