

**THE JOHN OF GAUNT SCHOOL**  
**Minutes of the Audit Committee Meeting**  
**Monday 6<sup>th</sup> June 2016**

**Time:** 6 pm  
**Place:** The Hub  
**Present:** Eerke Boiten, Sarah Bergg, Andrew Hawkins (part), Matt Doughty (part), Fiona Simpson, Eleanor Shergold (Clerk)  
**Apologies:** Derek Barber

Agenda Item	Actions Agreed	Who
5/16	Fire door - minor issue to be resolved.	MDO
6/16	Financial manual to be updated for September meeting.	FSI
11/16	Terms of Reference to be agreed in advance of July Board meeting.	FSI GC/EB
12/16	Risk re Turtle flooring - long term solution to be found.	MDO
19/16	Guttering to be cleared across the whole site.	MDO
19/16	Broken glass panelling on walkway to staff room to be removed.	MDO
19/16	Quote to be obtained for additional CCTV camera for TC mobiles area.	MDO
20/16	Maintenance management documents - MDO will provide governors with more information re requirements and procedures in place for monitoring at September meeting.	MDO
21/16	Contingency and business continuity plan to be presented at September's meeting.	FSI
21/16	Governor agreement to recommendations from both March and May FCARs to be confirmed by email.	ES

**16/16 Apologies**

Apologies were agreed and accepted.

**17/16 Declaration of Business Interests**

Governors were reminded to declare business interests as necessary.

**18/16 Minutes and Matters Arising**

**5/16** - Lancaster fire door has been repaired. There is a problem with an additional door that also needs to be resolved. **MDO**

**6/16** - The financial manual will be updated for next Audit meeting in September **FSI**

**11/16** - Terms of Reference to be agreed for July Board meeting. **GC/EB/FSI**

**12/16** - Turtle flooring slip hazard has been resolved. Long term solution still needed, possibly to concrete the area. **MDO**

**12/16** - Loose cabling - some have been resolved. IT will try to establish what is working and needed during the summer.

**19/16 Site Visit Feedback**

- **Guttering** - needs to be cleared across the whole site.
- **Walkway to staff room** - some of the glass panels need to be removed as they are broken.
- **TC mobiles** - have been damaged. MDO is waiting on a quote for their repair. FSI reported that raising invoices with the relevant parents re the cost of repair generally receives no response. Governors suggested a change in procedure - that FSI sends a carefully worded letter home informing parents of the cost of the damage and the benefits gained from being able to use the mobiles instead.

Governors asked if the damage reflects lack of CCTV cover in that area - MDO will get a quote for an additional camera.

**Action - Quote to be obtained for an additional CCTV camera.**

**MDO**

**20/16 Policies**

**Policies for Audit committee reviewed** - MDO will put together a table of premises documents, including when they need to be reviewed or actioned. These are largely maintenance management documents.

**Action - MDO will provide governors with more information re requirements and procedures in place for monitoring at September meeting.** **MDO**

**21/16 Financial Report**

March and May Financial Controls Assurance Reports (FCAR) and action plans circulated in advance of the meeting.

- Risk assurance - Governors were satisfied that appropriate measures in place re auditing are robust with the quarterly visits from Wiltshire Council to carry out Financial Controls Assurance, and the annual audit with Monahans. Governors will receive feedback from the FCAR at each Audit meeting.
- FSI suggested that working with a colleague in another school to audit each other's financial controls could also be an option to consider. Governors were in favour of this suggestion.
- A contingency and business continuity plan will be formulated with the help of Oakford and presented to committee on 19<sup>th</sup> September.
- Finance, Site and HR manager posts need to be formally evaluated for grading.
- Annual salary statements are to be added to personnel files.
- Credit/debit card procedures are to be written into the financial manual.

Recommendations made in both March and May's FCARs were accepted by governors present at the meeting. This will be confirmed via email as the meeting was not quorate by this stage.

**Action - ES to email governors not present to confirm acceptance of FCAR recommendations.** **ES**

There being no further business the meeting closed at 7.15 pm.

Next Audit meeting Monday 19<sup>th</sup> September 2016.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_