

THE JOHN OF GAUNT SCHOOL
Minutes of the Audit Committee Meeting
Monday 9th January 2017

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

Apologies:

Agenda Item	Actions Agreed	Who
11/17	Higher level guttering - quote to be sourced from contractor at next visit	MDO
11/17	Quote to be obtained for CCTV camera for TC mobiles area and for building repairs	MDO
11/17	Contingency and business continuity plan - FSI will complete her part of the continuity plan and pass the information on to SLT	FSI
11/17	MDO to seek advice re Wingfield fire escape	MDO
11/17	Turtle - email reminders to be sent to tutor groups re slip hazard	MDO
11/17	Decision to be made about replacement ropes in sports hall	MDO
11/17	FSI to arrange for DW to be a bank signatory. IT to arrange appropriate recording of loans	FSI
11/17	Checks re compliance with data protection - DB to discuss with DW	DB
12/17	Mackereth lack of fire bells - MDO to obtain quote for repairs	MDO
13/17	H&S and Accessibility plan to be reviewed for March Audit meeting	MDO
13/17	Accounting Policies including Depreciation - to be circulated ahead of March meeting. To clarify review period required for Charging for School Activities	FSI ES
14/17	FSI and ES to ensure that information re Companies House is kept fully up to date	FSI/ES
14/17	Written statement of particulars of employment to be added to staff files as required	FSI

9/17 Apologies

There were no apologies.

10/17 Declaration of Business Interests

Governors were reminded to declare business interests as necessary.

11/17 Minutes and Matters Arising

19/16 - Higher level guttering - quote to be sourced from contractor at next visit.

19/16 - TC mobiles - Monitoring of the area has been increased so CCTV may not be required. Damage to the buildings still needs to be repaired. MDO to obtain quotes for the work.

21/16 - Contingency and business continuity plan - FSI has sourced a template to work with.

5/17 - Wingfield fire escape - clarification to be sought re ongoing use of this fire exit before repairs are carried out. MDO will clarify when the next fire risk assessment is carried out.

5/17 - Turtle flooring - MDO put up warning signs about the slip hazard, but these were taken down by students on the same day. Governors suggested regular email reminders via tutor groups until a permanent solution is found.

6/17 - H&S Audit - MDO circulated this to governors and has been working through the actions required. DB (H&S governor) has visited school a couple of times to meet with MDO.

6/17 - MDO has clarified temperatures for hot water checks - he will discuss this further with contractor when the legionnaires risk assessment is carried out.

6/17 - Sports kit service/H&S inspection - MDO, MGU, FSI and JDU have been through the list of actions and disposed of items as appropriate. Replacement items required prioritised to 12 agility mats and a springboard. Trampolining has been stopped completely for now. Recommendations from report complete, apart from a decision to be made about replacement ropes.

7/17 - FSI has forms to arrange for DW to be a bank signatory.

7/17 - FSI has discussed appropriate recording of loans with IT.

8/17 - Data protection - DB to check with DW re conversation about chair of audit carrying out annual spot checks. SB emailed MGU to express concerns raised at last Audit meeting re staff understanding of their individual responsibility. This has been followed up.

12/17 Site Visit Feedback and Health and Safety Update

- **DT** - RKI has raised concerns - most of which have been resolved. Issue of students triggering emergency electricity cut off still be resolved. Request for blinds will be brought to the resources committee.
- **Fire Risk Assessment** - this takes place every 5 years and is now due.
- **Leak** - this has been located and MDO is waiting on a quote for pipe repair.
- **Mackereth** - currently has no fire bells or class bells. MDO is waiting on a quote. In the meantime, in the event of a fire, plans are in place to ensure that the building is evacuated. Governors asked for this to be resolved ASAP.

Action - issue re lack of fire bells to be resolved.

MDO

- **PAT testing** - MDO has completed his training and is in the process of putting together a whole school programme of testing, including reminders to staff about the need for electrical items that they bring in to school to be tested.

13/17 Policies

MDO will review H&S and the Accessibility Plan for March Audit meeting.

MDO

FSI will circulate a new policy - Accounting Policies including Depreciation.

FSI

ES will clarify the review period required for Charging for School Activities.

ES

MDO left the meeting.

14/17 Financial Report

• **Matters Arising from the Audit**

Report circulated in advance of the meeting and FSI went through the matters arising with governors. Governors asked questions to clarify points raised.

Companies House - information does not fully reflect all governors' information.

Action - FSI and ES to ensure that information is kept fully up to date.

FSI/ES

Bank Reconciliation - an administrative error was picked up in the year end bank reconciliation, this has been resolved.

Personnel Files - all personnel files for employees appointed since conversion to an academy are complete and up to date. Prior to conversion the LA were responsible for this information, which has led to partially complete records for some staff.

Action - A written statement of particulars of employment will be formulated for all whose physical contract is not present within their file. An annual salary statement will also be included in each personnel file. FSI

School Trips - procedure and administration updated prior to the audit. New procedures ensure trips are properly authorised and adequate insurance is in place. Sample of trips reviewed were from before the process was updated.

• **Financial Control Assurance Report**

Report circulated at meeting as only received on the day of the meeting.

Items outstanding from previous visit - disaster recovery plan and annual salary statements - FSI will aim to have salary statements completed by the end of the financial year.

This visit focused on purchasing with a sample of 10 payments and a purchasing questionnaire. Governors asked questions to clarify points in the report.

With no further business to discuss the meeting closed at 7.40 pm.

Next Audit meeting Monday 27th March 2017.

Signed: _____ Date: _____