

**THE JOHN OF GAUNT SCHOOL**  
**Minutes of the Audit Committee Meeting**  
**Wednesday 5<sup>th</sup> April 2017**

**Time:** 6.30 pm  
**Place:** Wingfield Meeting Room  
**Present:** Derek Barber (chair), Sarah Bergg, Andrew Hawkins, Helen Thorne, Sally Andrews, Rachel Martin, Matt Doughty, Fiona Simpson, Eleanor Shergold (Clerk)

**Apologies:**

Agenda Item	Actions Agreed	Who
17/17	Higher level guttering - quote to be sourced from contractor at next visit	MDO
17/17	MDO to seek advice re Wingfield fire escape	MDO
	Turtle flooring - risk assessment to be carried out. To be discussed further with MGU	MDO
17/17	Ropes in Sports Hall - MDO to ask JDU to ensure that they are taken down	MDO
17/17	FSI to arrange for DW to be a bank signatory	FSI
17/17	Checks re compliance with data protection - DB to follow up	DB
17/17	H&S policy to be approved via email Accessibility plan to be discussed further with MGU and brought to June meeting	MDO
18/17	Legal advice to be sought from LA H&S adviser re situation with astro pitch	MDO
18/17	Staff training - MDO will clarify	MDO
19/17	FSI will complete the financial aspect of the business continuity plan and pass the rest on to SLT for completion	FSI
19/17	Additional information to be added to Audit Terms of Reference and discussed during internal audits	FSI
19/17	Accounting and Fraud policies to be brought to June meeting	FSI
20/17	Compensation for loss of internet provision to be explored	FSI

**15/17 Apologies**

There were no apologies.

**16/17 Declaration of Business Interests**

Governors were reminded to declare business interests as necessary.

**17/17 Minutes and Matters Arising**

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

19/16 - TC mobiles - quote of £3k received for CCTV.

5/17 - Wingfield fire escape - Fire risk assessment is due early in May. MDO will seek advice and feed back to Audit.

5/17 - Turtle flooring - MDO to follow up with MGU. Risk assessment to be carried out.

6/17 - Sports kit service/H&S inspection - Ropes are no longer being used, MDO to ask JDU to ensure that they are taken down.

7/17 - FSI has forms to arrange for DW to be a bank signatory. Held up by change in banking system - will be actioned before next Audit meeting.

7/17 - FSI has discussed appropriate recording of loans with IT and this is now taking place.

8/17 - Data protection - DB will carry out annual spot checks as chair of audit.

12/17 - Issue with fire bells in Mackereth resolved.

13/17 - H&S policy updated and will be approved via email. Accessibility plan - MDO will discuss further with MGU and bring to June meeting.

**18/17 Site and Health and Safety Update**

CIF bids - MDO informed governors that the bid to replace distribution boards across the site has been successful. A great achievement for the school. MDO hopes that the work will be carried out during the summer holidays. The work will not cost the full amount received - MDO/FSI will apply to use the rest of the funds for similar projects requiring attention.

Disappointingly the bid for replacement toilets was unsuccessful. Governors asked if a CIF bid could be submitted again next year, MDO confirmed that this is possible. FSI to discuss further with another local

school (successful in their bid). FSI will also explore the availability of other sources of funding.

Astro pitch - MDO raised the issue of people coming on to the site and using the pitch without permission. Concern expressed re the risk of someone causing serious injury to themselves when climbing over the fencing and the risk of damage to the pitch itself. This is proving difficult to resolve as people are using various access points. Options discussed.

**Action - MDO will contact the LA H&S adviser to obtain legal advice** **MDO**

DB (H&S link governor) visited recently and reviewed accident forms with MDO. There have been a couple of instances where staff have been injured when breaking up fights. Governors asked about staff training and whether it had been necessary to involve the police.

**Action - MDO will clarify re staff training** **MDO**

There have been no H&S related accidents.

## 19/17 Financial Report

### Financial Control Assurance Report

Report and Action Plan circulated in advance of the meeting. Key action points from the report -

#### Review of recommendations from previous FCAR visits -

- Business continuity and disaster recovery planning - IT part of this has been completed.

**Action - FSI will complete the financial aspect of the business continuity plan and pass the rest on to SLT for completion** **FSI/SLT**

- Annual salary statements - this will be completed by the end of the academic year.

#### Fraud prevention -

- The JOG Financial Regulations Manual - advice given to add further clarification re trading with related parties (exclusion from selection process) and procurement from connected parties 'at cost'. These are both low risk and governors agreed for the recommended additional information to be added when the manual is next reviewed.

#### Review of key changes to the Academies Financial Handbook -

- There have been quite a few high profile cases re Trusts providing incorrect pupil numbers and consequently making inappropriate funding claims. Governors agreed to the recommendation of adding oversight/checking of census data to the Audit committee's Terms of Reference. Governors asked who has responsibility for checking data - FSI explained that this is MGU's responsibility as accounting officer. Governors requested that the information is discussed with the Financial Controls Assurance Officer during her quarterly internal audits and for the information to come to Audit via her report.

**Action - Additional information to be added to Audit Terms of Reference and discussed during internal audits** **FSI**

#### Policies

Depreciation rates - discussed. Governors agreed to an additional class of 10 years. FSI will update the policy and bring to June Audit.

**Action - Accounting and Fraud policies to be brought to June meeting** **FSI**

## 20/17 AOB

Governors asked if JOG will be compensated for the day's loss of internet provision that had occurred earlier in the term.

**Action - FSI will look into this** **FSI**

The meeting closed at 7.35 pm. Date of next Audit meeting Monday 26<sup>th</sup> June 2017

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