

**THE JOHN OF GAUNT SCHOOL**  
**Minutes of the Audit Committee Meeting**  
**Monday 26<sup>th</sup> June 2017**

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

Agenda Item	Actions Agreed	Who
23/17	Higher level guttering - quote to be sourced from contractor at next visit	MDO
23/17	Wingfield fire escape - MDO will follow up on H&S	MDO
23/17	Turtle flooring - long term solution to be identified	MDO
23/17	Ropes in Sports Hall to be taken down	MDO
23/17	Checks re compliance with data protection - DB to follow up	DB
23/17	Staff training re restraint to be explored	MDO
23/17	Disaster recovery plan - FSI will check with another local school and circulate information and template to SLT and MDO	FSI
23/17	Additional information to be added to Audit Terms of Reference	FSI
26/17	H&S policy to be added to the website once approved by Board	MDO/ES

#### 21/17 Apologies

Apologies were agreed and accepted.

#### 22/17 Declaration of Business Interests

Governors were reminded to declare business interests as necessary.

#### 23/17 Minutes and Matters Arising

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

5/17 - Wingfield fire escape - advice sought when Fire risk assessment carried out. The fire escape is still needed and a H&S issue to be addressed rather than a fire safety issue. MDO will follow this up.

5/17 - Turtle flooring - Risk assessment has been carried out, monitoring and regular checks are in place. Long-term solution still to be identified. To consider playground type safety matting.

6/17 - Sports kit service/H&S inspection - Ropes are no longer being used and need to be taken down.

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

18/17 - Legal advice has been sought re situation with astro pitch - school needs to be seen to be doing all that it can - the site team, CCTV, having signs in place, calling the police as appropriate. Concerns discussed, situation ongoing.

18/17 - restraint training discussed, where teachers stand and if training would be beneficial. To look into training further, although instances where it would be needed are rare.

19/17 - business continuity plan (disaster recovery plan) - FSI has a template which covers site, students, teaching and learning, which would bring existing information together. The finance aspect just needs IT, which is covered by Oakford's business continuity plan. FSI will check with another local school what they have in place and then circulate information to SLT and MDO, along with a template that she already has.

Lockdown procedure - HKE is drafting a procedure for SLT should the need arise to lock down the site.

19/17 - additional information still to be added to Audit terms of reference.

20/17 - there is no compensation for recent loss in internet provision.

#### 24/17 Site and Health and Safety Update

MDO has had an urgent survey request as an outcome of recent Grenfell fire, the main concern being for buildings four storeys and above. Survey completed.

Distribution boards - order almost ready to be placed. MDO hopes the work will be carried out during the summer holidays, improving this aspect of health and safety.

Fire risk assessment - carried out over two days with quite a few items to address. MDO stated that he will review the report with MGU and that nothing major has been identified.

**25/17 Financial Report**

**Financial Control Assurance Report**

Report circulated in advance of the meeting. FSI updated governors on items outstanding from the last report, discussed earlier in the meeting.

This report focused on statutory information to be published on the school website. FSI will follow this up with MGU, all low risk.

**Risk Register** - reviewed and approved by governors with agreed amendments - proposed by DB and seconded by SB.

**26/17 Policies**

**Health and Safety** - policy approved with agreed amendments.

**Action - to be added to website once approved at Board.**

**MDO/ES**

**Accessibility Plan**

**Accounting Policies**

**Anti-Fraud**

SB proposed acceptance of all four policies, RM seconded the proposal - all approved with agreed amendments where relevant.

**27/17 AOB**

RM expressed her thanks for an entrancing 25 years, her last Audit meeting before stepping down at the end of this term.

**The meeting closed at 7.15 pm.**

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