

**THE JOHN OF GAUNT SCHOOL**  
**Minutes of the Audit Committee Meeting**  
**Monday 27<sup>th</sup> November 2017**

**Time:** 6 pm  
**Place:** The Hub  
**Present:** Helen Thorne (chair), Sarah Bergg, Andrew Hawkins, Sally Andrews, Pamela Raymond-Heath, Matt Doughty, Eleanor Shergold (Clerk)

**Apologies:**

Agenda Item	Actions Agreed	Who
4/18	Higher level guttering - quote to be sourced from contractor at next visit	MDO
4/18	Wingfield fire escape - possibility of replacement door to be passed on to Resources	HT
23/17	Turtle flooring - request for long term solution to passed to Resources	HT
23/17	Ropes in Sports Hall to be reassessed during December visit	MDO
23/17	Checks re compliance with data protection - ES to clarify	ES/SB
23/17	Staff training re restraint to be clarified	SB
23/17	Disaster recovery plan - to be completed	
23/17	Additional information to be added to Audit Terms of Reference	
7/18	Audit meeting time to be changed to 5.30 pm	ES

**1/18 Election of Chair and Vice Chair**

HT was elected as chair, SB as vice chair.

**2/18 Apologies**

There were no apologies.

**3/18 Declaration of Business Interests**

Governors were reminded to declare business interests as necessary.

**4/18 Minutes and Matters Arising**

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

**5/17** - Wingfield fire escape - is lockable from the inside. A health and safety risk due to the possibility of students using it to access the roof. To be passed to Resources to explore the possibility of the gate being replaced

**5/17** - Turtle flooring - a risk assessment is in place and ongoing monitoring takes place. A long term solution is still needed. Request for outdoor safety surfacing to be passed on to Resources

**6/17** - Sports kit service/H&S inspection - Ropes are no longer being used and will be reassessed at the next visit taking place during the Christmas holidays

**8/17** - Data protection - ES to clarify action on checks re compliance and send information to SB

**18/17** - Restraint training to be clarified with HKE

**19/17** - Disaster recovery plan - IT is covered by Oakford's business continuity plan. The rest of the plan is still to be completed

**19/17** - additional information to be added to Audit terms of reference as advised in March FCAR

**5/18 Site and Health and Safety Update**

Fire alarm system - the whole site needs to be brought up to date re fire safety, this will cost £30-40K. Low cost options have already been resolved. No regulations are being broken. CIF bid - it is hoped that remaining funds not needed to replace distribution boards can be used. The school is waiting to hear if this is going to be possible. Governors asked if the quote for work is up to date. MDO confirmed that it is.

Distribution boards were successfully replaced during the summer.

Fire risk assessment - was carried out over two days with nothing major flagged up. Recommendation made to upgrade fire protection. MDO is working through actions from visit. A question was raised by governors about monthly checks on fire doors. This is not something that MDO currently does. Monthly checks on call points and emergency lighting take place. Governors asked about fire drills - this had taken place recently, evacuation procedures are good. Staff will report any issues with fire doors.

Governors asked about fire marshals. Currently this is only MDO. Governors said that this would be worth looking into further.

CIF bid - this year JoG is going to submit a bid to refurbish toilet blocks. Next year - to extend the canteen. MDO explained the process. An external company is used for bid writing.

**6/18 Policies**

Terms of reference reviewed.

**7/18 AOB**

Information circulated re arrangements in place during the finance and business manager vacancy. HRY, LA Financial Controls Officer, will continue as internal auditor, giving advice on financial matters and performing a range of checks on the school's financial systems. An initial visit has taken place with plans made for her visits over the rest of the year.

Governors asked for the time of Audit meetings to be changed to 5.30 pm to include the site visit that takes place before committee meetings. .

**Action - to amend Audit meeting dates for the rest of the year**

**ES**

**The meeting closed at 7.30 pm. Date of next Audit meeting Monday 26<sup>th</sup> February 2018**

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