

THE JOHN OF GAUNT SCHOOL
Minutes of the Audit Committee Meeting
Monday 26 February 2018

Time: 6 pm
Place: Wingfield Meeting Room
Present: Helen Thorne (chair), Sarah Bergg, Sally Andrews, Pamela Raymond-Heath, Mike Gunston, Eleanor Shergold (Clerk)
Advisers: Matt Doughty
Apologies: Andrew Hawkins

Agenda Item	Actions Agreed	Who
10/18	Checks re compliance to be followed up in the context of GDPR	HT/ES
10/18	Additional information to be added to Audit Terms of Reference	NRE
11/18	Committee to be updated on actions at next Audit meeting Site visit will be planned around the monitoring report	MDO
11/18	Link governor for H&S to attend next monitoring visit	SB
13/18	GDPR to be added to Audit Terms of Reference	NRE
14/18	Cashless catering - to clarify whether automated emails can be sent re student accounts and how parents are refunded when students leave the school	MGU
14/18	Recommendation to be made from Audit to Resources re tendering	MGU
15/18	Polices to be reviewed for term 6 as agreed	MDO/NRE

8/18 Apologies

Apologies were agreed and accepted.

9/18 Declaration of Business Interests

Governors were reminded to declare business interests as necessary.

10/18 Minutes and Matters Arising

19/16 - Higher level guttering - Wingfield guttering has been cleared to resolve issues with leaks. The rest will be followed up in the spring/summer when the weather is better

5/17 - Wingfield fire escape - is lockable from the inside. There are no plans to replace the door

6/17 - Sports kit service/H&S inspection - ropes have been reassessed as fit for use

8/17 - Data protection - checks re compliance to be followed up in the context of GDPR

18/17 - Safer handling training - six staff have completed the training. This is ongoing and will be discussed further by S&C

19/17 - Disaster recovery plan - this is being followed up

19/17 - Additional information to be added to Audit terms of reference as advised in March FCAR once Finance and Business Manager is in post

The minutes of 27 November were agreed and signed as an accurate record of the meeting.

11/18 Site and Health and Safety Update

Accidents - there have been no student accidents since the last Audit meeting and only one accident involving a member of staff who fell outside G109. Potential hazard has been resolved.

H&S monitoring visit - report circulated in advance of the meeting. This visit focused primarily on PE. JDU has a copy of the report and is working through the action plan. Standards of health and safety were found to be good. MDO is working through outstanding actions from the previous visit.

MDO informed governors that the required action re guards being fitted to the Hegner saws would cause an increased hazard in this instance. A member of staff always supervises student use of the equipment.

Risk assessments need to be reviewed and a risk assessment register put in place. Water hygiene - legionella risk assessment last carried out in 2010. Consideration of a review advised. MDO informed governors that the water tanks are checked every year and this would identify any issues.

Governors observed that much of the recommendations from the visit are around admin and having documentation in place. Governors asked how often H&S monitoring visits happen. This is a day visit a

couple of times a year.

Action - committee to be updated on actions at next Audit meeting and the site visit will be planned around the monitoring report MDO

The next H&S monitoring visit will have a focus on outside space - playgrounds and fields. SB has taken on the role of link governor for H&S and will attend.

Action - link governor for H&S to attend next monitoring visit SB

12/18 EFSA Letter

Circulated in advance of the meeting. A reminder of the responsibilities and ethos of governance.

13/18 GDPR

MGU updated governors. The school has an action plan in place and is making progress. JT and MGU have a meeting planned with B&NES traded services re the DPO role. This ideally needs to be someone who is not an employee of the school.

Governors asked how compliance will be checked. MGU - the ICO carries out random checks but this tends to apply to large organisations.

The school is working towards compliance, helped by the fact that JoG was already mindful of data protection under current regulations.

Action - Add GDPR to Audit Terms of Reference once the way forward has been established NRE

14/18 Financial Report

Financial Controls Assurance Report

Report circulated in advance of the meeting. The visit focused on a review of the cashless catering system introduced in July

Recommendations from the visit discussed which included the following -

- Provision for students to go overdrawn on their accounts, a maximum of £2.50 per student, equates to a significant amount of money across the school. It is likely that this facility will be withdrawn
- Governors asked if it is possible for parents to be sent notification when student accounts are low in funds and what happens when students leave the school and accounts are in credit
- Two accounts were accidentally credited with £90. A recommendation will be made to Resources for this amount to be written off
- The processes for administrating the catering system to be documented in the John of Gaunt financial manual - NRE will follow this up if it has not already been done

Action - to find out if it is possible for parents to be sent an automated email when student accounts are running low and how parents are refunded when students leave the school MGU

Governors asked if it is a consideration not to have a cash loader. MGU has looked into this and it is normal practice for schools to have one. Currently this is high use, perhaps with time this will decrease as the system becomes more familiar. Income in the canteen has increased.

Parents have asked about restrictions that can be put on accounts. This is being looked into.

The next FCAR visit will focus on purchasing.

Monahan's Management letter - outlines recommendations made from the audit year ended 31 August 2017. MGU updated governors.

Tendering - decision taken late so full tender process not followed for Dunston toilet conversion. NRE has drafted a proposal for Resources to review the threshold for tendering. Governors asked about the process. MGU - is in place for the right reasons, providing more of a guarantee for best value, making it easier to compare quotes. A lengthy process.

Action - recommendation to Resources that Audit strongly consider £25K too low for tender process MGU

Governors expressed appreciation of the finance team's hard work during the disruption to finance management and staffing during the FBM vacancy.

15/18 Policies

Accessibility Plan - action plan to be reviewed for July meeting.

Charging for School Activities, Staff Expenses and Gifts, Hospitality & Anti-Bribery - will all be reviewed in term 6.

Action - polices to be reviewed for next Audit meeting as agreed

MDO/NRE

With no further business to discuss the meeting closed at 7 pm.

Date of next Audit meeting Monday 2nd July 2018

Signed: _____ Date: _____