

THE JOHN OF GAUNT SCHOOL
Minutes of the Audit Committee Meeting
Monday 2 July 2018

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

Agenda Item	Actions Agreed	Who
18/18	'General' to be added to Audit Terms of Reference re data protection	Audit
22/18	Audit to report to Board that the disaster recovery plan has been reviewed	HT

16/18 Apologies

Apologies were agreed and accepted.

17/18 Declaration of Business Interests

Governors were reminded to declare business interests as necessary.

18/18 Minutes and Matters Arising

- 8/17 - Data protection - checks re compliance will be followed up in the context of GDPR
- 19/17 - FBM advised additional information not needed in terms of reference as per March FCAR - Monahans cover this in their audit
- 11/18 - actions from last H&S monitoring report will be followed up by SB at her link governor visit. SB attended recent governor services H&S link governor training
- 13/18 - GDPR to be added to Audit terms of reference - only needs to have the word 'general' added at September review
- 14/18 - parents have been informed by email that the school is unable to issue refunds from cashless catering when students leave school. Provision for students to go overdrawn on their account has been removed, this can only happen in exceptional circumstances

The minutes of 26 February were agreed and signed as an accurate record of the meeting.

19/18 Site and Health and Safety Update

Health and Safety Audit - MDO will review actions from last monitoring visit with H&S link governor this week. MDO reported that he is happy with progress on recommendations from the visit. JDU is working through PE related actions. Recommendations re COSHH are being followed up. The next H&S monitoring visit will focus on the grounds. Governors asked how often monitoring visits take place. MDO - two/three times a year.

Site update - MDO updated governors on work planned for the summer, which included -

- Dunston - five classrooms and the corridor will be painted. New carpets will be fitted to three classrooms and the entrance foyer
- New chairs are on order - the start of a programme of buying replacement chairs - those in good condition will be kept as stock. The length of guarantee is generous which means that this will eventually pay for itself
- Wingfield kitchen will be refurbished
- Wingfield toilets will be refurbished in keeping with Dunston. Two quotes have been received and the order has been placed. More modest repairs will be carried out to Gloucester toilets
- Chiltern boilers will be replaced before winter
- Ongoing issues with main gates discussed as repairs do not last. NRE is looking into the situation. MDO outlined plans for this year's CIF bid which will have a focus on site security, including reception (as well as the canteen). Governors highlighted the importance of safeguarding as ongoing issues with the gates mean that the site is not secure. Governors asked about H&S measures re the gates - MDO said that they are turned off
- Water fountains are being replaced and an additional two added

- Various service inspections and risk assessments have been booked

20/18 GDPR

Information Governance Health Check report circulated in advance of the meeting. Report highlights a series of recommendations that the school is working through.

21/18 Financial Report

Financial Controls Assurance Report

Report circulated in advance of the meeting. The visit focused on purchasing procedures and petty cash. A positive visit with only one action point - to make a note in the finance manual where exemptions to official authorised order forms apply. NRE said that this evidences the fact that the finance team are doing a good job.

FCAR Scope of Visits for 2018/19 circulated for governors' information. This outlines what the visits are aiming to achieve and areas likely to be looked at.

22/18 Disaster Recovery Plans

Two documents form the disaster recovery plan - The school's Business Continuity Plan and the ICT Disaster Recovery and Business Continuity Plan. These are live documents. Governors asked who is responsible for updating the ICT plan and if it is updated termly - NRE said that Oakford do this.

Action - Audit to report to Board that the plans have been reviewed

HT

23/18 Policies

Accessibility Plan - action plan has been updated. Governors asked about access issues around the school and emphasised the need to continue to constantly work on this, particularly given the ethos of being an inclusive school. NRE said that the consultancy firm preparing the school's CIF bids could be asked to look into this further. All agreed that it is important to be proactive.

Anti-fraud - acceptance of policy proposed by SB, seconded by HT.

Gifts, Hospitality & Anti-Bribery - acceptance of policy proposed by PR, seconded by SB.

Investment - change to policy made to enable investment in a fixed term (higher interest) account. NRE explained how the school's funds are invested. Governors asked questions about the decision making process regarding the division of money between the two accounts discussed. NRE outlined unknown factors for next year including the teachers' pay award in September and the pension contribution review, informing decision making re the 32 day account. Resources receives regular updates on cashflow. HT proposed acceptance of the policy, SB seconded the proposal.

Staff expenses - SA proposed acceptance of the policy, SB seconded the proposal.

24/18 AOB

A question was raised about Lloyds, whether this is the best investment opportunity. Governors were satisfied with the explanation given.

The meeting closed at 7.30 pm. Date of next Audit meeting Monday 26th November 2018

Signed: _____ Date: _____