

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

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

Agenda Item	Actions Agreed	Who
6/19	Recommendation to be made to Board to combine the Audit and Resources committees	Audit Resources

1/19 Election of Chair and Vice Chair

HT was elected as chair, SB as vice chair.

2/19 Apologies

Apologies were agreed and accepted.

3/19 Declaration of Business Interests

Governors were reminded to declare business interests as necessary.

4/19 Minutes and Matters Arising

There were no matters arising.

The minutes of 2 July were agreed and signed as an accurate record of the meeting.

5/19 Site Update

A site visit took place before the meeting. MDO and SB (H&S link governor) plan to meet this term.

MDO updated governors on work planned for the Christmas holidays. A builder has been asked to provide a quote to remove the plastic matting in the Turtle and to replace the floor covering with concrete. This will resolve the ongoing slip hazard. Governors asked about the grassy area between Chiltern and Dunston as this becomes very muddy in the winter, potential options discussed. Governors suggested that a quote is obtained for the whole area, including the Turtle.

Site update - MDO updated governors on work carried out during the October break, which included -

- Wingfield - corridor painted
- Deep clean carried out after recent fire in Gloucester boys' toilets
- Plastic toilet roll holders replaced with stainless steel holders across the site
- High level guttering cleaned
- Gloucester gate post re-bedded
- TC mobiles - damage repaired

Governors asked if CCTV cover has been improved to TC mobiles and about the onus on parents after incidents of vandalism. NRE explained how the school follows this up with parents. In most cases the expense is lower than the excess for insurance purposes.

Governors asked about site inspections since the last Audit meeting in July. A fire risk assessment has been carried out and a Legionella risk assessment. MDO said that much work is going on behind the scenes in preparation for submission of the CIF bids in December, for site security and upgrading fire protection.

6/19 Audit and Resources Committee

NRE met with SB and GC to discuss the committee structure. When the Audit committee was formed it was a statutory requirement to have a separate audit committee. This is now only the case where income is in excess of £50m. Repetition of information in Audit and Resources meetings is the other main driver for change.

Agendas will need to be time bound to ensure that meetings do not over run. NRE will consider where additional meeting(s) may be required. Working parties can be utilised where an agenda item requires further discussion. Governors will have a better overview of their responsibilities with a combined committee. NRE will write a reference guide for the joint committee to give governors oversight, adding a timeline of regular events. The same controls will still be in place to make sure that everything is done as it should be as per the Academies Financial handbook. Site visits will continue three times a year.

SB will continue to meet with MDO three times a year. GC plans to meet with NRE three times a year as link governor for finance. Governors will be given the opportunity to revisit committee membership. SB proposed the recommendation to the Board, HT seconded the proposal.

Action - Recommendation to be made to Board that the two committees are combined Audit/Resources

7/19 GDPR

Health check report from July circulated in advance of the meeting. NRE reported that a follow up meeting with i-West had taken place today. The DPO role has been outsourced to i-West. Governors have been offered the opportunity to do GDPR training online.

Information (Data Handling) Security Policy - SB proposed acceptance of the policy - HT seconded the proposal. Oakford did a big piece of work on data handling when they first took on the IT contract. It is important to be reminded of best practice. Governors asked how staff are updated and reminded. NRE said that this is included in a staff training day. Governors asked if the content of staff training days is tracked - LHA will have this information.

8/19 FCAR Report

Report from July visit circulated in advance of the meeting. The visit focused on bank reconciliations and website compliance. Action points from the meeting discussed.

The next FCAR visit will focus on payroll. Internal audit process discussed - serves as a check for PSK as accounting officer.

9/19 ICT Disaster Recovery Plan

Circulated in advance of the meeting. If there is a problem Oakford will deal with it. Oakford is looking at building a secondary back up on site to give additional security.

Governors asked a question about IT issues that had taken place at the beginning of term 1. It is thought that the cause has been established so that it does not happen again next year.

10/19 AOB

There was no further business to discuss.

The meeting closed at 7.20 pm.

Signed: _____ **Date:** _____