



Alderman Jacobs Primary School (Academy Trust)

Audit Committee Meeting

Wednesday 16 October 2019

MINUTES

Key:

Trustee Questions

School Improvements

Trustees Present: Cathy Carlisle (Head), Eamonn Dorling (Finance Chair), Joel Combes (Resources Chair), Laura Holland, Laura Hemmaway

In Attendance: Jocelyn Sumner (Finance and Operations Manager), Sarah Woods (Clerk)

Meeting opened at 6.31pm

1	Welcome and Apologies Joel Combes (JC) welcomed all to the meeting. Apologies were accepted from Jenny Johnson.	All to note
2	Declaration of Pecuniary Interests <ul style="list-style-type: none"> Eamonn Dorling- Independent Financial Advisor, Chair of Finance Committee: Whittlesey Town Council, Treasurer: Whittlesey Business Forum, Trust Member of Alderman Jacobs School (Academy Trust) Laura Holland- Trust Member of Alderman Jacobs School (Academy Trust) Joel Combes- Wife, Sarah Combes is a teacher in school 	All to note
3	Terms of Reference Agreed, proposed by Laura Holland (LHO) and seconded by Eamonn Dorling (ED)	All to note
4	Programme of Internal Scrutiny Trustees asked if they are doing everything they should be doing with compliance visit. Andrew Pattison currently completes the compliance visits in school. Trustees agreed that for true accountability, a Trustee should do this visit alongside AP. This will be split between LHO and JC. Programme of Internal scrutiny agreed, proposed by LHO and seconded by Laura Hemmaway (LHE).	All to note To action: LHO/JC
5	Responsible Officer Report The meeting was provided with a copy of the Supplementary audit checks from the Responsible Officer visit on 4 th June & 10 th September, as well as a response from the Finance and operations manager. Trustees were	All to note

	<p>satisfied with the responses. It was advised by RO that a skills audit should be issued to Trustees, this has been actioned but still awaiting a response from many Trustees. It was agreed that this would be taken to the Full Governing Body to discuss the importance of completing these. Monthly accruals & prepayments has consistently come up as a 'minor', the Finance and Operations Manager have spoken to various people and this is a 'recommendation', and is currently looking into this.</p>	<p>To action: Sarah Woods</p>
6	<p>Risk register Trustees were given a copy of the Risk Register prior to the meeting which included the main risks to the Academy. Baldwin's had suggested focusing on 10-12 risks, there aren't any alarming risks but they are something that needs to be kept an eye on. <i>It was explained that the new finance software is 'in the cloud' rather than paper copies which Trustees agreed is more secure. Trustees asked who we get advice from with the Pension Scheme.</i> We attend LGSS briefings and they send us information. Staff who are near retirement are entitled to go on a funded (by the Academy) briefing to seek advice and information. The Academy periodically checks to see if there are any gaps in employees' pension contributions. Proposed by LHE, seconded by JC.</p>	<p>All to note</p>
7	<p>School Teachers Pay and Conditions STPCD was given to Trustees prior to the meeting informing governors of the staff listed to move to the next incremental pay point and all staff to receive the annual 2.75% uplift. CC confirmed to Governors that this had been included in the budget and all staff listed had met their performance targets. Proposed by LHO and seconded by ED. <i>Trustees asked if staff that have been off for this academic year should still receive the increment.</i> Yes they should still receive it, the guidelines state that we shouldn't discriminate and if they have always performed well and met targets then they are still entitled to the increment. <i>Trustees asked if there are any concerns of teachers leaving if they have achieved the top pay scale.</i> It was explained that not all teachers want to move onto leadership and are happy teaching in the classroom.</p>	<p>All to note</p>
8	<p>Summary of meeting</p> <ul style="list-style-type: none"> • Looked at and discussed the risk register • Understood the Terms of Reference • Agreed to put Trustee as joint compliance officer and link it to programme of internal scrutiny. 	<p>All to note</p>
9	<p>Any other Business There wasn't any other business.</p>	<p>All to note</p>

The meeting closed at 7.03pm

Signed as a true record: Date:
Joel Combes (Audit Chair)