



Alderman Jacobs Primary School (Academy Trust)

****Audit & Risk Committee****

Wednesday 17th May 2023

MINUTES

Key:

Trustee Questions

School Improvements

Governors Present: Cathy Carlisle (Headteacher), Joel Combes (Chair), Laura Holland (LHO), Thomas Claxton (TC)

In Attendance: Jocelyn Sumner (Finance and Operations Manager), Amy Ure (Governance professional)

Meeting commenced at 5.30pm

1	Welcome and Apologies Joel Combes (JC) welcomed everyone to the meeting. Apologies received from Laura Hemmaway, Sadie Wiles, Eleanor Gunn & Elaine Crane	All to note
2	Declaration of Pecuniary Interests - <ul style="list-style-type: none"> Cathy Carlisle (CC) - Secondment to SOKE education Trust as CEO. Husband provides Landscaping services. Daughter has a temporary contract for Midday Supervisor Laura Holland (LHO) - I am a Trustee of another Trust (OWN Trust) in Peterborough. I am also an associate Trustee for SOKE Trust but have no voting rights. Joel Combes (JC) - Wife, Sarah Combes is a teacher in school. 	All to note
3	Minutes of the Previous Meeting (11th January 2023) All agreed the minutes were a true reflection of the meeting. Proposed by LHO, seconded by JC.	All to note
4	Agreed Actions Updated No actions	All to note
5	Internal Control <ul style="list-style-type: none"> Appointment of Responsible Officer for Internal Control Macintyre Hudson completed our Internal audits, we haven't used them for long so would like to continue with them for now.	All to note

	<ul style="list-style-type: none"> Internal Audit Reports <p>Internal Scrutiny Report completed by Macintyre Hudson visit 1 (01/09/2022 to 31/12/2022) along with a response to summary of findings document was shared with trustees prior to the meeting.</p> <p>Trustees were advised of the steps taken to correct the outstanding trader/debtor balances. Multiple attempts to contact Kidzone have been made with regards to an overpayment. Trustees agree there is little more we can do; they are written off after a period of time. Just need to keep an audit trail of attempts to contact them.</p> <p>Trustees were advised that HMRC had not paid back the full VAT claim amount in November & December. Contacts have been made with HMRC and requests for callbacks have been made. We will continue to try to contact them. Trustees challenged why the document did not mention the December under payment from HMRC. No that was picked up after and will be included in the next report.</p> <ul style="list-style-type: none"> Internal Focus - Risk Register <p>Risk register was shared with trustees prior to the meeting. No real changes and is a standing agenda item. Trustees noted that most of the risks highlighted are with regards to the trust board.</p> <p>Trustees noted and made comments before. Trustees are aware and acknowledge the level of risk in the current circumstances.</p> <p>Trustees questioned the fire doors noting that they were also highlighted on fire risk assessment. Trustees were advised that some of the school is being compartmentalised as part of the current project, this will mitigate most of the risk. A CIF bid will be considered to replace the rest of the doors. Trustees felt this should probably be marked as ongoing. The hope was that this was completed early on in the project but there are issues with sourcing/price increases of the fire doors and quotes are being sought. Trustees agree that it isn't flagged as a high risk, more a 'nice to have'. Overall at low risk and can be done over time.</p> <p>Trustees recognised and are happy with the level of risk.</p> <ul style="list-style-type: none"> ESFA Returns <p>ESFA summer 2023 returns document was shared with trustees prior to the meeting. This is to evidence all submissions that have been made.</p>	
6	<p>Procurement</p> <ul style="list-style-type: none"> Upcoming SLAs <p>Upcoming SLAs were shared with Trustees prior to the meeting.</p> <p>The outsourcing of the catering contract was discussed. JS summarised where we are at currently. She is disappointed in the help from the DfE and feels a Jan 2024 deadline is unlikely. We have worked hard with the current catering company and so it would not be detrimental to extend the contract for a further 1year to ensure that any outsourcing is done properly.</p> <p>Trustees asked what catering arrangements are used by Soke and wonder whether this may be something they look at centralising. Currently there is</p>	All to note



	<p>a mixture, some schools are using the same catering company as AJS and others are offering inhouse.</p> <p>Trustees discussed the upcoming SLAs and are apprehensive of doing anything much in terms of trending for long term contracts as joining with Soke may lead to economies of scale.</p> <p>Trustees were made aware of some of the SLAs that will still be at school level. Judicium and ICT are the big contracts. The school is happy with the level of service from Judicium. Trustees asked who Soke used for payroll/HR as they would expect this to be done at trust level. Soke currently uses APM but is in talks with AZETS who also offer other services including H&S.</p> <p>Trustees all in agreement not to sign any long term contracts. To continue 1 year contracts and then see where the trust is at.</p>	
7	<p>Health & Safety</p> <ul style="list-style-type: none"> Citation audit report <p>The H&S site visit report was shared prior to the meeting along with an audit response to findings which was saved within the trustee meeting folder.</p> <p>Trustees noted that all looks in hand. They noted the main 'high risk' point highlighted was the 'window restrictors'. Trustees were reassured that the window restrictors were being checked and are in working order but the checks had not been recorded. This has now been incorporated into AB regular activities and recorded on Every.</p> <p>Trustees discussed and commented on some of the risks and responses, particularly around the 'driving' risk and DVLA checks. Trustees were advised that this refers to staff driving for work purposes i.e. training. It provides an online check of their driving license information (eg driving offences). Trustees felt that you would be covered under your 'staff code of conduct' policy.</p> <p>The lifting equipment was also highlighted and discussed. The hoist is not used, and hasn't been for years. Even though it's not in use we are in breach for not having a safety inspection certificate. A full service package is costly. Trustees felt that if a child attended school needing a hoist the LA would provide funding to put provisions in place. All in agreement to take it down.</p> <p>Other points noted from the report. The visit was done during term time, not 'out of term time' as suggested in the report. The report highlighted medium risk areas 'not checked' but they could have checked them so these have contributed to a lower overall score.</p>	All to note

