



Alderman Jacobs Primary School (Academy Trust)

Audit Committee Meeting

Wednesday 21 October 2020

MINUTES

Key:

Trustee Questions

School Improvements

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

In Attendance: Sarah Woods (Clerk) Gemma Glazebrook (Clerk from October 2020)

Meeting opened at 6.16pm

1	Welcome and Apologies Joel Combes (JC) welcomed all to the meeting.	All to note
2	Declaration of Pecuniary Interests <ul style="list-style-type: none"> Laura Holland (LHO)- Trust Member of Alderman Jacobs School (Academy Trust) Joel Combes (JC) - Wife, Sarah Combes is a teacher in school 	All to note
3	Minutes of previous meeting - Including virtual questions and responses Summer 2020 The minutes were agreed as a true and accurate record 26 th February 2020 - Proposed by LHO and seconded by Laura Hemmaway (LHE) Confidential Minute - 8 th April 2020 - Proposed by LHO and seconded by JC Confidential Minute - 1 st July 2020 - Proposed by LHO and seconded by JC.	All to note
4	Terms of Reference Agreed, proposed by LHO and seconded by LHE.	All to note
5	Programme of Internal Scrutiny Trustees asked if they should have a link governor for internal scrutiny. This can be completed as part of the compliance visit. Trustees agreed that for accountability, they would like this to be completed with a body outside of school and that JC would be the link governor.	All to note
6	Responsible Officer Report	All to note

	The meeting was provided with a copy of the Supplementary audit checks from the Responsible Officer visit, as well as a response from the Finance and operations manager. Trustees were satisfied with the responses. There was a minimal risk flagged, due to not receiving Pecuniary Interest forms from a Member of the Trust. LHO to have contact with member. All trustees were happy with the report.	note To action: LHO
7	Risk register Trustees were given a copy of the Risk Register prior to the meeting which included the main risks to the Academy. Trustees asked about the high risk 'Covid-19 risk of closure'. It was explained that this has to be added, as there could be a loss of income, reputational risk, Health and Safety risk. There will also be an updated version of the schools risk assessment going to the next meeting. Trustees asked if the financial systems are backed up, on their own servers or the cloud. The new finance system is backed up, on the cloud and the servers. Proposed by LHO, seconded by LHE.	All to note
8	School Teachers Pay and Conditions & Leadership pay Following the schools annual programme of performance management the recommendation was put forward that the members of staff receive an incremental pay rise on the Teachers Pay spine in line with the advice issued in the STPCD (School Teachers Pay & Conditions document) from the 1 st September 2020. The school budget was set taking these increments into consideration. Trustees asked if this has all be included in the budget. Yes, this has already been included, and gives the school good retention of staff and the opportunity to recruit. Leadership pay- Trustees asked if the new pay increases can be included in the budget for the next 5 years. Yes this will be included in the budget and is affordable, there will be additional funds next year. Trustees asked if role profiles are changing for Assistant Headteachers. Yes, there is now only 1 deputy headteacher and the AHT have taken on more of the workload, and their roles have slowly evolved and all areas of responsibilities are being directed to them. Trustees agreed that if it can be budgeted well and doesn't affect quality of teaching then trustees are happy. It was explained that there is greater continuity have 1 AHT with a larger phase, this gives them the relationship with the children and parents as they move through the school. All trustees agreed to the uplifts. Proposed by LHO and seconded by LHE.	All to note
10	Summary of meeting <ul style="list-style-type: none"> • Looked at and discussed the risk register • Agreed JC as link trustee for the programme of internal scrutiny. 	All to note
10	Any other Business There wasn't any other business.	All to note

The meeting closed at 6.58pm

Signed as a true record: Date:



Joel Combes (Audit Chair)