



Alderman Jacobs Primary School (Academy Trust)

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

Wednesday 10th February 2021 (Virtual due to COVID-19)

MINUTES

Key:

Trustee Questions

School Improvements

Trustees Present: Cathy Carlisle (Head), Joel Combes, Laura Hemmaway, Laura Holland, Sadie Wiles (Chair).

In Attendance: Jocelyn Sumner (Finance & Operations Manager), Gemma Glazebrook (Clerk).

Meeting commenced at 5.34pm

1	<p>Welcome and Apologies Sadie Wiles (SW) welcomed all to the meeting.</p>	All to note
2	<p>Declaration of Pecuniary Interests Cathy Carlisle (CC) - Daughter carries out temporary midday / TA work Laura Holland (LHO) - Trust Member of Alderman Jacobs School (Academy Trust) Joel Combes (JC) - Wife, Sarah Combes is a teacher in school. Sadie Wiles (SW) - CFO of OWN Trust, Governor of Nene Valley Primary School.</p>	All to note
3	<p>Minutes of the Previous Meeting (21st October 2020) The minutes were agreed as a true and accurate record. Proposed by Laura Holland (LHO) and seconded by Laura Hemmaway (LHE).</p> <p>Trustees asked whether the members had contacted Darren Purrell regarding the outstanding documentation and whether he still wishes to be a member. No one has heard from Darren but Kevin Blencowe was asked to contact him in December 2020. Trustees asked if this would affect our compliancy with their being one less member. We are</p>	All to note

	<p>still compliant as there will be four members in total as Eamonn Dorling has agreed to stay on. Gemma Glazebrook (GG) to contact Kevin to see if he has heard from Darren and to check the rules and regulations regarding removing a member from the trust.</p>	<p>GG to action</p>
4	<p>Agreed Actions Updated All actions have been completed and satisfactorily closed.</p>	<p>All to note</p>
5	<p>Risk Register Trustees reviewed the risk register that was provided to them prior to the meeting. The only changes are the closure due to COVID-19, COVID testing and the re-opening. Trustees questioned the medium score for the disaster plan and asked whether this was something the school was still working on. This has not been prioritised but we do have a critical incident policy which includes a disaster recovery plan and business continuity which could move this to low. The critical incident plan is updated on a regular basis. Trustees asked whether we could add something regarding the 'site' to the risk register. It can be added and brought to the next meeting. What risk are the trustees referring to? Trustees confirmed that the risk regarding the 'site' could be the overhaul of the building for instance the heating. Trustees questioned what the school has in place should something happen. We have an arrangement with Sir Harry Smith Community College should anything happen. The critical incident policy can be added to the risk register as a mitigation measure. Trustees stated that AJS seems to focus on the financial aspect but has anyone else looked at the Risk Register. The Risk Register went to the ESFA last term when they completed their audit and is reviewed by the responsible officer. Trustees confirmed that 'The Key' is a good resource for the risk register and would recommend it. It will also direct you to the Academies Financial Handbook and summarises all the information.</p>	<p>All to note</p>
6	<p>Responsible Officer ~ Areas of Responsibility Trustees asked what the audit committee would like to look at in each committee meeting and what they would like the responsible officer to look focus on. The audit committee takes aspects of the risk register and focuses on them and then asks the responsible officer to look at them. We could compare The Key to our risk register. We could look in more detail into IT (Cyber Security), financial planning, budget control, GDPR, governance or staff costs. Trustees discussed what areas they want to focus on in the next meeting. Trustees confirmed that GDPR would be a good place to start. Trustees asked whether we outsource IT (cyber security). We have an advisor, but it is not wholly outsourced. Trustees asked if GDPR is outsourced. It is done through the ICT service. Trustees asked if a GDPR audit has been completed. We have an information asset register and there is an annual audit and staff training regarding GDPR. Trustees asked what a 'medium' risk means. If something did go wrong, it would have a high impact, but we have things in place. The score is made up of the likelihood of the event and the impact it would have. Trustees asked whether this is 'medium' because we have so much online now. It is</p>	<p>All to note</p> <p>JC arrived 5.45pm</p>



	<p>just how the matrix allocates each area. It is up to the trustees to determine the level of risk to tolerate. If we list all the information, it will have a medium impact but it is not necessarily something we need to worry about. Trustees asked if we could look at this in the next meeting. Jocelyn Sumner (JS) will bring a report on GDPR (highlighting what the school has put in place) to the next meeting.</p> <p>The internal audit from Macintyre Hudson (Responsible Officer) will happen in a few weeks' time. It will show what we have put in place legally but not specifically GDPR. This will be audited by the ICT service. Trustees questioned whether the audit will look at all the musts. No, not necessarily on this audit but they will be looked at over three visits. Trustees questioned whether we could ask the auditors to look at something specifically. The committee needs to decide what they would like the audit to look at. Trustees asked if they could look at compliance and financial risks. This can be shared with them to see if they are happy with it. Trustees asked whether everyone was happy for the internal audit to look at compliance and financial risks. All trustees agreed. Trustees questioned if they are looking at the legal aspects. Yes, they will be.</p>	<p>JS to action</p>
<p>7</p>	<p>Any Other Business None</p>	<p>All to note</p>
<p>8</p>	<p>Summary of meeting</p> <ul style="list-style-type: none"> • Discussed looking into more detail regarding GDPR. • Come up with what we want Macintyre Hudson to look into. 	<p>All to note</p>

The meeting closed at 5.57pm

Signed as a true record: Date:
Sadie Wiles (Chair)