



Alderman Jacobs Primary School (Academy Trust)

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

Wednesday 12th May 2021

MINUTES

Key:

Trustee Questions

School Improvements

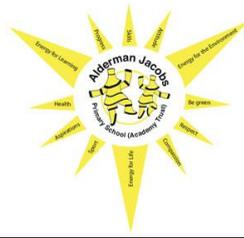
Trustees Present: Cathy Carlisle (Head), Joel Combes (Chair), Laura Holland, Sadie Wiles.

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

Meeting commenced at 5.35pm

1	Welcome and Apologies Joel Combes (JC) welcomed all to the meeting. Apologies received from Laura Hemmway (LHE) and Eleanor Gunn (EG).	All to note
2	Declaration of Pecuniary Interests Cathy Carlisle (CC) - Daughter carries out temporary midday / TA work. Husband completed arboricultural 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.	All to note
3	Minutes of the Previous Meeting (10th February 2021) The minutes were agreed as a true and accurate record. Proposed by LHO and seconded by SW.	All to note
4	Agreed Actions Updated All actions have been completed and satisfactorily closed.	All to note
5	GDPR Trustees were provided a GDPR report and GDPR audit response prior to the meeting. We have looked at two aspects of risk and we have	All to note

	<p>presented the documents to show how these risks are managed. The GDPR policy has been reviewed and ratified recently. Trustees asked whether we are confident that all risks regarding GDPR are managed. Yes, we are confident the risks are being managed and we use an external ICT service who also act as the DPO officer. The ICT service is part of Cambridgeshire County Council. They complete an annual audit and ask for evidence regarding cyber security.</p> <p>Trustees questioned whether the ICT service are aware of the new log in system. The document shows this, and they are aware of the new system as part of the audit.</p> <p>As part of the internal newsletter, we will include a termly update regarding GDPR and cyber security. The local college provides training and an online webinar that staff can complete. The audit asks for input from different members of staff, and this helps refresh them of what they should be doing. Trustees stated that the GDPR report is very thorough.</p>	
6	<p>Internal Scrutiny</p> <p>Trustees were provided with the internal Scrutiny Report from Macintyre Hudson, the benchmarking Report Card 2019-2020, Responsible Officer Report and the report from Patrick Shelvin prior to the meeting. Part of the role of the Audit and Risk committee is to see how internal scrutiny is being managed.</p> <ul style="list-style-type: none"> • Associate Advisor Report This is termly and shows discussion and how we will scrutinise and make judgements. This one focused on leadership and management. This report shows that the SIP and SEF are accurate. • Responsible Officer Report The new responsible officer is Macintyre Hudson. The visits are completed virtually due to COVID-19 restrictions. Four low risks were identified. Three of these are now resolved. <p>**Confidential Minute**</p> <p>There is one risk that is outstanding, and this relates to the skills audit which will be completed June. We will be having another visit from the responsible officer soon. Trustees asked whether the visit was as expected. Yes, the visit was as expected. Jocelyn Sumner (JS) did attend a workshop today on academy accounts and is booked in for future workshops.</p> <ul style="list-style-type: none"> • Benchmark Report This report came from the DfE. Nothing is significantly high compared to anywhere else or outside of what we have discussed on the budget. Trustees asked why some schools are picked out. The schools that are picked out are characteristic but sometimes they are nothing like us. Trustees questioned if all the schools that are picked out are in Cambridgeshire. No, they can be anywhere across the 	All to note



	country. Trustees stated that all the schools are different, and it is interesting that the same things have come up.	
7	<p>Cyber Security</p> <p>Trustees were provided with a cyber security report prior to the meeting. This report is part of the service provided by the ICT service. Cyber security has recently been in the news and we were already looking into this. We sent letters to our digital providers and they all replied with documents to show what we were doing regarding cyber security. There are webinars that staff can complete regarding cyber security. Trustees asked whether you could see who has completed training / webinars. Yes, you can and it will be included in the staff newsletter. Anything external can be uploaded to the system.</p> <p>We do need to look into insurance for cyber security as not all insurance covers this. Trustees asked whether this is in the next steps. Yes, it is. We will look into insurance to cover cyber security. We are aware of all our backups. For most of it we could send out forms in order to get all the details, but everything is backed up. Trustees questioned whether a cyber attack could damage equipment. Yes, it could do. Trustees asked whether it is a lot of money to insure. It is something we need to look into. Trustees asked whether all information is on the cloud. Yes, everything is on the cloud. Trustees stated that it is worth asking the ICT service if they will cover cyber security.</p> <p>Trustees questioned whether all staff will complete the cyber security webinar. Yes, but it is logistically complicated. Teachers and TA's will liaise with each other to see when is a good time to complete the webinar. Trustees thanked the school for all documentation provided and that it was good to see. Trustees asked if they could see the Patrick Shelvin reports each time. Yes, of course. Trustees asked how often the Macintyre Hudson audits are completed. These are completed termly, and trustees can view these under the management accounts on the full governing body shared drive. Trustees stated that the reports are really comprehensive.</p>	All to note
8	<p>Any Other Business</p> <p>None</p>	All to note
9	<p>Summary of meeting</p> <ul style="list-style-type: none"> Discussed GDPR. 	All to note

	<ul style="list-style-type: none">• Looked at the Responsible Officers Report and the risks.• Discussed cyber security insurance.	
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The meeting closed at 5.58pm

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

Date of next Audit & Risk Committee Meeting: TBC