



Alderman Jacobs Primary School (Academy Trust)

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

Wednesday 20th October 2021

MINUTES

Key:

Trustee Questions

School Improvements

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

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

Meeting commenced at 5.34pm

1	Welcome and Apologies Joel Combes (JC) welcomed all to the meeting. Apologies received from Eleanor Gunn (EG), Laura Hemmaway (LHE) and Amrit Rehal (AR).	All to note
2	Declaration of Pecuniary Interests <ul style="list-style-type: none"> Cathy Carlisle (CC) - Husband has completed landscaping work. Daughter has a contract as a temporary midday supervisor / TA. 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 previous meeting (12th May 2021) The minutes were agreed as a true and accurate record. Proposed by SW and seconded by JC. Confidential Minute - 12 th May 2021 - Proposed by SW and seconded by JC.	All to note
4	Agreed Actions Update Trustees questioned the action regarding an external governance review. It was confirmed that this will be discussed during the internal scrutiny section of the meeting. Trustees also questioned the action regarding cyber security. It was confirmed that the DfE are looking at bringing in cyber security, so it is worth waiting for this. We are not a high-risk	All to note

	school. The DfE portal has some supplies, and we have assurance, so it is worth waiting to see if the DfE bring in cyber security.	
5	Terms of Reference Agreed, proposed by LHO and seconded by SW.	All to note
6	Responsible Officer Report Trustees were provided with the responsible officer report prior to the meeting. Trustees stated that this is outstanding. Only two things have been identified and all the rest are green. We have just had a visit from last term and are awaiting the report. Trustees asked whether we are ok with using Macintyre Hudson. Unfortunately, we cannot have the same company as the one that completes the audit, and we have to tender every 5 years. Trustees asked whether we are worried we are not being scrutinised enough. No, we are being scrutinised enough it's just not as comprehensive as Baldwin's. Trustees confirmed that this one is easier to read, and they could sometimes get lost in the old reports. We can re-engage them for another year if we are happy with them. All trustees agreed that they were happy with the responsible officer report.	All to note
7	Risk Register Trustees were given a copy of the risk register prior to the meeting which included the main risks to the Academy. The only flag was Covid. Trustees asked whether this has been updated. Some have been updated. Trustees questioned the date for i10. This date was when we put it in place. Trustees questioned why 'disaster recovery' is medium. This is because if it went wrong, it would have a high impact. Not necessarily has to be green if we are happy with the level of risk. We feel we have put all the preventative measures in place. Likelihood is 1 but impact would be serious. Trustees were asked if they are comfortable at the level of risk being medium. The likelihood is low risk, and we have strategic plans and controls in place. Impact could actually be moderate. Trustees agreed that they are happy with the levels of risk. Trustees questioned if the risk register was updated yearly. Yes, it is or when there are any changes. Trustees questioned whether there is any additional risk. It is up to the trustees whether they are happy with the levels of risk. Trustees agreed that they are happy with the current levels of risk. Risk Register ratified. Proposed by LHO and seconded by SW.	All to note
8	Programme of Internal Scrutiny It is the role of the Audit and Risk Committee to look at what they would like to be scrutinised over the coming year. Last year the group decided they would like to highlight GDPR and cyber security as the key areas.	All to note



	<p>All trustees were emailed a Google form prior to the meeting to select three priority areas they would like the responsible officer to scrutinise over this academic year. Three areas were highlighted, these being payroll & expenditure, role of trustees and site security. Trustees confirmed that they would like the role of trustees to move to the Autumn 2022 term. We researched external governance reviews through the NGA and the prices ranged from £2,900 to £5,500. Because we are just one school, we need to budget to do this in Autumn 2022. Trustees asked whether we put money aside for the internal scrutiny. Yes, we do for the ones we know about.</p> <p>We pay the ICT service to audit us regarding GDPR. We get a governance audit every year, but this is not scrutinised. This is through our own judgements and ideas. We will plan for the review next year as some of our trustees are currently on maternity leave. This will be rolled to next September and get booked for Autumn 2022 term 1. All trustees agreed for the external governance review / role of trustees to be pushed back till next Autumn 2022.</p> <p>We already scrutinise payroll and expenditure so don't want to be doubling up. We have a safeguarding audit. Trustees asked if we could bring it in to this and look at scrutinising safeguarding in the summer term 2022 using an external person / company. We normally do external safeguarding bi-annually, so it is not due till May / June 2022. We could bring to the last audit meeting of this academic year. All trustees agreed to scrutinise safeguarding at the end of the academic year.</p> <p>Trustees questioned site security and asked whether we are bidding for windows. Yes, we are and we would need to identify who we ask to scrutinised site security. It doesn't have to be someone externally. The health and safety audit was last year. Trustees asked if they could audit it. We could link it to safeguarding at the end of the year.</p> <p>Trustees asked if we could look at income. It's how we would externally audit this. They could look at the risk register. All trustees agreed for the Responsible Officer to scrutinise two priority areas over the coming academic year, these being the risk register and safeguarding. Role of trustees which includes the external governance review will be completed in Autumn 2022.</p>	
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9	<p>School Teachers Pay and Conditions</p> <p>There will be no percentage uplift this year and everybody's pay is frozen. However, staff can move up the pay scale depending on their annual performance. Trustees asked whether the fact that there are a lot of staff at the top of the pay scale, is this a concern? No, it's not a problem. Trustees questioned whether we could lose people. No, they know that's how it is, a lot are already at the top.</p> <p>Recruitment and retention become slightly difficult if we move from teachers' pay scales. We could have stability but also some movement. Academies can set their own pay scales, but we don't have a structure in place to deviate from the national recommendation and we don't know anyone who has done this.</p> <p>Ratify Salary Uplifts: Proposed by LHO and seconded by JC.</p>	All to note
10	<p>Any other Business</p> <p>None</p>	All to note
11	<p>Summary of meeting</p> <ul style="list-style-type: none"> • Agreed programme of internal scrutiny. • Agreed teachers' pay. 	All to note

The meeting closed at 6.07pm

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