



Alderman Jacobs Primary School (Academy Trust)

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

Wednesday 12th October 2022

Key:
Trustee Questions
School Improvements

Governors Present: Cathy Carlisle (Head Teacher), Laura Holland (LHO), Sadie Wiles (SW)

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

Meeting commenced at 5.31pm

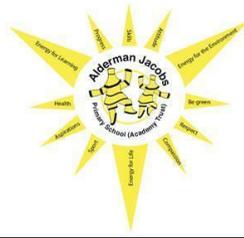
1	<p>Welcome and Apologies LHO welcomed everyone to the meeting. Apologies received from Thomas Claxton (TC), Eleanor Gunn (EG) and Laura Hemmaway (LH)</p> <p>It was noted that the meeting is not quorate; it was agreed that discussions can take place but we are unable to hold a vote. So, Trustees present agreed that they would put forward recommendations to be later ratified, ensuring there is an audit trail of any decisions made.</p>	All to note
2	<p>Declaration of Pecuniary Interests -</p> <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. Sadie Wiles (SW) - CFO of OWN Trust, Governor of Nene Valley Primary School. <p>Awaiting JC completed pecuniary interest form</p>	All to note
3	<p>Minutes of the Previous Meeting - 11th May 2022 Minutes were shared prior to the meeting. All present were happy with the minutes. Proposed by LHO proposed, seconded by SW ACTION: To be ratified Ratified via email vote: Yes - Laura Hemmaway (LH) 20th October 2022 Yes - Joel Combes (JC) 20th October 2022 Yes - Eleanor Gunn (EG) 21st October 2022 (accept accurate was not present)</p>	All to note AU

	Yes - Thomas Claxton (TC) 21 st October 2022	
4	<p>Agreed Actions Updated</p> <p>All actions from the previous meeting have been completed. Trustees challenged the delay in reviewing the 'Respiratory Policy'. It's a non-statutory policy, which replaces the COVID guidance and due to time constraints, it has not been reviewed yet. Trustees noted that the number of 'non-statutory' policies are growing and asked if this policy is something the school needs, is it helpful, do the school have issues? It's not helpful. The few staff who have tested positive have reported being off as they are not well enough to come to work. Trustees felt that there was not a need for the policy. If COVID returns then there will be statutory guidance.</p> <p>ACTION: To be ratified</p> <p>Ratified via email vote:</p> <p>Yes - Laura Hemmaway (LH) 20th October 2022</p> <p>Yes - Joel Combes (JC) 20th October 2022</p> <p>Yes - Eleanor Gunn (EG) 21st October 2022</p> <p>Yes - Thomas Claxton (TC) 21st October 2022</p>	<p>All to note</p> <p>AU</p>
5	<p>Responsible Officer Report</p> <p>The report from the 2nd visit was shared with trustees prior to the meeting. The 3rd visit has taken place but not reported yet.</p> <p>Two minor low risks were identified</p> <ol style="list-style-type: none"> Outstanding balance which is being paid off on an agreed plan. Trustees asked if this can be written off. The payment plan comes to an end in November. The debt shows in the system until all the money is paid. The further concern is we have no way of contacting the debtor to ensure the payments cease at the end of November. Risk register was identified. Again very minor concerns. Trustees asked what they identified. This was around the impact risk/mitigated risk scores (matrix) and the detail to mitigate the risk. 	All to note
6	<p>Risk Management</p> <p>The risk register was shared with trustees prior to the meeting. The top 5 risks have been added to the top of the register. CC invited feedback from trustees on how they would like these 5 top risks presented at the top of the table, suggestions being:</p> <ul style="list-style-type: none"> Repeating the 5 risks. List the risk no. so that you can then search the document to look at it in more detail. <p>AGREED: The risk number to be listed at the top of the table.</p> <p>Ratified via email vote:</p> <p>Yes - Laura Hemmaway (LH) 20th October 2022</p> <p>Yes - Joel Combes (JC) 20th October 2022</p> <p>Yes - Eleanor Gunn (EG) 21st October 2022</p> <p>Yes - Thomas Claxton (TC) 21st October 2022</p> <p>Trustees suggested that maybe the economic risk should be listed and remain as an ongoing concern in the current climate. It was felt with the financial position we are in that this is not a high risk to us. Energy costs have been budgeted for. Trustees felt it prudent to raise this and although may not be a top 5 risk it should be added as a low risk.</p> <p>ACTION: Economic risk to be added to risk register</p>	<p>All to note</p> <p>CC</p> <p>CC</p>



	<p>Ratified via email vote: Yes - Laura Hemmaway (LH) 20th October 2022 Yes - Joel Combes (JC) 20th October 2022 Yes - Eleanor Gunn (EG) 21st October 2022 Yes - Thomas Claxton (TC) 21st October 2022</p> <p>Trustees noted that anything identified in the external governance review has been included in the risk register.</p> <p>Trustees asked if there is anything the trustees need to consider or how they can help mitigate the top 5 risks. No trustees were reassured that the:</p> <ol style="list-style-type: none"> 1. Secondment of HT to CEO of SOKE - there is succession planning and capacity for SLT to absorb the headteacher role. 2. Negative OFSTED visit - is unlikely given our end of year data, progress with curriculum and recent Safeguarding Audit. There was discussion around graded and ungraded inspections but overall our data and progress measures are good so the risk is low. 3. Damage caused by failure of heating pipes - heating has been up and running fine. Trustees asked if it had been run at full capacity. Yes - pipe work has been repaired, scanned, tested at pressure, encased in insulation and isogenic film so the risk of spray is unlikely the risk has been mitigated as much as possible 4. Loss of electrical supply related to CIF bid - Trustees were reassured that following a meeting with the manager/consultants/contractors. Extensive plans have been seen along with project GANT charts, examples of materials and fittings have been seen. Trustees asked if there was a concern of a loss of electricity. Assurances have been given that nothing can go wrong. It will be structured and work done in phases, each year group will have their own circuit board. 5. Spread of fire through the building due to lack of compartmentalisation. Fire doors will be fitted through the school and will be done through the electrical supply bid. There are robust fire systems and plans in place along with regular fire drills. 	
7	<p>Procurement Following a finance monitoring visit, it was suggested that smaller contracts that roll over year on year be identified and reviewed. A list of live contracts of a value of over £1000 was shared with the Trustees along with a summary. Trustees felt that although it does not require review every year, they should be reviewed for best fit and value for money as public money is being spent. Agreed that this process will be repeated in the summer to see the outcome and ensure quality of service and VFM is being obtained.</p>	<p>All to note</p> <p>JS</p>

8	<p>Policies</p> <ul style="list-style-type: none"> • Risk Management <p>Trustees noted that the policy refers to the Financial handbook., which is now replaced with the Academy Trust Handbook.</p> <p>ACTION: CC to update policy</p> <p>Proposed by LHO, seconded by SW second.</p> <p>ACTION: To be ratified</p> <p>Ratified via email vote:</p> <p>Yes - Laura Hemmaway (LH) 20th October 2022</p> <p>Yes - Joel Combes (JC) 20th October 2022</p> <p>Yes - Eleanor Gunn (EG) 21st October 2022</p> <p>Yes - Thomas Claxton (TC) 21st October 2022</p>	<p>All to note</p> <p>CC</p> <p>AU</p>
9	<p>Programme of Internal Scrutiny</p> <ul style="list-style-type: none"> • Appoint Responsible Officer • Appoint Auditors <p>The proposal is to continue with AZETS as the external auditor and MacIntyre Hudson as our internal auditors. Trustees challenged the length of appointment of AZETS as the ATH suggests that you should re-tender contracts at least every 5years.</p> <p>It was agreed that it was too late to do that for this year.</p> <p>ACTION: JS to put a reminder on Every to re-tender contract for next year.</p> <p>Ratified via email vote:</p> <p>Yes - Laura Hemmaway (LH) 20th October 2022</p> <p>No - Joel Combes (JC) 20th October 2022</p> <p>Yes - Eleanor Gunn (EG) 21st October 2022</p> <p>Yes - Thomas Claxton (TC) 21st October 2022</p> <p>Update: Following the meeting it was noted that the Auditors are to be appointed by Members so this has been listed for the next AGM in December.</p> <p>Trustees asked how long we have had the contract with MacIntyre Hudson and if we have seen costs go up. Contract has been for 2years, the cost increase has only been with inflation.</p>	<p>All to note</p> <p>JS</p>
10	<p>School Teacher pay and conditions</p> <ul style="list-style-type: none"> • Ratify Salary Increases <p>Recommended performance related pay increments was shared with trustees prior to the meeting. Those recommendations are based on achieved targets.</p> <p>Both trustees present are happy with the evidence provided to agree to the increases, which would be applied and back dated to September. A decision is needed by Monday at the latest so that the increase can be applied in October payroll.</p> <p>Proposed by LHO, seconded by SW.</p> <p>ACTION: To be ratified</p> <p>Ratified via email vote:</p> <p>Yes - Laura Hemmaway (LH) 20th October 2022</p> <p>Yes - Joel Combes (JC) 20th October 2022</p> <p>Yes - Eleanor Gunn (EG) 21st October 2022</p>	<p>All to note</p> <p>AU</p>



	<p>Yes - Thomas Claxton (TC) 21st October 2022</p> <p>NASUWT letter regarding teachers' pay dispute was shared with the trustees. This opened up conversation around various unions in dispute, and potential ballots/strike action being taken. The % pay increase is still in dispute and is dependent on the employee's current pay. Trustees asked if we are likely to have issues. Trustees were reassured that the suggestion is more about disruption rather than a strike. From previous experience; we do not envisage any major issues. Trustees asked if the staff % increase has been built into the budget. Yes, it has.</p>	
11	<p>AOB</p> <p>None</p>	
12	<p>Summary of Meeting</p> <p>Recommendations have been made on:</p> <ul style="list-style-type: none"> • Policies no longer required. • Part Ratified salary increase based on evidence provided by school 	

The meeting closed at 6.02pm

Signed as a true record: Date:
 Laura Holland

Date of next Audit & Risk Committee, Wednesday 11th January 2023 5.30pm