



Milford Academy Governing Board

Audit Committee

Minutes of the meeting held virtually via Teams on 1st April 2021 at 3.45pm

Membership (A denoted absence)	Mat Cooke, Chair David Dickinson Jackson Njiiri James Strawbridge
In Attendance	Sara Gadzik, Clerk to the Governing Board Rachel Flynn, School Business Manager Rob Perkins, Headteacher

Note: The meeting took place in accordance with the Virtual Meetings Policy.

AUD2/20-21/01 WELCOME AND APOLOGIES FOR ABSENCE

ACTION

All were present at the meeting.

AUD2/20-21/02 DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

AUD2/20-21/03 MINUTES AND ACTIONS FROM THE PREVIOUS MEETING

The minutes of the last meeting held 1st April 2021 were taken as read and approved by the committee.

Actions from the previous meeting

Agenda	Action	Lead	Outcome
AUD2/20-21/05	Continue to monitor progress on documenting controls to mitigate risks on the register	SBM	On the agenda

AUD2/20-21/04 REPORT ON AUDIT ITEMS

Verbal report on this year's internal audit

The SBM reported that Hobson's have been in school this week to complete the internal audit. So far the following points been raised:

Third party transactions. This is a new requirement in the Academies Handbook. **The SBM will insert a clause in the governors' allowance policy to address this and bring it to the next FGB for approval.**

**SBM /
FGB
agenda**

Governance arrangements on the website. The structure of the board and term dates need to be updated. The SBM said this is in progress.

Document when internal audit recommendations have been completed. The SBM said this is ongoing.



Update on last year's audit recommendations

The SBM reminded governors that there were four high-priority recommendations from the 2019-20 internal audit.

She gave the following updates:

List of current contracts – The SBM said this is being developed

Documenting orders – The SBM is emailing staff to remind them that orders must have Headteacher approval and receipts must be handed in.

Petrol receipts – this has not been an issue this year.

Audit committee set up – done; the committee has met three times this year.

The Chair said it is clear there is a lot of activity happening to address the issues. He has met with the SBM and is confident that the high priority risks are being addressed.

The Chair agreed to undertake a health and safety visit around school before the end of term.

**M
Cooke**

AUD2/20-21/05 REVIEW THE RATINGS AND RESPONSES ON THE RISK REGISTER

The Chair noted that the risk levels have not changed since the last meeting. There are two medium risks:

- Failure to ensure an adequate disaster recovery plan is in place in relation to the school's financial systems
- Failure to ensure that the financial systems of the school are secure

He noted that the disaster recovery plan is linked to the business continuity plan which is further down the agenda.

Covid Risk Assessment

The Head informed that the Covid Risk Assessment has been updated this term by David Thompson of the local authority. With the next easing of restrictions on 19th July they expect to receive another update. Government ministers have indicated they have a plan for schools as of September but this has not been shared with schools. The Head said the significant change will be whether the requirements for bubbles and for groups of children to isolate are removed.

AUD2/20-21/06 UPDATE ON ACTIONS FROM THE GOVERNANCE AUDIT

Governors noted the action from the audit to strengthen the governing board and members. The Governing Board Chair noted that a proposal will come to the AGM next week to update the Articles of Association, which may change the make up of the governing board.

He noted that now that Ofsted inspection is not an immediate concern, they have the time to carry out a thorough review and update.

The Head noted the parent vacancy and said they are making attempts to fill it. The aim is to have someone in post by early autumn at the latest.

AUD2/20-21/07 BUSINESS CONTINUITY PLAN

The Chair said he had reviewed the Business Continuity Plan and it looked very thorough. **He noted that some of phone numbers were missing dialling codes. The SBM agreed to update this.**

SBM

There were no other changes. **Governors approved the Business Continuity Plan.**



AUD2/20-21/08 CONFIRM DATES OF FUTURE MEETINGS

TBC – SBM to circulate dates.

SBM

AUD2/20-21/09 CONFIDENTIALITY AND COMMUNICATION

It was agreed that no items be deemed confidential for the purpose of the minutes.

The meeting closed at 4.20pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:

Agenda	Action	Lead	Outcome
AUD3/20-21/	Update Governors' Allowance Policy and bring to FGB.	SBM / FGB agenda	
AUD3/20-21/	Carry out a health and safety visit before end of summer term	M Cooke	
AUD3/20-21/	Update telephone dialling codes in the Business Continuity Plan	SBM	
AUD3/20-21/	Circulate meeting dates for 2021-22	SBM	
AUD3/20-21/05	Continue to monitor progress on documenting controls to mitigate risks on the register	SBM	