



## Milford Academy Governing Board

### Audit Committee

#### Minutes of the meeting held in school and virtually via Teams on 31<sup>st</sup> March 2022 at 3.30pm

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

#### **AUD1/21-22/01 WELCOME AND APOLOGIES FOR ABSENCE**

**ACTION**

All were present at the meeting.

#### **AUD2/21-22/02 DECLARATION OF INTEREST**

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

#### **AUD2/21-22/03 MINUTES AND ACTIONS FROM THE PREVIOUS MEETING**

The Chair noted that Sue Barkby's name was misspelled. With this change, the minutes of the last meeting held 25<sup>th</sup> November 2021 were taken as read and approved by the committee.

Agenda	Action	Lead	Outcome
AUD1/21-22/05	Review and update the amber risks on the risk register	SBM	On agenda

#### **AUD2/21-22/04 RECEIVE AUDIT REPORTS**

The SBM noted the internal audit report was circulated in the board papers. **The Chair commented on the recommendation to circulate a balance sheet to trustees.** The SBM confirmed she has now started to provide this to trustees, with the support of Schools Finance.

**The Chair asked if there were other items to note from the audit.** The SBM referred to the fixed asset register. The school is in the process of updating this.

The SBM confirmed the next audit visit is in the summer term.

#### **AUD2/21-22/05 RISK REGISTER**

The Chair noted that there are still two amber risks:

- Failure to ensure that 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

**The SBM said the actions to mitigate these are ongoing.**

She gave an update on the work they are doing on cyber security. She noted that there is trustee training planned for the summer term on benchmarking.

**The Chair will schedule a visit to review the online risk register with the SBM in the summer term 1.**

**Chair**

#### **AUD2/21-22/06 ASSESSMENT OF FINANCIAL RISK**

It was noted that there is a training session on finance following this meeting. **It was agreed to revisit this item at the next meeting.**

**Agenda**

#### **AUD2/21-22/07 CONSIDER REPORTS FROM THIRD PARTIES INCLUDING ESFA, GOVERNANCE REVIEWS AND INVESTIGATIONS**

The SBM has been in contact with Eddison who dealt with the CIF bids. The two bids were to replace a modular building and overhaul the fire and smoke alarm system. They have not heard yet whether they have been successful.

Synergy carried out a full site energy survey and made recommendations for cost savings. The Head shared some of these. The school is looking at which items they wish to action.

**The Chair asked about the catering services report.** The SBM said that the school needs to evidence it is getting best value. They have asked the current provider to submit evidence and they have been in contact with a DfE approved framework provider.

The external healthy and safety inspection report was circulated to trustees. The Head reported that he and the site manager accompanied the LA H&S advisor on the inspection. There were no significant concerns raised. All actions are minor and quickly rectified. Many have been actioned already.

The Clerk noted the government white paper *Opportunity for All* stated the government's intent that by 2030 all schools are part of a strong multi academy trust. She suggested the board may wish to review risk levels in light of this.

#### **AUD2/21-22/08 CONFIRM DATES OF FUTURE MEETINGS**

Thursday 7<sup>th</sup> July 2022 at 3.30pm

#### **AUD2/21-22/09 CONFIDENTIALITY AND COMMUNICATION**

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

**The meeting closed at 3.50pm**

**Signed by the Chair:**

**Date:**



## ACTION POINTS FROM THE MEETING:

Agenda	Action	Lead	Outcome
AUD2/21-22/05	Schedule a visit to review the online risk register with the SBM in the summer term 1.	Chair	On agenda
AUD2/21-22/06	Revisit Assessment of Financial Risk at the next meeting.	Audit agenda	

Trustee	2021-22 attendance		
	Audit 25.11.21	Audit 31.3.22	Audit 7.7.22
Sue Buckby	✓	✓	
Mat Cooke	✓	✓	
David Dickinson	✓	✓	
Jackson Njiiri	✓	✓	
James Strawbridge	✓	✓	