



Milford Academy Governing Board

Aim high, achieve

Minutes of the meeting of the risk and audit committee held in school on Thursday 24th November 2022 at 4.00pm

Membership
(A denoted absence)

Mat Cooke, Chair
David Dickinson
James Strawbridge

In Attendance

Rachael Harvey, Clerk to the Governing Board
Rachel Flynn, School Business Manager
Rob Perkins, Head
Sarah Flear, Senior Auditor, PKF Smith Cooper (via Teams)
Mark Axler, Nottingham Trent University

AUD01/22-23/01 WELCOME AND APOLOGIES FOR ABSENCE

ACTION

The Chair welcomed all to the meeting.

Trustees noted Sue Buckby had withdrawn from the risk and audit committee.

AUD01/22-23/02 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. James Strawbridge declared an interest, being a governor in Nottingham city primary school.

AUD01/22-23/03 PRESENTATION OF THE EXTERNAL AUDIT REPORT

The comprehensive report had been uploaded to GovernorHub in preparation for the meeting.

Sarah Flear, summarised:-

- The outcome of the audit and subsequent audit report was close to completion.
- Referencing sections 2 and 3 of the draft report, risks were onerous in a single Academy trust, the key risk being the Local Government Pension Scheme (LGPS) liabilities, which were £3,000,000.00 last year and are £600,000.00 this year. This had been benchmarked with other actuaries.
- Interest rates on other bonds, in terms of the balance sheet it continues to be a turbulent market and world. Interest rates continues to rise.
- There are concerns regarding the PAN going forward. The Academy has good reserves but looking two years ahead and taking into consideration the falling PAN, the school would potentially need to restructure. Trustees need to have constant dialogue on how things are changing over the next two years.
- The part time and term time only employee's hours over the last two years had been reviewed and the contracts. EMSS are the payroll service providers, we are awaiting further information from them. The Head added, we are trying to identify the liability, which is not expected to be hugely significant, but we need to factor in. The support staff pay award had been agreed, the calculation, including arrears also need to be added in.

Sarah Flear continued:-

- The expected accrual of the staff pay award is £45,000.00.
- Ensure contracts are sharpened going forward.
- In terms of the fixed asset register and managing the maintenance, which is supported by Nottingham City Council, ensure things all done in a timely manner.



- A small number of amounts on the schedule required adjustment. The SBM would update.

The financial statement would be completed by early December. Trustees noted there were no breaches of the handbook.

Appendix A identified a small number of recommendations. The SBM confirmed these had been addressed.

Sarah Flear updated Trustees on the minor change in the Academies Handbook on finance lease approval and entering into contracts. The implementation of the new lease approvals approach for academies (set out in the ESFA update issued 2 March 2022) had been postponed until 1st September 2024 (subject to change). The SBM queried the 3 year lease taken out in September 2021 for 20 laptops. Sarah Flear would investigate.

S Flear

In closing, Sarah Flear confirmed the information would be submitted to the ESFA before the deadline date.

Trustees thanked Sarah Flear for the detailed report.

Sarah Flear left the meeting at 3.56pm

AUD01/22-23/04 MINUTES AND ACTIONS FROM THE PREVIOUS MEETING

The minutes of the meeting held on 7th July 2022, a copy of which had been circulated to the committee, were agreed as a true record of the meeting by the committee.

There were no actions to consider.

AUD01/22-23/05 RECEIVE AUDIT REPORTS

There were no other reports to consider.

AUD01/22-23/06 REVIEW THE RISK REGISTER

Trustees noted the Chair would meet with the SBM on Thursday 1st December to review the risk register.

**Chair/
SBM**

AUD01/22-23/07 ASSESS THE FINANCIAL RISK

Trustees noted this had been addressed in the external audit report.

The Head said after meeting with the auditors, it was agreed, it would be prudent to have monthly reviews of the financial risk. The Committee Chair, the Chair of the Trustees and the Head would meet monthly going forward.

**MC,
SBM,
DD,Head**

The SBM would circulate the Period 3 outturn report by 30th November.

SBM

AUD01/22-23/08 AGREE ANNUAL PROGRAMME OF WORK

The SBM said Hobsons Accountants were drawing up a programme and would check on the progress.

SBM

AUD01/22-23/09 REPORT ON PROGRESS OF WORK

The SBM summarised:-

The external audit had been completed.

An introductory communication had been received from Gillian Keegan, Secretary of State for Education.

An email from Laura Bridge, ESFA, had been received in response to the recent meeting. The Head added, it had been a very useful meeting on what support they can offer in terms of efficiencies.



AUD01/22-23/10 CONSIDER REPORTS FROM THIRD PARTIES INCLUDING ESFA, GOVERNANCE REVIEWS AND INVESTIGATIONS

The external auditors report had been presented at the start of the meeting.
There were no further reports to consider.

AUD01/22-23/10 CONFIRM DATES OF FUTURE MEETINGS

The date of the next risk and audit committee would be on Thursday 30th March 2023 at 3.30pm

AUD01/22-23/11 CONFIDENTIALITY AND COMMUNICATION

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

The meeting closed at 4.05pm

Signed by the Chair:

Date:

ACTIONS FROM THE MEETING

Agenda item no	Action	Responsible	outcome
AUD01/22-23/03	Adjust the amounts on the schedule	SBM	
	Investigate the laptop lease	S Flear	
AUD01/22-23/06	Review the risk register	Chair/SBM	
AUD01/22-23/07	Meet monthly to assess the financial risk	Head, DD, MC and SBM	
	Circulate P3 outturn report	SBM	
AUD01/22-23/08	Check on progress of programme of work	SBM	

Attendance at meetings - Academic Year 2022 -2023												
	Autumn 2022			Spring 2023				Summer 2023				
	LGB 29/9	PAY 1/11	R&A 24.11									
Dave Dickinson	Y		Y									
Sue Buckby	Y		-									
Matt Cooke	Y		Y									
Stephen Goff	Y		-									
Sarah Hickling	Y		-									
Jackson Njiiri	Apols		LEFT									
Terry Smith	Y		-									
Gus Steele	Y		-									
James Strawbridge	Y		Y									
Rob Perkins	Y		Y									