



Milford Academy Governing Board

Audit Committee

Minutes of the meeting held virtually via Teams on 1st April 2021 at 3.30pm

Membership (A denoted absence)	Matt 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 26th November 2020 were taken as read and approved by the committee.

Actions from the previous meeting

Item	Action	Lead	Outcome
AUD1/20-21/04	Strengthening the board on agenda for spring meeting	FGB Agenda	Done
AUD1/20-21/06	Update governor details on GIAS.	SBM	Done

AUD2/20-21/04 RECEIVE AUDIT REPORTS

GDPR

Governors noted the report from the SBM.

Governor Training Record

Governors noted the training record. They asked the SBM to ensure that safer recruitment training was included in the training record. They confirmed the record was up to date otherwise.

Safeguarding Audit

The Head noted that with the deputy head retiring, the school now has three Designated Safeguarding Leads (DSLs). The DSLs will be reviewing the school against the safeguarding audit tool. Louise Maltby from the local authority will carry out a safeguarding audit in the first half of the summer term. This will be shared with governors.



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

The Chair noted that he and SBM discussed each of the risks in detail when the risk register was migrated to the new software system in the autumn term. He drew attention to the two medium risks on the register and confirmed they had no real concerns about these.

The Chair noted that there is an ongoing piece of work to document the controls that have been put in place. The SBM is leading on this. **It was agreed to monitor progress at the next meeting.**

Agenda

A governor highlighted the risk ‘failure to ensure financial systems are secure’. He queried what the school is doing to mitigate against a data breach. The Head noted that another local trust was subject to a ransomware attack and agreed it was timely to raise this as a risk. The Nottingham Schools Trust (NST) has circulated additional information for schools. Staff have been reminded not to use pen drives and not to click on suspicious or unfamiliar emails. The Head said they will continue to remind staff.

A governor queried if the IT system has the ability to lock out pen drives. The Headteacher said he would look into this. The Headteacher said they will be moving towards laptops rather than desktop machines for staff so that pen drives become unnecessary.

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

Strengthening the governing board

To be covered at FGB.

AUD2/20-21/07 RECEIVE REPORTS ON THE INTERNAL SCRUTINY PROGRAMME OF WORK

The SBM reminded governors that they are in the process of appointing new internal auditors. This will be discussed at the FGB meeting following this meeting.

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

TBC

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 3.55pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:

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