



Milford Academy Governing Board

Audit Committee

Minutes of the meeting held virtually via Zoom on 26th November 2020 at 3.30pm

Membership (A denoted absence)	Mr David Dickinson Mr Matt Cooke, Chair Mr Jackson Njiiri Mr James Strawbridge
In Attendance	Sara Gadzik, Clerk to the governing board Mrs Rachel Flynn, School Business Manager Mr Rob Perkins, Observer

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

AUD1/20-21/01 WELCOME AND APOLOGIES FOR ABSENCE

ACTION

All were present at the meeting.

AUD1/20-21/02 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.

AUD1/20-21/03 MINUTES OF THE PREVIOUS MEETING

The minutes of the last meeting were taken as read and approved by the committee.

Actions from the previous meeting

Circulate updated version of the risk register - DONE

AUD1/20-21/04 REVIEW INTERNAL AUDIT FINDINGS AND ACTIONS TAKEN

Governors confirmed they had received and read the internal audit report and actions prior to the meeting. The SBM went through the key points:

- The school does not have a list of contracts. The SBM is pulling this together.
- Auditors queried a few receipts, in particular a train journey to London.
- Auditors queried the bank reconciliation each month.
- They noted the school development plan was not complete. This will be done by the end of November.
- The safeguarding checklist is incomplete. A safeguarding audit is booked for spring term.

The SBM noted that there are annotations by most of the issues on the report noting what they intend to do.

They have taken the auditor's advice on the risk register – covered on agenda item 06.



AUD1/20-21/05 VERBAL UPDATE OF EXTERNAL AUDIT

The SBM noted that the external audit by Mazars is ongoing. They will report to full governors on 9th December.

AUD1/20-21/06 REVIEW THE RATINGS AND RESPONSES ON THE RISK REGISTER

Governors confirmed they had received the risk register in Excel format. The Chair said that the school has purchased GRC One software which helps schools manage their risk register and compliance. He and the SBM had met with the developers to familiarise themselves with the software.

The Chair shared a view of the risk matrix and the risk register on screen with governors. He went through nine standard risks and the current scoring. He explained the SBM is in the process of updating the risk register so the version on screen was not complete.

When the SBM has transferred the Excel version onto the online software and updated the risks, they will share this with the committee.

AUD1/20-21/07 REVIEW ACTIONS FROM THE GOVERNOR AUDIT

The Chair went through some of the actions from the governor audit held in autumn 19. It was noted that many of the actions were being addressed.

Governors discussed the need to strengthen the governing body and how to do this. They noted that it was difficult in the pandemic to recruit new governors. **It was agreed to put this on the spring agenda for discussion.**

Agenda

Governors noted the importance of succession planning within the governing body. They recognised the need to continue to develop governors' skills and knowledge.

The SBM will update the details on GIAS.

SBM

AUD1/20-21/08 CONFIRM DATES OF FUTURE MEETINGS

25th March at 3.30pm

AUD1/20-21/09 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:

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