



## The Milford Academy Trustee Board

*Aim high, achieve*

### Minutes of the audit and risk committee held in school on Thursday 15<sup>th</sup> May 2024 at 3.30pm

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Membership	Mat Cooke, Chair Sue Buckby
(A denoted absence)	David Dickinson James Strawbridge
In Attendance	Rachael Harvey, Clerk to the Governing Board Rachel Flynn, School Business Manager Joe Turner, Head

#### **A&R4/23-24/01 WELCOME AND APOLOGIES FOR ABSENCE**

**ACTION**

The Chair welcomed all to the meeting. Trustees noted, Sue Buckby would be joining the meeting from 3.45pm.

#### **A&R4/23-24/02 DECLARATIONS OF INTEREST**

Trustees were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda.

#### **A&R4/23-24/03 MINUTES OF LAST MEETING, ACTIONS AND MATTERS ARISING**

Minutes of the audit and risk committee meeting held on Thursday 28<sup>th</sup> March 2024, a copy of which had been uploaded to GovernorHub, were approved.

Actions:

Reference	Action	Responsible	Outcome
A&R3/23-24/05	Review budget plans and saving options and report at the next meeting.	JT/SBM Agenda 16/5	Completed
A&R3/23-24/07	Risk register and assessment of financial risk and presentation on EVERY	Agenda 18/7 Head	Noted c/f

#### **A&R3/23-24/07**

Trustees noted, EVERY would be live from July. The Head completed weekly site walks with the site manager and SBM and a report from all the walks would be recorded and stored on EVERY.

#### **A&R4/23-24/04 FEEDBACK FROM FINANCE MEETINGS**

The SBM continues to work closely with Jo Travis, Finance Consultant, SAAF, on the transition to SAAF and their reporting systems. The predicted carry forward was £346,000.00.

**Sue Buckby joined the meeting at 3.43pm.**

#### **A&R4/23-24/05 FINANCE REPORTS**

Outturn report.

The outturn reports for period 7 and 8 had been uploaded to GovernorHub in advance of the meeting. The SBM summarised the report notes:

- An additional £13,000 had been received from recovery premium.
  - The PE sports grant was £19,000.00.
  - There had been an increase in staff insurance costs.
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- The Breakfast Club continued to provide further income.
- The increase of 5% in pension costs had been included.
- All staffing changes and cover costs had been included.
- The staffing costs do not marry with the costs on the previous budget system, this was due to the coding.
- Energy costs reflect the actual charges, not estimated costs.
- Pe and swimming charges were higher than anticipated.
- Additional audit charges, change in finance support, reduced from period 6, by £13,000.00. Predicted audit charges were £12,000.00.
- The cost of school milk, the HLN clawback, plus £11,000.00 on residential trips had been included.

The Chair thanked the SBM for the update.

#### **A&R4/23-24/06 REVIEW BUDGET PLANS 24/25 AND SAVING OPTIONS**

The 3 Year Plan had been uploaded to GovernorHub in advance of the meeting.

Trustees noted:

- The brought forward figures from 23/24 = £561,307, for 24/25 = £346,895, for 25/26, the predicted figure is £75,416.
- The GAG income for 23/24 = £2,020,884, for 24/25 = £2,106,534, the predicted figure is £21,105,534.
- The funding for residential for Years 2, 4 and 6, will continue for the academic year 2024/2025. Budget dependent, a decision would be made next summer, whether to continue funding for 2025/2026.

The Head provided an overview of potential savings costs and how this would impact the school. Trustees discussed the importance of access to reporting documents that explained, in simple terms, the budget situation.

**Confidential item – see confidential appendix.**

#### **A&R4/23-24/07 RECEIVE PREMISES MANAGEMENT REPORT**

The Head said the premises management report would be available through EVERY, which would be 'live' from July. The Head provided a summary of the key points for trustees to note:

- The barrier had been fixed although parents still insist in going underneath it.
- The gate on the playground had been locked and this will be a no entry/exit point.
- Work would be completed in the kitchen during the summer holidays, this had been included in the budget.

David Thompson, Health and Safety Officer for schools, would be visiting the school next week.

Trustees noted, premises management had been flagged through a review of governance and risk audit and the school had invested in a new system to mitigate risk. **Trustees agreed**, there had to be a determination by the next audit and risk committee meeting.

#### **A&R4/23-24/08 RISK REGISTER AND ASSESSMENT OF FINANCIAL RISK**

**This item was deferred to the meeting on 18<sup>th</sup> July and the Head would present the risk register on EVERY.**

Trustees noted, there had been several cases of scarlet fever in school.

The SBM confirmed contracts had been done for the two members of staff.

**Agenda  
18/7  
Head**



## A&R4/23-24/09 CONFIRMATION OF AUDIT AND RISK COMMITTEE MEETING MODEL AND DATES OF FUTURE MEETINGS

The date for the next meeting would be:

Thursday 18th July at 3.30 - 4.30

Agenda items to include:

- Approval of the budget.
- Approval of PFR3Y.

**Agenda  
18/7**

## A&R4/23-24/10 DETERMINATION OF CONFIDENTIALITY AND COMMUNICATION. IDENTIFY ANY ITEMS WHICH SHOULD REMAIN CONFIDENTIAL TO THE TRUST BOARD AND MINUTED SEPARATELY

It was agreed that one item be deemed confidential for the purpose of the minutes.

The audit and risk committee retained the right to redact the minutes and documents considered should a request for access be received.

Communication of the decisions made was considered, and it was agreed that the school would undertake all communication with the stakeholders.

**The meeting closed at 4.03pm**

**Signed**

**Chair**

**Date**

### ACTION POINTS FROM THE MEETING

Reference	Action	Responsible	Outcome
A&R4/23-24/08	Risk register and assessment of financial risk and presentation on EVERY	Head	
A&R4/23-24/09	Approval of the budget. Approval of PFR3Y.	Agenda item 18/7	

Attendance at meetings - Academic Year 2023 -2024												
	Autumn 2023				Spring 2024				Summer 2024			
	TB 28/9	PAY	A&R 23/1 1	TB 23/11	A&R 8/2	TB 8/2	A&R 28/3	TB 28/3	A&R 16/5	TB	A& R	TB
David Dickinson	Y		I	Y	Y	Y	Apols	Apols	Y			
Sue Buckby	Y		N	Apols	Y	Y	Y	Y	Y			
Matt Cooke	Y		Q	Apols	Y	Y	Y	Y	Y			
Stephen Goff	Y		U	Y	Y- obs	Y	-	Apols	-			
Terry Smith	Y		O	Y	-	Y	-	Apols	-			
Gus Steele	Apols		R	A	-	Y	-	Y	-			
James Strawbridge	Apols		A	Y	Y	Y	Y	Y	Y			
Rob Perkins	Y		T	Y	Y	Y	Y	Y	Left			
Danielle Roettig	A		E	Apols	Left							
Helen Richardson	Y			Y	Y-obs	Y	-	Apols	-			
Joseph Turner									Y			