

11/06/18

Minutes

Audit Committee Summer 2018

Monday 11th June 2018 at 9.30am at ADMAT Central Office

Note that actions are highlighted in bold and red, and will be carried forward to the next meeting and questions or challenges during the meeting are highlighted in bold and blue

1. **Welcome and Apologies**

Present: Amanda Jefferies, Bex Couch, Claire Paul, Brian Jennings, Will Hermon

In Attendance: Clerk, Jo Callow

2. **Declarations of Interest/Pecuniary Interests Relevant to this Agenda**

WH, JC and CP are employees of ADMAT. AJ declared an interest under item 10.

3. **Confirm Minutes of previous Audit meeting Spring (22nd February 2018) and Matters Arising**
None.

The committee agreed the minutes and the Chair signed a copy.

4. **Confidential Agenda Items**

Covered at confidential minutes. Decisions from the RSS committee meeting are also taken at the confidential minutes.

5. **Review Risks and Improvement**

- MAT Risk Register – being updated due to number of changes ready for full BoD.
- Individual School Risk Indicators – will be reviewed at end of school year.
- MAT Improvement Plan – will be updated for full BoD.
- LGAB Review Outcomes – BC updated the committee on the LGAB review and some of the issues. BJ gave his thoughts on the review. There was a discussion on the review and the future of governance in the MAT. A working party of Directors will meet later in June to sort this out prior to the new academic year.

6. **Review Risks to Internal Financial Control**

WH discussed the Financial assurance overview from the LFS team for 1 Jan 18 to 30 Apr 18 and highlighted some of the figures. It was discussed that some of the information is not useful and not entirely accurate. MAT termly debt report to be consolidated and reported to Audit Committee.

Action: Add termly debt report to Audit Committee cyclical plan (Clerk)

7. Update on External Audit Arrangements

It was discussed that going forward Bishop Fleming should be used instead of LFS. Internal management reports will be produced using current staff under the direction of the new CFO.

8. External Auditor

Bishop Fleming is recommended as external auditor.

9. MAT Financial Scheme of Delegation

CFO will have same financial delegation as WH going forward.

10. Review MAT Process for Expenditure/Bids for Capital Funding Projects

WH discussed the tendering bids for the Horsa Hut replacement at WHA, including the factors involved in the costs from the Kendal Kingscott report. Audit committee were content to use Mercury Construction.

11. Review Efficiency of Director Committees

a. FSD

There is a requirement for this committee to drill into the detail on finances in future, and needs to be structured to be able to do this effectively.

b. RSS

BC questioned whether there is an issue with Director committees being quorate. This and the recruiting of Directors was discussed.

12. Investigate Areas Highlighted by BoD that may threaten or adversely affect:

- a. Accomplishment of MAT Vision and Aims – nothing to discuss.
- b. MAT Assets – all in hand.
- c. Reliability of Record Keeping – covered previously.
- d. Compliance with Relevant Laws, Regulations, Policies and Governing Instruments – none.

WH highlighted the Admission Agreement An Daras MAT to participate in the Local Government Pension Scheme. This was discussed. Directors agreed that this can be signed off once appropriate checks are completed.

Action: Confirm there is a Devon agreement for Lew Trenchard (WH)

WH discussed the GDPR processes that are in place and being put in place. The Directors discussed the issues and requirements in general, and some of the inconsistencies. Some of the issues surrounding safeguarding versus security of personal information was discussed, and the need for informed consent. The Clerk highlighted the areas that Directors should monitor regarding data protection:

- 1/ Has/is relevant training being conducted?
- 2/ is DPO fulfilling the role correctly?
- 3/ Have all staff reviewed and updated procedures?
- 4/ Has all personal data held been reviewed? Is it needed? What is it use for? How is it stored?
- 5/ Do we have robust procedures in place in event of breach? Have they been tested?
- 6/ Can we demonstrate compliance?

7/ Have existing contracts and agreements with 3rd parties been reviewed and are they compliant?

13. Policy Review

- a. Pecuniary Interests – updated fairly recently, no changes – approved.
- b. Freedom of Information – no changes – approved.

14. AOB

One item covered at confidential minutes.

15. DONM

Date of next meeting for Autumn Term 2018 will be Tues 27th November 2018 to include the Auditors report.

Meeting closed at 12.20

TJH Martin

Clerk to Board of Directors

Distribution List:

B. Couch – Director (Chair) C. Paul – Director A. Jefferies – Director (Vice Chair)	W. Hermon – CEO Director B. Jennings – Chair of Board of Directors J. Callow – ex officio M. Basford – Trust Business Manager (by invitation)
---	--