

Minutes of TBAP Trust Audit Committee

At: Bridge AP Academy on Tuesday 14th March 2017

Time: 5:20 p.m.

PRESENT: Ms Alexia Featherstonehaugh (Chair), Mr Philip Rham and Ms Sue Coleby,

IN ATTENDANCE: Mr Nathan Crawley-Lyons, Chief Operating Officer
Ms Beverley Dash (Clerk)

1. APOLOGIES FOR ABSENCE

Mr Seamus Oates, Ms Kellie Thomas and Ms Dorthe Neilsen,

2. PECUNIARY AND CONFLICT OF INTEREST DECLARATION

None

3. MINUTES OF THE MEETING HELD ON THE 22 November 2016.

The minutes of the above meeting were agreed as an accurate record of the meeting.

4. MATTERS ARISING NOT COVERED ON THE AGENDA

None.

5. STRATEGIC POLICY CONTROL DOCUMENT AND RISK REGISTER

The SPCD has been updated with the following:

A2 - NCL & SO are currently reviewing the current governance arrangements of the Trust so that it is fit for purpose as the Trust continues to grow and is inline with the government requirements.

A4 – The committee members highlighted the need for there to be appropriate levels of communication between the executive and Directors to ensure that decisions around new business and growth were being made with full oversight and consideration.

A6 - Agreed that the reports received are excellent – but make for dense reading, recommend an up to date newsletter or briefing to provide snippets of relevant information every month. To set a target date to commence this service. Tweets are a method of communication, but limited and not accessible to all members.

The communication policy is currently being drafted.

Action -Chief Operating Officer recommends that a Directors newsletter is in place from Term 5.

B1 – add brief description of controls, update number of boroughs and schools. Review in May 2017

B2 – still applies

B4 – updated - review - September 2017.

B6 - review -January 2018

C1 – ongoing, additional controls - Trust is moving to an internal quality assurance process from next academic year, building on the successful safeguarding audits. Review November 2018

C3 – review- March 2018

D1 - Child protection issues - now have a safeguarding committee in place to action recommendations - review - March 2018

D2 - Drink/Drug abuse - process and systems are robust – review - March 2018

D4 - Lock down procedure - addressed in Safeguarding meeting - fed down to Exec Headteachers who will discuss with Heads of School and it will be reviewed again at next meeting – referred to as the Lock Down Policy review - June 2017.

D6 - The school does not have a firewall policy as this function is provided by our broadband provider, LGFL-review –March 2018.

D8 – Campus build project to be added to the Risk register. review - March 2018

D9 - review - March 2018

D11 - will move from BT to a new provider - organised for parallel runs, to resolve a number of issues - review - June 2017.

D12 - Safer recruitment training now complete for Board members, Heads of School and all staff involved in interviews – review- January 2018

D13 - contingency policy in place -review - March 2018

D18 - Trust IT system - offsite back up will be strengthened as part of the Bridge decant project. review – September 2018

E1 – all cheques are audited, therefore have financial control and buy-in to 3BM for further in year assurance testing – review - March 2018

E2 - poor budgetary controls- discussed over expenditure on agency staffing and system being implemented to centralise agency staff processes – review – June 2017

E3 Poor financial reporting - system in place, can run live reports, strict mechanism for paying suppliers – purchase order led. The Trust new finance system is a much improved system to last year - review - November 2017

E5 - review in November 2017

F1 – no change - Freedom of information request - use Stone King Solicitors for guidance - review - March 2018.

F2 - controls around printing and storing data/documents - review - June 2017

F3 PAYE -Breach - review June 2017

F5 - VAT breach - review November 2017

F6 – There have been issues with our current payroll provider and these are currently being addressed – review June 2017

F9 - consider other controls required and make Trust wide rather than school specific - review - March 2018

F11 - Funding agreement - - three OfSTED judgements of 'Good' funding agreement is secure – review - March 2018

F12 – Review March 2018

8. ANY CONFIDENTIAL MATTERS

Considered and agreed with all closed items on the risk register. Request for the Campus Build project to be added.

9. ANY OTHER BUSINESS

Chief operating officer reported on the IT Strategy and change of the Trust's infrastructure,

10. DATE OF THE NEXT MEETING

13th June 2017

Signed..... Date2017

Chair of Committee

Action Log November 2016

- 1 Ms Siobhan Holmes agreed to check the requirements for declarations of interest on the website. – Closed.
- 3. HR to follow-up on unsigned staff contracts - ongoing
- 4. Jo Sennitt to report on Strategic Communication / Dialogue Policy – being drafted
- 7 Strategic Policy Control Document and Risk Register
The SPCD updated. - IT to consider a host solution for critical data – Closed