

**Audit committee of the  
TBAP Trust held at TBAP Bridge AP Academy on Tuesday 13<sup>th</sup> June 2017**

**Key Points for the Board Meeting**

1. Communication Policy – Directors discussed the draft communication policy, the changes they have sent through and whether it covers all the strategic communication requirements they had previously discussed.
2. Governance – Directors discussed the importance of the Local Advisory Boards, suggesting that it would be valuable to have Best Practice document for the LABs and to offer training.
3. Strategic Policy Control Document – Risks and controls were reviewed for all areas due for review in March 2017. As part of this process Directors discussed the following:
  - a. Directors skills
  - b. Schools Places
  - c. Violent Intruder
  - d. Employment Issues
  - e. LGPS pensions
  - f. Copyright
  - g. PAYE Breach
  - h. VAT Breach
  - i. Pension Regulations
4. Directors discussed the internal test report by 3BM. In particular they discussed Opening balances and payroll reconciliation. TBAP Finance Manager reported that the issues were being addressed with Access and 3BM who were responsible for setting up the opening balances.
5. Risk Register – Directors reviewed the current closed risk and were in agreement to the closed cases.