

**Audit Committee
Minutes
Thursday 5th December 2024
10 am
*Held online via TEAMS***

Attended: Dominic Course (Chair)
Sarah Cox
Max Thomas

In attendance: Matt Matthew (DCEO)
Nathan Coughlin (Bishop Fleming)
Charlotte Roe (GP)

Minutes: Clerk to the Trust- Nicol Bush

No	Item	Action
1.	Welcome and Apologies The Chair opened the meeting with a welcome, apologies were received from ND.	
2.	Declarations of Business Interests There were no new declarations of interest brought forward.	
3.	Any Other Business No other business was brought forward to the meeting.	
4.	Minutes of the previous meeting The minutes of the meeting held on 13th June 2024 were approved as an accurate record and were signed electronically by the Chair.	
5.	Matters Arising (not on the agenda) 5.5.6 - Update on contingency/succession plan to cover payroll, confirmation needed it had been added to the Risk Register- The DCEO said it had not been added to the risk register but would add it immediately. He added that it was not possible at this time to employ additional staff to cover succession planning for payroll, as the Trust was looking at a series of measures to reduce expenditures, one of which could be staffing, however the DCEO recognised that a back-up plan in the event of the HROM absence was needed. 5.6.1 - Update on Internal audit meeting on Due Diligence. The above was discussed at agenda item 7.	
6.	Governance Annual review of constitution and Terms of Reference to check: <ul style="list-style-type: none"> • Membership is appropriate • Duties remain relevant • All duties have been covered during the year, and it aligns with Scheme of Delegation The meeting approved the Terms of Reference for the Audit Committee.	
7.	Internal Audit To consider the IA report for H&S compliance conducted in Jul 2024. Update on the internal audit programme on due diligence 2024/25 The DCEO updated the meeting on the internal Audit and said the main focus of the audit was on the committee meetings and how they were reported. The DCEO added that as the auditor had to go on maternity leave early, the program would be picked up again in the Spring term.	
8.	External Audit -Bishop Fleming (BF) NC presented the external audit report to the meeting and summarised the report with the following highlights: Key audit risks and other findings: <ul style="list-style-type: none"> • There had been a good level of engagement from Trust management throughout the process and the audit had run smoothly. NC added that the report was ready to sign off, subject to some final checks by the DCEO. 	DCEO

	The DCEO noted that the Trust had a sustainability roadmap, with the aim for the Trust to have a Climate Action plan in place by the end of the Summer Term. The DCEO noted there had been a lot going on in the background within schools on sustainability.	
9.	PE and Sports Grant <i>The Chair asked in regard to the website compliance, could the update of PP policy/Sports Grant be added to the compliance function in Every? The DCEO advised it had been a matter of timings and suggested taking the issue to the EIT team to be resolved.</i> There were no further issues brought forward.	DCEO/ EIT
10.	Health & Safety Consider H&S report Review Every reports Raise any issues for discussion The H&S report was circulated before the meeting and the Trustees were invited to ask any questions, it was noted it was a comprehensive report and there were no issues brought forward.	
11.	Data Protection The DCEO said the Trust had regular low level Cyber-attacks/spam, which the HROM dealt with very well. There were no issues brought forward.	
12.	Cyber Security 12.1 Trustees to discuss the Cyber Response Plan 12.2 Cyber Essential Scheme Cyber Security was discussed under 14.	
13.	Safeguarding There was no update due to the absence of the CEO.	
14.	Risk Register The GP highlighted that there was a risk missing, "Regulation and Compliance" and asked the Trustees <i>what they would like reflected on the risk register and how would Trustees check it?</i> The Chair said that the compliance function on Every was already functioning well and the required reports had subsequently been completed accordingly, so it was just a matter of adding the risk to the system. 14.1 Trustees to review report on the following risk register categories: <ul style="list-style-type: none"> Cyber Security The DCEO noted that the biggest concern regarding IT was the movement from Windows 10 to Windows 11 next year. MT responded that there had been a recent extension in the deadline to the changeover. The DCEO said it would be looked at over the next 1-3 years as a rolling programme, as it would have a financial impact. The DCEO noted it would be helpful to set up an IT working party. <i>The Trustees asked about the membership of this working group.</i> The DCEO responded it would be the DCEO, Limbtec and potentially AH's (Academy Headteachers) and any other Trustees interested would be welcomed. <ul style="list-style-type: none"> Regulation and Compliance There were no comments brought forward. SC asked that the GP update the Risk Register and add a review to the next meeting agenda. <ul style="list-style-type: none"> Legal The DCEO updated the meeting on the recent employment tribunal case. <i>The Trustees asked were there any lessons learnt from the experience?</i> The DCEO said that the Trust's record keeping had been exceptional, specifically the HROM's record keeping. The DCEO noted that it would be worth reminding those in a leadership position to make sure correct procedures were followed and to seek advice when needed. <ul style="list-style-type: none"> Individual Schools Risk Register (re-occurring items) SC said there had been a concern that legionella was flagged up in some schools consistently. The DCEO responded that the Trust had a legionella risk assessment management plan and had changed testing provider, and each school was tested on a weekly and monthly basis. <i>SC asked about the process in the individual schools, how was it flagged up and who's responsibility was it to update the systems with the outcomes of the weekly/monthly testing?</i> The DCEO responded that it was in hand and the Estates Manager was conscientious in making sure the system was up to date.	GP GP
15.	Strategy Plan Trustees to update the meeting on: <ul style="list-style-type: none"> Communication and IT – Dominic Course The Strategy Plan- Communication and IT was discussed under 14.1 and the DCEO actioned to set up a work group around IT and the Curriculum.	DCEO
16.	Policies	

	<p>16.1 Health and Safety Policy- This policy was recommended by the meeting to go to the Board of Trustees for final approval.</p> <p>16.2 School-Mobile-and-Smart-Technology-Policy 2024.docx</p> <p>16.3 Business Continuity Plans</p> <p>16.4 Management of outdoor education visits and off-site activities</p> <p>The meeting approved the above policies.</p>	
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The meeting ended at 11.15am

Approved and signed by the Chair on 9th March 2025.