

**MINUTES OF THE MEETING OF THE  
AUDIT AND RESOURCES COMMITTEE OF THE MAYVILLE PRIMARY SCHOOL  
(ACADEMY) TRUSTEE BOARD  
HELD ON 3 DECEMBER 2018 AT 5.15PM AT THE SCHOOL.**


**Present:** Mrs Chindo Singh (Chair), Trustee  
 Mr Alex Opoku-Boateng, Parent Trustee  
 Mr Rasheed Dauda, Trustee  
 Mr Walter Harding, Trustee  
 Ms Beverley Komorowska, Interim Head Teacher  
 Ms Lorraine Barella, Staff Trustee and School Business Manager  
 Mr Josh Selfe, Trustee, for item 5 onwards

Clerk to the Trustees: Mrs Debbie Ladds

Also in attendance: Mr Hugh Swainson, Auditor, Buzzacott, for items 1-4

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
4.1.6	Trustees agreed the Annual Report and Financial Statements and the Letter of Representation.	Trustees	3 December 2018
5.1.1	The Lettings Policy was agreed and signed by the Chair of Trustees, to be ratified at the FGB.	SBM	3 December 2018
5.1.2	The Health and Safety Policy was agreed, to be ratified at the FGB.	SBM	3 December 2018
5.1.2	Complete a health and safety walk around the school next week.	SBM Mr Harding	w/c 10 December 2018
5.1.3	The School Accessibility Policy was agreed, to be ratified at the FGB.	SBM	3 December 2018
6.5.3	GDPR to be a standing item on the Audit and Resources Committee agenda.	Governor Services, SBM	Ongoing
6.5.6	SBM to provide each Trustee with their school email details by telephone.	SBM	4 weeks
7.1.1	SBM to update and condense the risk register and share with Trustees.	SBM	22 January 2019
9.1.1	Date of next meeting: 22 January 2019.	All	Immediate

Chair's Initials:  


9.1.2	Mr Dauda presented his apologies for the next meeting.	Governor Services	22 January 2019
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**1 WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 The Chair welcomed all those present to the meeting.
- 1.2 Apologies were received and accepted from Mrs Ann Smart.
- 1.3 The Chair confirmed that the meeting was quorate.

**2 DECLARATIONS OF INTEREST**

- 2.1 There were no declarations made pertaining to any of the agenda items for this meeting.

**3 MINUTES**

- 3.1 Trustees received the minutes and confidential minutes of the meeting held on 18 October 2018 and agreed both sets of minutes to be an accurate record of the meeting. The Chair signed a copy of the minutes and confidential minutes and these were retained by the school for filing.

**3.2 Matters Arising**

- 3.2.1 There were no matters arising apart from those items already on the agenda.

**4 FINANCE**

**4.1 Annual Report and Financial Statements**

- 4.1.1 The Auditor presented the Annual Report and Financial Statements to Trustees. He talked through the Post Audit Management Report and explained that in their opinion the Financial Statement Opinion was clean. The financial statements gave a true and fair view and had been properly prepared in accordance with the Academies Accounts Direction 2017 to 2018 issued by the ESFA, and Companies Act requirements. In addition the Regularity Assurance Conclusion was clean. All funds had been applied for the purposes for which they were received.
- 4.1.2 The Auditor explained there had been one breach of Internal Controls. Trustees asked if there was anything they could do to tighten up Internal Controls and the Auditor indicated that as far as possible two people should authorise expenditure but this had been one person signing a contract. The Auditor was content that the response of Trustees had been appropriate once the breach was identified.
- 4.1.3 Ms Barella as the School Business Manager (SBM) explained the school had recently changed the school credit card procedure so that those ordering goods were not those making payment and in addition a purchase order would be required before payment was made. The Chair of Trustees would check payments monthly. This tightened the procedure and corrected a weakness.
- 4.1.4 The carry forward revenue reserves were £335,000.
- 4.1.5 The Chair thanked the Auditor for the helpful report and pertinent points made in his presentation. Trustees asked a range of clarification questions and the Auditor responded.
  - 4.1.5.1 Q: Are you generally happy with what you found?  
A: Yes, I did some internal assurance checks and they were fine.
  - 4.1.5.2 Q: Did you do any compliance checks?

Chair's Initials:
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A: Yes, to ensure the school was in line with the Academies Financial Handbook and it was fine. I suggest periodic checks on core financial controls, but be proportionate.

4.1.5.3 Q: Did you review our Trustee minutes? Was there anything in the minutes you would bring to our attention?

A: The things that were most eventful this year were not financial.

4.1.5.4 Q: Our remit is finance but as an audit committee too, is there anything there that you noted?

A: Trustees demonstrated strength in governance, the year has been challenging and things have been dealt with, you kept things going under difficult circumstances. And the finances balance in a difficult financial climate.

4.1.5.5 Q: We keep a close eye on our finances, we know we are running some double costs. Are there any risks for the school?

A: Some double costs will be in the 2018/19 financial year too. As Trustees you need to continue to understand the impact of double costs, your reserves will reduce and if you get close to the reserves policy level (of £100,000) you need to seek advice on what to do.

4.1.5.6 Q: We keep a regular, monthly check on the management accounts.

A: The 2018 Financial Handbook mandates the Chair of Trustees to receive monthly financial information.

4.1.6 Trustees agreed the Annual Report and Financial Statements which were signed by Mr Harding as the Chair of Trustees and Interim Headteacher (IHT). Trustees reviewed, agreed and then Mr Harding signed the Letter of Representation.

**Action: Trustees agreed the Annual Report and Financial Statements and the Letter of Representation.**

4.1.7 The Chair thanked the Auditor for his report and presentation.

4.2 Audit Review

4.2.1 This item was covered in item 4.1.

4.3 Review of Monthly Management Accounts

4.3.1 The SBM presented the circulated monthly management accounts. She highlighted that salary costs were 8% higher due to double costs. The Chair thanked the SBM for her report and the helpful explanations provided alongside the figures.

4.3.2 Please see the confidential minutes.

4.4 Consider impact of Governing Board decisions on spending

4.4.1 The SBM explained she was reviewing each contract as it came up for renewal and had just re-negotiated one down from £668 to £400 per month. Projectors would be installed during the Christmas holidays. Clubs that were not well attended were being closed and new ones would be started based on the passion and direction from the IHT and feedback from children. The Chair confirmed that the school wanted to provide a fantastic education for the children and also had to keep an eye on the budget.

*The Auditor left the meeting.  
Mr Selfe joined the meeting.*

5 **PREMISES UPDATE**

5.1 Policy Review

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- 5.1.1 The Lettings Policy was not changing but needed signing. The Policy was agreed and signed by the Chair of Trustees. It would be ratified at the Full Governing Board (FGB) meeting later in the evening.

**Action: The Lettings Policy was agreed and signed by the Chair of Trustees, to be ratified at the FGB.**

- 5.1.2 The Health and Safety Policy had been updated, was agreed and would be ratified at the FGB meeting. Mr Harding would be doing a health and safety walk around the school next week as the Link Trustee.

**Action: The Health and Safety Policy was agreed, to be ratified at the FGB.**

**Action: Mr Harding to complete a health and safety walk around the school next week.**

- 5.1.3 The School Accessibility Policy was agreed and would be ratified at the FGB meeting.

**Action: The School Accessibility Policy was agreed, to be ratified at the FGB.**

## 6 PERSONNEL UPDATE

### 6.1 Staffing Update

- 6.1.1 A summary of the Performance Management Data was presented to Trustees. There was a new SEN teacher from an agency on a three day a week contract which would be reviewed in January 2019.

### 6.2 Performance Reviews

- 6.2.1 This item was covered in item 6.1.1.

### 6.3 Conduct Headteacher Performance Management

- 6.3.1 It was confirmed that the IHT was being supported by the Teaching and Learning Consultant and had performance targets.

### 6.4 Review Headteacher Performance Management

- 6.4.1 This was not yet necessary as the IHT had only been with the school a term.

### 6.5 Update on GDPR

- 6.5.1 The SBM referred to the Data Protection Officer (DPO) report and explained she had attended training recently which had been very helpful. The SBM was also the DPO for the school.

- 6.5.2 Please see the confidential minutes.

- 6.5.3 GDPR will be a standing item on the Audit and Resources Committee agenda.

**Action: GDPR to be a standing item on the Audit and Resources Committee agenda.**

- 6.5.4 Teachers, Learning Support Assistants and office staff were all receiving training. Staff were to use individual passwords for their online accounts, and were not to leave them on their desks.

- 6.5.5 Trustees had a discussion related to ex-student records and whether the school could retain such information or had to delete it. The SBM explained that the school had to delete the information once the child had left and their data had been passed to their new school. To keep information the school had to know why they needed to keep it and what for. Trustees asked what happened if the school received requests related to Home Office immigration, to prove the child had been at the school. The SBM explained that since the GDPR rules had changed in May 2018 the school would no longer be able to respond to such requests. The Chair noted that there

were challenges to GDPR in the courts based on practicalities but the school had to follow GDPR.

- 6.5.6 The SBM confirmed all Trustees should be using their school email, not personal emails, especially for confidential items. She agreed to provide each Trustee with their school email details by telephone.

**Action: SBM to provide each Trustee with their school email details by telephone.**

**7 ASSET MANAGEMENT**

**7.1 Risk Management**

- 7.1.1 The SBM explained she was to update and condense the risk register based on feedback from the Governance Review. It had been suggested to have 16 risks across the four areas: strategic and reputational, operational, compliance and financial. The revised risk register would be shared with Trustees.

**Action: SBM to update and condense the risk register and share with Trustees.**

**7.2 Fixed Assets**

- 7.2.1 The SBM referred to the details provided in the Annual Accounts, page 39 which showed a value of £13,856,000 for the Fixed Assets Fund as of 31 August 2018.

**8 ANY OTHER BUSINESS**

- 8.1 A Trustee asked if there was suitable Trustee insurance cover in place for Trustees and it was confirmed that providing Trustees acted appropriately, in the best interests of the school (no fraud or crime, for example) it was.

**9 DATE OF NEXT MEETING**

**9.1 Future meeting date**

- 9.1.1 The next meeting of the Audit and Resources Committee was confirmed as 22 January 2019.

**Action: Date of next meeting: 22 January 2019.**

- 9.1.2 Mr Dauda presented his apologies for the next meeting.

**Action: Mr Dauda presented his apologies for the next meeting.**

**19.2 Agenda items for the next meeting**

- Welcome and apologies for absence
- Declarations of interest
- Minutes and matters arising from the last meeting held on 3 December 2018
- Risk Register

*See school compliance calendar*

Date and agenda items for the next meeting  
Any other business

The meeting closed at 6.38pm.

Chair: Cherish Singh (print)

C. Singh (sign)

Date: 22/1/2019

Chair's Initials:  CJ
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