

MINUTES OF THE AUDIT AND RESOURCES COMMITTEE MEETING OF THE MAYVILLE PRIMARY SCHOOL (ACADEMY) TRUSTEE BOARD HELD ON 10 DECEMBER 2019 AT 5.18PM AT THE SCHOOL

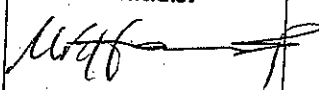
- Present:**
- Mrs Chindo Singh (Chair), Trustee
 - Mrs Ann Smart, Trustee
 - Mr Walter Harding, Trustee
 - Mr Rasheed Dauda, Trustee
 - Mr Alex Opoku-Boateng, Parent Trustee
 - Ms Beverley Komorowska, Interim Head Teacher
 - Ms Lorraine Barëlla, Staff Trustee and School Business Manager

Clerk to the Trustees: Mrs Debbie Ladds

In attendance: Mr Hugh Swainson, Auditor, Buzzacott LLP for items 1-4
 Ms Hannah Roberts, Staff Trustee, from item 4 onwards

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
2.2	Mr Dauda and Mr Opoku-Boateng agreed to complete the Annual Declaration of Pecuniary and Personal Interests form and the Code of Conduct for School Trustees.	Mr Dauda and Mr Opoku-Boateng.	ASAP
3.2.1	Mr Dauda was elected as Vice-Chair of the Audit and Resources Committee for the academic year 2019/2020.	Governor Services	Immediate
4.1.3	Annual Report and Accounts and Letter of Representation agreed and signed by Mr Harding as Chair of the Board and the IHT.	School	Immediate
4.5.1	Add Scheme of Delegation to the next meeting.	SBM and Governor Services	Next meeting
6.1.3	Contract the contractor to investigate ways to secure the main doors.	SBM	Immediate
6.1.3	Coat racks to be secured to the wall.	School	Immediate
6.1.4	Accessibility Plan ratified by Trustees.	School	Immediate
6.2.1	Add Good Estate Management for Schools to the next agenda.	Governor Services	Next meeting
	Action: Premises Management Policy agreed.	School	Immediate
6.3.2	Check repair to fence is appropriate.	Mr Dauda	4 weeks
6.3.2	Add Update on neighbouring building development to the next agenda.	Governor Services	Next meeting
7.1.1	Trustees adopted the Model Pay Policy.	School	Immediate

Chair's Initials:


9.1.1	Next meeting is 11 February 2020.	Governor Services, All	Immediate
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1 WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed all those present to the meeting especially Mr Swanson, the Auditor from Buzzacott LLP.
- 1.2 There were no apologies received as everyone was present.
- 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.
- 2.2 Mr Dauda and Mr Opoku-Boateng agreed to complete the Annual Declaration of Pecuniary and Personal Interests form and the Code of Conduct for School Trustees and return them to the School Business Manager (SBM).

Action: Mr Dauda and Mr Opoku-Boateng to complete the Annual Declaration of Pecuniary and Personal Interests form and the Code of Conduct for School Trustees.

3 MINUTES

- 3.1 Trustees received the minutes and confidential minutes of the meeting held on 8 October 2019 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 Following a short discussion, Mr Dauda was unanimously elected as Vice-Chair of the Audit and Resources Committee for the academic year 2019/2020.
Action: Mr Dauda was elected as Vice-Chair of the Audit and Resources Committee for the academic year 2019/2020.
- 3.3 Please see confidential minutes.
- 3.4 There were no other matters arising apart from those items already on the agenda.

Ms Roberts joined the meeting at 6.15pm.

It was agreed to discuss Finance next and the minutes are therefore recorded in that order.

4 FINANCE

- 4.1 External Auditors to present annual accounts
 - 4.1.1 Mr Swainson presented the Annual Accounts and Trustee Report along with the Audit Report. He said it had been a challenging year but the school was on track and he thanked the staff team. The audit outcomes were that the accounts presented a true and fair view of the school and there nothing to report on regularity. He drew attention to:
 - The finance and reserves policy which showed £232k of free reserves.
 - Internal controls were well controlled though there had been a historical issue of a £375 gift to the Headteacher which had not been school funds or intended to be, so there had not been a misuse of public money.
 - In terms of contingent liabilities, it could result in £148k and pension losses but the school did not accept these claims and was contesting them so they might not materialise.

Chair's Initials:



- The Annual Report and Accounts will be a public document by 31 December 2019.
- Any estimates in the accounts were accurate.
- The accounts were in line with the Academies Accounts Direction.
- The Statement of Financial Activities shows the operational position with a £103k operational deficit in year.
- The appendices included benchmarking data and showed the cause of the deficit to be the extra staffing costs. In terms of reserves, the benchmark was 1 months' salary costs (£165k), and the school was starting to be at the lower end of the sector. The SBM had amended the Reserves Policy to £180k as there are more than salaries which potentially may be needed. The SBM confirmed there was £304k cash in bank today and she was closely managing cash flow.
- The Pension statement included the Local Government Pension Scheme Actuary assumptions which were 'normal' and a similar liability to others.
- The Academies Financial Handbook was becoming more prescriptive. For example, there was a focus on internal scrutiny and internal controls, a report had to be submitted to the ESFA. Management accounts content was also reported including cash flow and monthly reports. There were good practice guides for example on Risk Management and Management Accounting which Trustees were encouraged to read.

4.1.2 The Chair asked if there was anything else Mr Swainson would draw trustees' attention to in the Annual Report and Accounts and he said, no. Trustees thanked Mr Swainson for his report

4.1.3 Trustees agreed the Annual Report and Accounts and Letter of Representation and copies were signed by Mr Harding as Chair of the Board and the IHT.

Action: Annual Report and Accounts and Letter of Representation agreed and signed by Mr Harding as Chair of the Board and the IHT.

Mr Swainson left the meeting at 6.35pm.

4.2 Management Accounts

4.2.1 The SBM presented the September and October 2019 Management Accounts. She highlighted:

- The deficit was £78,218.
- Salary costs were at 85% though she hoped that would reduce in the future.
- Income was as expected at £2,357,470.
- Expenditure was at £2,435,688, 5% over budget due to unavoidable staff sickness and some recruitment costs.
- B/F was £226,866. The carry forward was about £148,648.

4.3 Audit Report

4.3.1 This was covered in item 4.1. There were no actions from the audit.

4.4 Benchmarking

4.4.1 This was covered in item 4.1.

4.5 Scheme of Delegation

4.5.1 The SBM said the Scheme of Delegation explained who did what and how responsibilities were allocated. It was based on the Financial Regulations. The Chair asked to see where the document had come from and it was agreed to discuss at the next meeting.

Action: Add Scheme of Delegation to the next meeting.

Chair's Initials:



5 GDPR

- 5.1 The SBM presented the Data Protection Officer (DPO) report indicating there had been a recent staff training session as a password had been found on the wall next to a computer. There were no questions or comments on the report.

6 PREMISES UPDATE

6.1 Policy Review to include Health and Safety and Accessibility

- 6.1.1 Mr Dauda provided a Health and Safety report covering the visit carried out by the Chair of Trustees. In terms of outcomes, there were a few household repairs needed in the classrooms and all other items were satisfactory. The school was a safe environment for pupils and adults. The Chair thanked Mr Dauda and Mr Harding.

- 6.1.2 The SBM reported that she and a colleague had attended the IOSH Health and Safety course and were completing risk assessments in all different areas of the school.

- 6.1.3 The IHT reported a near incident that had occurred today because a set of children's coat racks nearly fell on a child. The racks need chaining to the wall. In addition, the main doors to the school did not lock immediately. A child had run out of the building and into the car park. It was agreed the SBM would contract the contractor to investigate ways to secure the doors. The coat racks would also be secured to the wall.

**Action: SBM to contract the contractor to investigate ways to secure the main doors.
Action: Coat racks to be secured to the wall.**

- 6.1.4 The Accessibility Plan was ratified by Trustees.

Action: Accessibility Plan ratified by Trustees.

6.2 Good Estate Management for Schools

- 6.2.1 It was agreed to discuss this at the next meeting.

Action: Add Good Estate Management for Schools to the next agenda.

6.3 Premises Management Policy

- 6.3.1 The Premises Management Policy was agreed.

Action: Premises Management Policy agreed.

- 6.3.2 Mr Dauda provided an update on the work he had undertaken related to the Party Wall Agreement for the development site and the school. In particular he informed Trustees that a fence panel had been broken, he needed to check with the Site Services Officer that the repair carried out was appropriate. He explained the developers had now applied for different planning permission which moved the buildings further away from the school boundary so the Party Wall Agreement was no longer needed. The Chair thanked Mr Dauda and asked him to report back at the next meeting.

Action: Check repair to fence is appropriate.

Action: Add Update on neighbouring building development to the next agenda.

7 PERSONNEL UPDATE

7.1 Review Model Pay Policy

- 7.1.1 This Policy had been approved previously but it had now also been agreed by the Unions. Trustees adopted the Model Pay Policy.

Action: Trustees adopted the Model Pay Policy

7.2 Review and Conduct Interim Headteacher Performance Management

7.2.1 The Chair of Trustees reported that the IHT had made very good progress, she had secured the school from a chaotic position and met virtually all her targets. Some targets were multi-year targets. He explained any remuneration needed to be offered as a bonus as she was not a permanent member of staff. Trustees were very pleased with the work of the IHT, especially in creating a staff team and supporting them. They said well done and thank you.

8 **ANY OTHER BUSINESS**

8.1 There were no items of Any Other Business.

9 **DATE OF NEXT MEETING**

9.1 Future meeting date

9.1.1 The next meeting of the Audit and Resources Committee was due to be on 4 February but not all Trustees could not attend, so it was agreed to move it to 11 February.

Action: Next meeting is 11 February 2020.

9.2 Agenda items for the next meeting

Welcome and apologies for absence

Declarations of interest

Minutes and matters arising from the last meeting held on 10 December 2019

Finance

Scheme of Delegation

Premises Update (standing item)

Good Estate Management for Schools

Update on neighbouring building development

Personnel Update (standing item)

See school compliance calendar

Date and agenda items for the next meeting

Any other business

The meeting closed at 7.22pm.

Chair: M. HARDING (print)

[Signature] (sign)

Date: 11/02/2020

Chair's Initials:
[Signature]