

Kirklees Directorate for Children and Adults

Company no: 07729878

**THE BOARD OF DIRECTORS OF SHARE MULTI ACADEMY TRUST**

Minutes of the Meeting of the Audit & Risk Assurance Committee held at 5.00pm at Shelley College on Thursday 21 March 2019.

Present

Mr M Dunkley (Chair), Mrs M Campbell, Mrs D Howard, Miss E Lewis, Mrs C Potterton, Mr V White

In Attendance

Ms E Kilner (Minute Clerk)

Agenda Item	Discussion and Decisions	Action – who/by
198.	<p><b>Apologies, consent and declarations of LAAPs and interests</b></p> <ul style="list-style-type: none"> <li>• Apologies were received from Mr J McNally and Mr A Ahmed with consent.</li> <li>• It was noted that Mrs A Poppleton has resigned from the Audit and Risk Assurance Committee.</li> </ul> <p style="text-align: center;"><b>RESOLVED:</b> That Mr M Dunkley will be Chair of the Audit and Risk Assurance Committee.</p> <ul style="list-style-type: none"> <li>• The following declarations of interest were made:               <ul style="list-style-type: none"> <li>- The wife of Mr M Dunkley works for Shelley College and SHARE MAT.</li> </ul> </li> </ul>	
199.	<p><b>Business of the Meeting</b></p> <p>There were no changes to the circulated agenda.</p>	
200.	<p><b>Matters for any urgent other business</b></p> <p>The following items of other business were noted:</p> <ul style="list-style-type: none"> <li>• Update on the impact of the 2% teacher pay rise on financial plans and budgets.</li> </ul>	

<b>Agenda Item</b>	<b>Discussion and Decisions</b>	<b>Action – who/by</b>
	<p>(b) <u>Feedback from the SHARE Directors Meeting (Minute 187 refers)</u></p> <p><b>Q. Has the Local Governance structure been agreed?</b> A. A meeting of SHARE MAT governors is scheduled for Wednesday 27 March 2019. The final Local Governance Structure will be shared with the Audit and Risk Assurance Committee when agreed to give assurance that the governance structure is in place.</p> <p>(c) <u>Review of Key Risks (Minute 193 refers)</u></p> <p><b>Q. Has the budget deficit issue at Royds Hall been resolved?</b> A. The staff restructure is still in progress. The restructure makes significant progress towards achieving the required budget savings.</p> <p><b>Q. What is the timetable for the 2019-20 budget?</b> A. Two budget views will be prepared, 'Where we are now' and 'Where we expect to be in September' reflecting all staff costs changes from the restructure. Budgets will be completed in June and presented to the Board of Directors in July 2019.</p> <p><b>Q. Is there a risk of staff absence?</b> A. Measures have been put in place to minimise the risk including absence insurance.</p> <p><b>Q. Do you feel that budget risks are under control?</b> A. Yes. There are a lot of changes with some risks and some opportunities but overall the financial position is under control.</p>	
203.	<p><b>Feedback from the SHARE Directors Meeting.</b> There were no specific updates from the SHARE Directors Meeting.</p>	
204.	<p><b>Review of Trust Financial Policies</b> The Trust Financial Policies had been circulated before the meeting.</p> <p>(a) <u>2019 – 20 Financial Regulations</u></p> <ul style="list-style-type: none"> <li>• Section 311 – amends agreed.</li> </ul>	

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	<p>(c) <u>Student Charging and Remission Policy &amp; Procedure 2019 - 20</u></p> <p><b>Q. In Section 4.0 can we clarify if this is extra-curricular?</b> A. Yes, this change can be done.</p> <p><b>Q. What fees are charged for public exams?</b> A. These are for resits and external students.</p> <p><b>Q. In Section 5.4.can we clarify if this is extra-curricular?</b> A. Yes.</p> <p><b>Q. Is Musica Kirklees working in all schools across the MAT?</b> A. Yes but this can be changed to 'external provider'.</p> <p><b>RESOLVED:</b> That the Student Charging and Remission Policy &amp; Procedure 2019 - 20 be agreed and adopted subject to the agreed amendments.</p> <p>(d) <u>2019 – 20 Procurement Policy &amp; Procedure</u></p> <p><b>Q. What happens if we have a no deal Brexit?</b> A. The ESFA will provide guidance.</p> <p><b>Q. Re Section 804, are dispensations rare.</b> A. Yes.</p> <p><b>Q. Do we retain competitive quotes as evidence of the process?</b> A. Yes. These are scanned into the system as an audit trail.</p> <p><b>RESOLVED:</b> That the 2019 – 20 Procurement Policy &amp; Procedure be agreed and adopted subject to the agreed amendments.</p> <p>(e) <u>Trustee Allowances Policy &amp; Procedure 2019 - 20</u></p> <p><b>RESOLVED:</b> That the Trustee Allowances Policy &amp; Procedure 2019 - 20 be agreed and adopted subject to the agreed amendments.</p>	
205.	<p><b>External Audit</b></p> <p>Mrs C Potterton updated the meeting.</p>	

Agenda Item	Discussion and Decisions	Action – who/by
	<p>(a) <u>Risk Register</u></p> <ul style="list-style-type: none"> <li>• Share Multi Academy Trust – All Risk Items was circulated.</li> <li>• The Every System is now being used for Risk Registers in all schools in the MAT and for the MAT Risk Register.</li> <li>• Existing Risk Registers have been migrated to the Every System.</li> <li>• Head Teachers are currently being trained on the new system and are reviewing and scoring risks on the migrated Risk Registers.</li> <li>• Initial feedback on the new system is positive.</li> <li>• Risk Registers for the MAT and all schools will be brought to the next Audit and Risk Assurance Committee meeting for review. Risk Registers will be reviewed at every meeting ongoing.</li> </ul> <p><b>Q. Are any key risks missing from the Risk Register?</b> A. Risk of Governor and Trustee recruitment should be added.</p> <p><b>Q. How are scores assigned to the Risk Register?</b> A. MAT risk scores have been assigned by the Finance Director and Operations Director for review by the Audit and Risk Assurance Committee.</p> <p><b>Q. Is a formal succession plan in place?</b> A. This can be documented.</p> <p><b>Q. Who allocates risk scores in the School Risk Register?</b> A. The Head Teacher. Reviews are made by the Finance Director and Operations Director to ensure consistency.</p> <p><b>Q. Will Risk Registers be discussed at every meeting of the Audit and Risk Assurance Committee?</b> A. Yes for Schools and MAT.</p> <p><b>Q. Will the Operations Director oversee consistency of scoring?</b> A. Yes and this can be discussed at Audit and Risk Assurance Committee meetings.</p> <p><b>Q. Do all risks have a named owner?</b> A. Yes.</p>	

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211.	<p><b>Agenda, minutes and related papers – school copy</b></p> <p><b>RESOLVED:</b> That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.</p>	

The Chair closed the meeting at 6.55pm.

M.O. [Signature]  
Chair  
20/6/19.  
Date