

Kirklees Directorate for Children & Young People

Company no: 07729878

THE BOARD OF DIRECTORS OF SHARE MULTI ACADEMY TRUST

Minutes of the meeting of the Audit & Risk Assurance (A&RA) Committee held at 5:30pm via Microsoft Teams on Monday 21 September 2020.

Present

Mr M Dunkley (Chair), Mrs M Campbell, Mrs D Howard (Director of Operations), Mr J McNally (Chief Executive Officer), Mrs C Potterton (Director of Finance), Ms K Wallett, Mrs E Lewis and Mr V White

In Attendance

 Mr P Clarke (Observer)
 Ms E Kilner (Minute Clerk)

Agenda Item	Discussion and Decisions	Action who/by –
273.	Election of Committee Chair RESOLVED: That the term of office for the Chair will be until the first meeting after the anniversary of 21 September 2020. RESOLVED: That Mr M Dunkley be elected as Chair for the next twelve months.	
274.	Apologies, consent and declarations of LAAPs and interests <ul style="list-style-type: none"> • There were no apologies for absence. • Mr Dunkley declared an interest as his wife works for SHARE Multi-Academy Trust (the Trust). 	
275.	Matters for any other urgent business The following item of any other business was notified;	

Agenda Item	Discussion and Decisions	Action who/by –
	<ul style="list-style-type: none"> Business Interest Forms 	
276.	<p>Minutes of the previous meeting held on 18 June 2020</p> <p>RESOLVED: That the minutes of the meeting held on 18 June 2020 be approved and signed by the Chair as a correct record of the meeting subject to the amendment below;</p> <p><u>Minute 262 – Review of Trust Financial Policies</u> In the fourth paragraph, third line, replace ‘since the Trust’s inception in 2008’ with ‘since the Trust’s inception in 2011’.</p> <p>The following matters arising were noted:</p> <p>(a) <u>Recruitment of A&RA Committee members (Minute 259(e) refers)</u></p> <p>It was noted that Mr P Clarke attended the meeting as a prospective member of the A&RA Committee. Mr P Clarke was welcomed to the meeting and introductions were completed.</p> <p>(b) <u>2020/21 Trust Budget (Minute 261 refers)</u></p> <p>ACTION 1: The DoF to set up a separate meeting with Ms Wallett to discuss the content of the Budget in detail.</p> <p>(c) <u>Review of Trust Financial Policies (Minute 262 refers)</u></p> <p>ACTION 2: Reserves Policy to be included on the agenda for the next meeting of the A&RA Committee in November 2020.</p> <p>(d) <u>Covid-19 Update (Minute 264 refers)</u></p> <p>ACTION 3: The CEO to add Ms Wallett to the distribution list for his daily update.</p> <p>(e) <u>Consider the external audit strategy proposed in respect of the current year’s accounts (Minute 265 refers)</u></p>	<p>DoF</p> <p>Governor Clerking Services</p> <p>CEO</p>

Agenda Item	Discussion and Decisions	Action who/by –
	<p>The DoF updated the meeting on the Audit Tender process. The selection panel have selected six firms that will be sent the Audit Tender questions. The selection panel will review responses when received and agree who will be invited to make formal presentations. A Recommendation will be made by the Selection panel after the formal presentations based on scores and weighting.</p> <p>Q. When will auditors be appointed? A. Appointment will be effective from the AGM in December 2020 and the Auditors will be responsible for the 2020/21 accounts.</p> <p>ACTION 4: The DoF to provide an update on Audit Tender process at the next A&RA Committee. Audit Tender Process to be included on the agenda of the next A&RA committee.</p>	<p>DoF Governor Clerking Services</p>
<p>277.</p>	<p>COVID-19</p> <p>The CEO updated the meeting.</p> <ul style="list-style-type: none"> • Schools re opened in week commencing 7 September. • Re opening has been very successful with high attendance by pupils. • There have been some confirmed pupil Covid-19 cases at some schools. • There have been no staff cases and staff attendance is good. • The Trust is pleased with the re opening so far. <p>Q. How has mask wearing gone? A. Masks are being work in certain areas of secondary schools. The response has been good since mask wearing was made compulsory. Masks are worn in corridors but not when students are in their bubbles.</p> <p>Q. How is catch up going? A. It is early days but pupils are responding well to work set. Gaps may become apparent later in the year but no huge gaps have been identified so far. The task in primary schools is to get a coherent curriculum in place.</p>	

Agenda Item	Discussion and Decisions	Action who/by –
	<p>Q. Is work available online for students who have to isolate at home?</p> <p>A. There is a policy in place for online work which sets out expectations. Work will be set online with minimum expectations which will vary by subject.</p>	
<p>278.</p>	<p>Internal Audit Checks</p> <p>The Internal Audit Report July 2020 – Procurement and Purchase Ledger had been circulated before the meeting.</p> <p>The DoF summarised the report:</p> <ul style="list-style-type: none"> • Overall, the report is pleasing with no red issues. • Management responses (including action items) have been completed in response to the findings. • It was noted that the review has taken place within one year of the formation of the central team. • The Chair noted that there are no material findings which is very reassuring. <p>Q. Can dates be added to management responses for actions to be completed?</p> <p>A. Yes.</p> <p>ACTION 5 : The DoF to complete dates for actions before review of progress at the next A&RA meeting.</p>	<p>DoF</p>
<p>279.</p>	<p>Trust Budget</p> <p>The Draft Budget Plan 2020/21 v3 for Directors had been circulated before the meeting. The DoF summarised the Trust Budget for the meeting.</p> <ul style="list-style-type: none"> • There has been very little movement in the Trust Budget since the last review. • Work and reviews to identify additional cost savings in all schools is still progressing. 	

Agenda Item	Discussion and Decisions	Action who/by –
	<ul style="list-style-type: none"> The Budget deep dive is now complete. The focus has been to ensure accurate 2020/21 Budgets for all schools in the Trust. The deep dive has given confidence that that the Budget is robust and we do not expect any surprises through the year. Cashflow continues to be a challenge but pooled funding in the Trust enables this to be managed. The aim would be for all schools to have a Budget with an in-year surplus. Currently the in-year deficit for 2020/21 is £279k with a cumulative surplus estimated at £2m brought forward. <p>Q. Is this the version of the Budget 2020/21 that was agreed by Directors?</p> <p>A. Yes, it is. Some small savings have been made since this version of the budget was agreed.</p> <p>Q. Are there more savings that have not yet been identified that would further reduce the in-year deficit?</p> <p>A. Potentially, but savings need to be balanced against the risk to education.</p> <p>Q. Why are average salaries in primary schools so high?</p> <p>A. The SLT structure is similar in all schools, large or small. In a smaller school, the average will be higher due to the proportion of staff on a leadership scale v staff on main/upper scales.</p> <p>The Chair noted that the A&RA committee will continue to review the Trust Budget 2020/21.</p> <p>The DoF was thanked for all the work that has been done on the Trust Budget.</p>	
280.	<p>Review of key Risks</p> <p>The updated All Risk Items September 2020 v2 had been circulated before the meeting. The DoO updated the meeting on the latest updates to the risk register.</p>	

Agenda Item	Discussion and Decisions	Action who/by –
	<p>Q. In respect of GDPR, does the trust have permissions from all named on the website and do we have a policy covering document destruction?</p> <p>A. We do have a GDPR policy which can be shared and there is also a document destruction policy. The Trust has consent from all persons named on the website.</p> <p>Q. All policies are not consistent for all schools on the website. Is this intentional?</p> <p>A. There is a consistent view of policies that all schools in the Trust must have. Some policies are consistent across the MAT and some policies are personal to the school. Policy review is an ongoing process across the MAT.</p> <p>Q. Are there any increased risks that should be highlighted in the updated risk register?</p> <p>A. There are no specific risk increases that need to be highlighted. Updates relate to reviews and rewording of risks.</p> <p>Q. Is Cyber attack a new risk?</p> <p>A. No, this has been a risk on previous risk registers.</p> <p>Q. Can a narrative be prepared to accompany the updated risk register?</p> <p>A. Yes this can be done.</p> <p>ACTION 6: The DoO to provide a narrative to accompany the updated risk register when it is next presented to the A&RA committee.</p>	<p>DoO</p>
<p>281.</p>	<p>2020/21 Work Programme</p> <p>The Work programme had been circulated before the meeting.</p> <p>Q. Could we consider moving some activities to have more balance of work across the year?</p> <p>A. Yes this can be reviewed.</p> <p>ACTION 7: The DoF and the Chair to review the Work programme phasing.</p>	<p>DoF / Chair</p>

Agenda Item	Discussion and Decisions	Action who/by –
282.	<p>Trustee Allowances</p> <p>The Trustees expense summary had been circulated before the meeting for review by committee members.</p> <p>It was noted that expenses in relation to Ofsted work undertaken by one of the trustees has been reimbursed by Ofsted.</p>	
283.	<p>Annual Report</p> <p>The Analysis of Effectiveness of the Audit Committee had been circulated for review before the meeting.</p> <p>The DoF summarised that the report showed how busy the A&RA Committee had been and the overall effectiveness RAG is 'Good'. This Analysis should be completed at least every two years.</p> <p>Q. Do we need to put actions in place to address training gaps? A. Members should seek training for gaps with external training sources.</p> <p>Q. Is Member recruitment still an area of concern? A. Recruitment activities are ongoing and new members have been recruited recently.</p> <p>ACTION 8: Individuals should contact the Chair to discuss any training gaps. Appropriate external training can then be sourced.</p> <p>The DoF was thanked for the Annual Report.</p>	<p>All</p>
284.	<p>Correspondence</p> <p>There are no areas of concern.</p> <p>The EFSA have been in contact to provide updated direction of timescales for Accounts due to Covid.</p> <p>Q. Are there any new requirements from the ESFA? A. There are some new reporting requirements which include the Climate Levy. Also, Internal Audit scrutiny is to be separate from External</p>	

Agenda Item	Discussion and Decisions	Action who/by –
	<p>Audit scrutiny, this is being dealt with in the tender process. The ESFA have given an extra month to complete accounts but we are still working to the original timescale.</p> <p>Q. Will there be two Internal Audit reports completed in the year? A. The current proposal is for Fixed Assets and Payroll to be included in the programme. This will ensure compliance with the handbook in having some Internal scrutiny.</p> <p>Q. Should the DoF be a director on the Companies House register? A. The DoF is registered with Companies House as a company secretary but the requirement can be double checked.</p> <p>ACTION 9: The DoF to review and ensure compliance with Companies House requirements.</p>	<p>DoF</p>
<p>285.</p>	<p>Any other urgent business</p> <p>(a) <u>Business Interest Forms</u></p> <p>ACTION 10: All directors and members to complete and return Business Interest Forms that have been circulated.</p>	<p>All Directors and Members</p>
<p>286.</p>	<p>Agenda, minutes and related papers – Trust copy</p> <p>RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the Trust, in accordance with the Freedom of Information Act.</p>	

The meeting was closed at 7.00pm.