

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 Thursday 25 February 2021.

Present

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

In Attendance

Ms E Kilner (Minute Clerk)

Agenda Item	Discussion and Decisions	Action who/by –
298.	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). 	
299.	Matters for any other urgent business <p>There were no items of Any Other Business.</p>	
300.	Minutes of the previous meeting held on 26 November 2020 <p>RESOLVED: That the minutes of the meeting held on 26 November 2020 be approved and signed by the Chair as a correct record of the meeting subject to the amendment below.</p> <p><u>Minute 288 (Annual Report and Accounts for the period ended 31.08.20)</u> At the bottom of page 153 in the last bullet point replace</p>	

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	<p style="text-align: center;">‘governor’ with ‘Trustee and Director’</p> <p>The following matters arising were noted:</p> <p>(a) <u>Policies for Review and Approval (Minute 294 refers)</u></p> <p>Mrs C Potterton updated that it is difficult to source benchmarking data on reserves for other Academy Trusts. The Reserves policy does follow ESFA guidance. Similar size trusts operate with reserves between 5 to 10%.</p>	
301.	<p>COVID-19 Update</p> <p>The CEO and the Director of Operations updated the meeting:</p> <ul style="list-style-type: none"> • The latest National lockdown started on the first day of the January term. • Remote learning is going well with high attendance of 95% in Secondary schools and 80% in Primary schools. • There is a concern for students who are not engaging in learning. More government catch up funding is being made available. • We are preparing to reopen on 8th March. The lateral flow test expectations will be a challenge in schools This requires students to have 3 tests in school completed within the required timescales. • One member of staff who was shielding has sadly passed away. • We currently have no staff who are seriously ill. • The Risk Assessment has been updated to reflect the new requirements for lateral flow tests. • Staff will all have home test kits. Students will have 3 tests on site and then will be required to do tests at home. • There is now a need for Secondary students to wear masks in lessons. <p>Q. What is the issue with students who are not engaged with remote learning?</p> <p>A. Some families do have problems with remote learning. In some cases, laptops and work packs have been delivered to homes but parents have been hostile. These students will need to be reengaged when they return to school.</p>	

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	<p>Q. Do staff have to wear masks in lessons? A. Staff do not have to wear a mask if they remain 2 metres away from students. There can be some problems wearing a mask when teaching a lesson.</p> <p>Q. Do staff use face masks or visors? A. Staff use face masks. It should be possible to maintain the 2 metre distance in class.</p> <p>Q. How frequent are student home tests and do we know that they are taking place? A. This is a voluntary scheme but we expect up to 80% of students to take part. Students will be expected to take 2 tests at home each week. Although not required, we will have a consent form in place. Students do need to let the school and NHS know if they have had a positive test. Testing on return to school will be a big logistical exercise.</p> <p>Q. Will teaching continue to be in bubbles? A. Yes and self isolation will still be required where students have been in close contact.</p>	
302.	<p>Policies for review and approval</p> <p>Mrs C Potterton summarised the policies for review and approval listed below.</p> <ul style="list-style-type: none"> • Financial Regulations • Accounting Policies • Student Charging & Remissions Policy & Procedure • Procurement Policy & Procedure • Trustees Allowances Policy & Procedure • Reserves Policy <p>It was noted that Mrs M Campbell had sent questions to Mrs C Potterton and responses had been provided. Mrs C Potterton confirmed that amendments would be made as agreed to policies.</p>	

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	<p>Q. In the Procurement Policy, is more information required in relation to the EU? A. Yes it is but we do use a framework for procurement which allows us to specify <u>'buy British'</u></p> <p>Q. In relation to the log of unreconciled items, do we have any? A. No there are no unreconciled items currently. All reconciliations and reviews take place monthly with sign off.</p> <p>Q. In Accounting Policies, how is the decision on central services charge and top slice made? A. These will be confirmed when we have received funding allocations for all schools as part of the budget process. The central service and tops slice % charges will be presented to Directors for approval as part of the budget process. The indications are we will retain the same percentage charge as last year.</p> <p>Q. In the Reserves Policy, is the 8% of GAG an aim? A. Yes it is an aim for the Trust as some schools have a deficit and some schools have a surplus. We are currently working on the 2021/22 budget and we hope that our reserve-level for the trust can be maintained.</p> <p>ACTION 1: The Procurement Policy to be reviewed again when EU guidance has been received.</p> <p>RESOLVED: That the policies below be agreed and adopted subject to the changes to wording agreed.</p> <ul style="list-style-type: none"> • Financial Regulations • Accounting Policies • Student Charging & Remissions Policy & Procedure • Procurement Policy & Procedure • Trustees Allowances Policy & Procedure • Reserves Policy <p>Q. How will we ensure that the 3 Year Plan view of reserves is realistic and the best view of the expected outcome? A. There has been uncertainty with funding including the introduction of the National Funding Formula, Teacher Pay and Pension Grants and</p>	<p style="text-align: center;">DoF</p>

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	<p>school spending impacts of Covid. We could model a number of scenarios in the 3 year view based on different sets of assumptions to provide an understanding of the scale of variability in reserves. Our aim is to be realistic in the budget to allow development opportunities for the Trust to be considered.</p> <p>Q. Do we have a view on expected student numbers from September 2021?</p> <p>A. We do not expect any significant changes. Funding for 2021/2022 is based on the October 2020 census data. Shelley 6th form numbers are expected to increase and Thornhill are expecting increased student numbers. We expect Primary numbers to be similar to previous years.</p>	
<p>303.</p>	<p>Review of health & safety and fire risk audits, and the risk assessment process</p> <p>Documents including the Audit Risk Committee Checklist and example reports had been circulated before the meeting.</p> <p>Mrs D Howard updated the meeting.</p> <p>(a) <u>Health and Safety</u></p> <ul style="list-style-type: none"> • Each school has two Health and Safety Audits each year. • The first is performed by our external auditor. An example report has been circulated. Issues are RAG rated and action plans are prepared based on the report. • The second is performed by our Compliance Officer following the external auditor model. • Each school has termly Health and Safety Committee meetings. • Health and Safety concerns can be logged using the Every System. <p>(b) <u>Site Security Risk Assessment</u></p> <ul style="list-style-type: none"> • Site Security Risk Assessments are done for all schools and an example has been circulated. • Actions are progressed based on reports. • The new perimeter fencing at Royds Hall is currently at the 	

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	<p>planning permission stage.</p> <p>(c) <u>Fire Risk Assessment</u></p> <ul style="list-style-type: none"> • External contractors perform the Fire Risk Assessments for the 3 PFI schools in the trust. • Angel Fire do the Risk Assessments for the remaining schools. • Internal Audits are performed by the Compliance Officer. • Meetings take place to review reports and address actions. <p>Q. Do we have an Outstanding issue at Millbridge School? A. We are waiting for the LA to provide advice on additional emergency lighting.</p> <p>(d) <u>Accidents and Incidents</u></p> <p>There have been no major accidents or incidents that have required reporting to the HSE.</p> <p>(e) <u>Planned and Protective Maintenance</u></p> <ul style="list-style-type: none"> • A Summary of ongoing work was circulated. This includes maintenance of mechanical, electrical and essential equipment. • The work is done by external companies as it is specialist. • Each school has its own caretaker who is responsible for ongoing tests e.g. Legionella. • Work is managed through the Every system. <p>(f) <u>Risk Assessments</u></p> <p>Risk Assessments are being performed as required e.g. Home Working for staff.</p> <p>Q. Have there been many adjustments for staff working at home? A. There have been some including additional screens, laptops and office chairs.</p>	

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	<p>(g) <u>GDPR</u></p> <ul style="list-style-type: none"> • A summary document was circulated with an overview of GDPR. • The Compliance Officer performs GDPR audits at each school and recent reviews have shown a minimum score of 80%. • The ICO annual self assessment was completed in January 2021 and the RAG was green. <p>Q. Are both reportable and non reportable breaches reported back to the Compliance Officer? A. Yes.</p> <p>(h) <u>Subject Access Requests</u></p> <ul style="list-style-type: none"> • A summary of Subject Access Requests was circulated. All were responded to within required timescales. The Central Service team do support schools with any requests. • Freedom of Information requests also occur. <p>The Chair thanked Mrs D Howard and her team for all the work that is being done. The update has provided assurance to the Committee that all required checks are in place.</p>	
304.	<p>Review GDPR compliance and consider audit requirements</p> <p>This item was covered under minute 303 above.</p>	
305.	<p>Correspondence</p> <p>None</p>	
306.	<p>Any other urgent business</p> <p>Q. Have we had any contact with the newly appointed Auditors? A. Yes, a planning meeting with the new auditors is scheduled for March/April 2021 to plan activities for the year end accounts and audit.</p>	

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	<p>Q. What is the Internal Audit plan for this year? A. One internal audit will be undertaken by Weavill and Sudworth and the area of scrutiny will be Payroll and HR. We will review the Risk Register for other Internal Audit areas. Internal Audit requirements for the financial year 2020-21 will be met.</p> <p>Q. What is the Internal Audit timeline? A. We are required to do two Internal Audits in the financial year. We expect these to be complete by the end of the summer term.</p> <p>Q. Will we be able to review the first Internal Audit at the next meeting of the Committee in June? A. Yes as the work is planned for April and the report should be available for the Committee in June.</p>	
307.	<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 closed at 6.56pm