

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 6.00pm via Microsoft Teams on Monday 20 September 2021.

Present

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

In Attendance

Ms E Kilner (Minute Clerk)

Agenda Item	Discussion and Decisions	Action who/by
320.	<p>Election of Committee Chair</p> <p>RESOLVED: That the term of office for the Chair will be until the first meeting after the anniversary of 20 September 2021.</p> <p>RESOLVED: That Mr M Dunkley be elected as Chair.</p> <p>RESOLVED: That the term of office for the Vice Chair will be until the first meeting after the anniversary of 20 September 2021.</p> <p>RESOLVED: That Mr P Marshall be elected as Vice Chair.</p> <p>ACTION: The Chair to contact Mrs E Lewis to ask if she would like to continue as Vice Chair in the place of Mr P Marshall</p> <p>ACTION: The Members to confirm the appointment of the Vice Chair.</p>	<p style="text-align: right;">–</p> <p>Chair</p> <p>Mrs M Campbell</p>

Agenda Item	Discussion and Decisions	Action who/by –
321.	<p>Apologies, consent and declarations of LAAPs and interests</p> <ul style="list-style-type: none"> • Apologies were received from Mrs M Campbell, Mrs E Lewis and Ms K Wallett (all with consent). • Declarations of Interest <ul style="list-style-type: none"> • Mr Dunkley declared an interest as his wife works for SHARE Multi-Academy Trust (the Trust). • Mr Phillip Marshall noted that he is the Chair of MAST Trust Board. 	
322.	<p>Matters for any other urgent business</p> <p>The following items of other business were noted.</p> <ul style="list-style-type: none"> • Update on Guidance for Members. • Auditor presence at both the A&RAC and AGM. 	
323.	<p>Minutes of the previous meeting held on 10 June 2021</p> <p>RESOLVED: That the minutes of the meeting held on 10 June 2021 be approved and can be signed by the Chair as a correct record of the meeting.</p> <p>The following matters arising were noted:</p> <p>(a) <u>Review of Key Risks facing the Trust (Minute 314 refers)</u></p> <p>The Director of Operations updated on checks in place in relation to 3rd Party Software.</p> <ul style="list-style-type: none"> • Third parties who use the cloud have Microsoft security in place. • Where Third parties do not use the cloud, the in house team ensure protection is in place including back-up solutions and encryption. • There is ongoing education and training of staff. • A review of Cyber Security and report will be carried out by an external provider as part of internal scrutiny. <p>ACTION: Teaching Hub financial plans to be reviewed at the next meeting of the A&RA Committee.</p>	<p>Chair / CEO</p>

Agenda Item	Discussion and Decisions	Action who/by –
	<p>(b) <u>Review of the A&RA Committee (Minute 316 refers)</u></p> <p>ACTION: The Chair, CEO and Director of Finance to discuss how best to communicate the work of the A&RA Committee to Local Governing bodies.</p>	<p>Chair / CEO / DoF</p>
<p>324.</p>	<p>Consider any residual actions arising from the previous year’s internal audit work and review and challenge the internal audit strategy/plan for the new financial year</p> <p>The Director of Finance updated the meeting.</p> <ul style="list-style-type: none"> • There are no residual actions for the External Audit. • Internal Audit – Procurement – Recommendations are all implemented. There were no major recommendations. There are no residual actions. • Internal Audit – Human Resources and Payroll – There were no recommendations and no residual actions. <p>The Director of Operations updated on the Internal Audit – Cyber Attack.</p> <ul style="list-style-type: none"> • The review will follow DfE guidance on Cyber Security. • The review will be performed by an external company and ensure the Trust is DfE compliant. • The review will take place at the end of October 2021. <p>Q. Could there be a problem with cloud backups if a ransom attack were to take place?</p> <p>A. We will include this in the Cyber Attack review.</p> <p>Q. Do we have insurance in place for a Cyber Attack?</p> <p>A. Yes, it is in place and has recently been extended to the highest level to include the cover of financial losses.</p>	
<p>325.</p>	<p>Update on the trust Academic Performance following summer examination results</p> <p>The CEO updated the meeting and shared a summary of outcomes on screen.</p> <ul style="list-style-type: none"> • There are a wide variety of results in Primary Schools. Past KS2 were used in all Primary Schools. 	

Agenda Item	Discussion and Decisions	Action who/by –
	<ul style="list-style-type: none"> • There is work to do in Primary Schools with KS2 results being a focus. • Secondary School Progress 8 outcomes are a comparison to 2019. There may be some inflation due to the use of assessments. The Trust systems were robust using 3 assessments. • Moderation was used throughout the Trust. <p>ACTION: The CEO to send a copy of the outcomes to Mr V White.</p>	
326.	<p>Recommending to Directors which key risks facing the trust should be addressed</p> <p>The Director of Operations updated the meeting on Key Risks. The latest Risk Register had been circulated before the meeting.</p> <ul style="list-style-type: none"> • Cyber Attack has been recognised as a key risk. An external review has been planned for the end of October 2021. • Staff Induction Programme – A Trust Staff Induction Programme is now in place. • Failure to plan for absence of key employees in the central team – Planning is now in place and a document will be shared at the next meeting. • Failure to recruit skilled and experienced staff – National labour shortages are impacting cleaning and catering contractors. • General condition of premises – The School Condition Allocation is very helpful. Work has been completed as expected over the summer holidays. • Covid – There is still a risk. Infections are being monitored by the Trust. There is dialogue with Public Health England as required. The Vaccination programme is now starting in schools. Plans to manage outbreaks are in place and reviewed regularly. <p>Q. If the cost of contractor wages increase, does the increase flow through to the Trust? A. Yes they would.</p> <p>Q. How will we assess the new Induction Programme for staff? A. Reviews of the recruitment process are in place and will include the Induction Programme.</p> <p>Q. Is there a risk from increased in gas prices? A. We do need a value for money consideration in all procurement in light of all the shortages and the potential impacts on the Trust.</p>	

Agenda Item	Discussion and Decisions	Action who/by –
	<p>Q. What is the view of the current Covid infection rate and having face to face governor meetings? A. There is still a Health and Safety responsibility to minimise risk. Teams meetings would be best if infection rates are high. Face to Face meetings are an unnecessary risk.</p> <p>Q. Is there any update on Lily Park? A. The change request form has been submitted to the RSC but an acknowledgement has not yet been received.</p> <p>Q. It has been noted that there are no overseas trips. Are there any local / UK trips? A. Local trips are possible but the current appetite for trips is low. Covid insurance would be put in place for any UK trips.</p>	
327.	<p>Agree the Audit and Risk Assurance Committee’s annual report to the Board and Accounting Officer</p> <p>ACTION: Agenda item to be included on the agenda of the next A&RAC meeting.</p> <p>Q. Have we reviewed the new Financial and Accounting Handbook? A. This will be reviewed and key changes can be highlighted.</p> <p>ACTION: The Director of Finance to summarise the key changes in the new Financial and Accounting Handbook and summarise at the next meeting.</p> <p>The Director of Finance noted that a change has been made to the work programme. The Risk Register will now be reviewed at the first and third meeting in the year.</p>	<p>Chair</p> <p>DoF</p>
328.	<p>Correspondence - record any correspondence received by SHARE Multi-Academy Trust Directors</p> <p>There was no correspondence.</p>	

Agenda Item	Discussion and Decisions	Action who/by –
329.	<p>Any other urgent business</p> <p>(a) <u>Guidance for Members</u></p> <p>Mr P Marshall noted that there is new guidance for Trust Members giving clarification on the role of Members. The guidance sets out the purpose of a member and how they should fulfil their role. Members need to be assured that Trust governance is in place fit for purpose and includes statutory requirements. The Annual Report is the primary source of information that the Members should use.</p> <p>Q. Is Sufficient information included in the Annual Report to allow Members to fulfil their role?</p> <p>A. The requirement has been noted and this will be considered. The Annual Report may need to include more information in relation to Trust governance.</p> <p>It was noted that the DfE do provide guidance on what should be included in the Annual Report.</p> <p>(b) <u>External Auditors attendance at A&RAC and AGM</u></p> <p>Q. Do we need the External Auditors to present the Annual Accounts at the A&RAC and the AGM?</p> <p>A. As the External Auditors are new, for this year at least, it is required that they present the Annual Accounts at the A&RAC and AGM.</p>	
330.	<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 7.16pm