



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 Thursday 3 March 2022.

Present

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

In Attendance

Mrs R Hesmondhalgh (Observer)
Ms E Kilner (Minute Clerk)

Agenda Item	Discussion and Decisions	Action who/by
342.	<p>Apologies, consent and declarations of LAAPs and interests</p> <p>Apologies were received from Mr V White (with consent).</p> <p>There were no declarations of interest.</p> <p>Mrs R Hesmondhalgh was welcomed to the meeting as an observer.</p>	
343.	<p>Matters for any other urgent business</p> <p>There were no items of Any Other Business for discussion.</p>	
344.	<p>Minutes of the previous meeting held on 29 November 2021</p> <p>RESOLVED: That the minutes of the meeting held on 29 November 2021 be approved and can be signed by the Chair as a correct record of the meeting subject to the amendments below.</p> <p><u>Minute 331 - Apologies, consent and declarations of LAAPs and interests</u></p> <p>In the final bullet point, replace 'Phillip' with 'Philip'</p>	

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	<p><u>Minute 333 (b) - Minutes of the previous meeting held on the 10 June 2021</u></p> <p>In the first action, replace 'Mrs C Campbell' with 'Mrs M Campbell'.</p> <p><u>Minute 333 (c) - Agree the Audit and Risk Assurance Committee's annual report to the Board and Accounting Officer</u></p> <p>Delete the first action.</p> <p><u>Minute 334 (c) - Annual Report and Financial Statements for the year ended 31 August 2021</u></p> <p>On page 188, replace 'Mrs C Campbell' with 'Mrs M Campbell'.</p> <p>The following matters arising were noted:</p> <p>(a) <u>Minutes of the previous meeting held on the 10 June 2021 (Minute 333 (b) refers</u></p> <ul style="list-style-type: none"> • Mrs C Potterton updated that the TSH budget is still being updated and will be shared at the next A&RAC meeting. • The Chair updated that the TSH Board meeting was cancelled but that the Chair will identify any issues from the TSH Board meetings and discuss at the A&RA Committee meeting ongoing. • The CEO updated that communications with Local Governing Bodies will continue to be via documents and minutes loaded on the website with reminders of new documents loaded. <p>(b) <u>Agree the Audit and Risk Assurance Committee's annual report to the Board and Accounting Officer (Minute 333 (c) refers)</u></p> <p>ACTION: All to let the DoF and Chair know what training is required.</p> <p>ACTION: The DoF and Chair to circulate training options by end March 2022.</p> <p>(c) <u>Data Analytics Report - 1 September 2021 to 31 August 2021 (Minute 334 (b) refers)</u></p> <p>Mrs C Potterton updated the meeting.</p>	<p>DoF / Chair</p> <p>DoF / Chair</p>

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	<ul style="list-style-type: none"> • Investigations of blank description and backdated transactions identified by the Audit have taken place. They were caused by problems in the software. • It was noted that there is a concern that software used by the audit team may not be as good as it was originally thought. <p>(d) <u>Cyber Security Review (Minute 340 refers)</u></p> <p>Mrs D Howard updated that an action plan has now been put in place for the Cyber Security Review recommendations.</p> <p>ACTION: Mrs D Howard to arrange for the Director with Specific Responsibility for ICT to review the Cyber Security Review Action Plan and report back to the next A&RAC meeting. The Action Plan should be circulated before the meeting.</p> <p>It was noted that Cyber Security is currently very high risk for all organisations and we need to ensure that everything that can be is being done to protect the Trust.</p>	DoO
345.	<p>Review Health & Safety and Fire Risk Audits and risk assessment process</p> <p>Mrs D Howard (DoO) updated that the following documents had been circulated before the meeting for review and comment:</p> <ul style="list-style-type: none"> • Health and Safety Strategy Document • GDPR Strategy Document • Information Governance Report. <p>Questions had been received before the meeting and written answers had been provided.</p> <p>Mrs D Howard updated the meeting:</p> <ul style="list-style-type: none"> • The Trust does employ a Compliance Officer. • External specialists are also used to carry out audits in the Trust. • There is a lot of activity which takes place. • It will be helpful if the Director with Specific Responsibility for Health and Safety arranges a review visit to the Trust and report back observations to the A&RAC meeting. • Information Governance Report grades have all improved and are now mostly 'A' for schools in the Trust. There has been an improvement since the creation of the Central Services Team. • Action Plans are prepared and progressed based on the recommendations of all Audit Reports. 	

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	<p>Q. What is the timescale for training staff in the high risk data roles?</p> <p>A. This can be checked.</p> <p>It was noted that the key requirement is assurance that the required compliance activities are taking place in the Trust.</p> <p>The Committee noted that the information provided to the meeting was very comprehensive.</p> <p>ACTION: Mrs D Howard to arrange a visit to the Trust with Mr A Kent (Director with Specific Responsibility for Health and Safety).</p> <p>ACTION: Mrs D Howard to check the timescales for training in high risk data roles and report back to the committee.</p>	<p>DoO</p> <p>DoO</p>
346.	<p>Review progress made to address key risks facing the Trust and recommend actions for next year</p> <p>The latest Risk Register had been circulated before the meeting together with a note on changes.</p> <p>Mrs D Howard updated the meeting:</p> <ul style="list-style-type: none"> • The Risk Register has been discussed by the Business Team prior to circulation to the Committee. • It should be noted that there are some risks which will never be 'Green'. Scores are based on likelihood and impact and only likelihood can be reduced. • It was noted that 'failure to ensure safety of pupils during school activities' had been added to the Risk Register. <p>Q. What is the current situation with recruitment risk?</p> <p>A. There are difficulties currently recruiting into ICT and ETA roles in the Trust. Recruitment of good staff is a risk due to the current situation with the economy.</p> <p>Q. How competitive is SHARE MAT in terms of salary and benefits?</p> <p>A. This does depend on the role. Some ETA's have left to become care workers and contractors are struggling with the recruitment of catering and cleaning staff. It is difficult to recruit science and ICT teachers. The TSH may help this situation. We do need to review role and pay scales and salaries need to be considered by Head Teachers when setting budgets.</p>	

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	<p>Q. Can we consider areas for the next Internal Audit based on the Risk Register?</p> <p>A. GDPR and Data protection would be a good area to do this year. The Fixed Assets Register would be a good area for next year as it is currently being transferred to new software.</p> <p>Q. Is the offer to Newly Qualified Teachers still £30k?</p> <p>A. Government funding of this has not yet been confirmed. The Government Pensions Grant will be available for the 2022/23 budget but it will then be absorbed into funding.</p> <p>ACTION: An Internal Audit of GDPR and Data Protection to be progressed and Mrs D Howard to update on progress at the next A&RAC meeting,</p>	DoO
347.	<p>Review GDPR compliance and consider audit requirements</p> <p>This item was covered above.</p>	
348.	<p>Information Governance Report</p> <p>This item was covered above.</p>	
349.	<p>Review Trust Financial Policies, namely:</p> <p>(a) <u>Financial Regulations</u></p> <p>RESOLVED: That the Financial Regulations Policy be approved and adopted subject to agreed amendments.</p> <p>It was noted that the role of the CEO needs to be checked and amended to reflect the guidance for Accounting Officers.</p> <p>The composition of the A&RAC needs to be checked.</p> <p>Dates for budget approval should be amended to ensure that they are achievable.</p> <p>ACTION: The DoF to check the requirements for the composition of the A&RAC and changes to composition should be progressed as required.</p> <p>(b) <u>Accounting Policies</u></p> <p>RESOLVED: That the Accounting Policies be approved and adopted subject to agreed amendments.</p>	DoF

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	<p>It was noted that the Central Services charge % cannot be finalised until budget allocations are finalised.</p> <p>(c) <u>Charging & Remissions (Students) Policy</u></p> <p>RESOLVED: That the Charging and Remissions (Students) Policy be approved and adopted subject to agreed amendments.</p> <p>It was agreed that the references to private photocopying should be deleted from this policy.</p> <p>(d) <u>Procurement Policy</u></p> <p>RESOLVED: That the Procurement Policy be approved and adopted.</p> <p>(e) <u>Trustees Allowances Policy</u></p> <p>RESOLVED: That the Trustees Allowances Policy be approved and adopted subject to agreed amendments.</p> <p>The hotel allowance should be reviewed and set at a realistic current rate, particularly for central London.</p> <p>(f) <u>Reserves Policy</u></p> <p>RESOLVED: That the Reserves Policy be approved and adopted subject to agreed amendments.</p> <p>ACTION: The CEO and DoF to prepare a proposal on amalgamated / pooled GAG funding to take to the next but one Trust Board.</p> <p>ACTION: The DoF to review the policy wording in relation to target levels of reserves and risk. This is linked to the pooling of GAG funding.</p> <p>Q. Is the £50k of budget contingency held in the central services budget explicitly?</p> <p>A. Yes there is a contingency pot put in the central services budget.</p> <p>(g) <u>Scheme of Delegation</u></p> <p>RESOLVED: That the Scheme of Delegation be approved and adopted subject to agreed amendments.</p> <p><i>Mrs D Howard left the meeting at 7.15pm.</i></p>	<p>CEO / DoF</p> <p>DoF</p>

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350.	<p>Correspondence - record any correspondence received by SHARE Multi-Academy Trust Directors</p> <p>Mr J McNally updated the meeting:</p> <ul style="list-style-type: none"> • The Department of Education have informed the Trust that the RSC will be restructured and there will be a change in role for the ESFA. This could result in some delays in RSC decisions. • Approval has been received for Whitcliffe Mount to join the Trust from the RSC. The Due Diligence process will now progress and solicitors have been instructed. 	
351.	<p>Any other urgent business</p> <p>There were no items of Any Other Business for discussion.</p>	
352.	<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 7.32pm