

## AUDIT AND RISK COMMITTEE - MINUTES

**Minutes** of the Audit and Risk Committee held virtually on Tuesday 29<sup>th</sup> November 2022 at 4pm

Trustees: Mr D Austin, Mr A Venter, Mrs S Flack, Mr J Dunn (Chair for this meeting).

Also Present: Dr Blunden (Chief Executive), Mrs J Brinson (Director of Business and Finance), and Mrs B Couch (Governance Officer), Ms A Oliver, Bishop Fleming (for item 2 only).

Apologies: Mr S Cryer.

Item	Decision	Action
1.	<p><b>Welcome, Introductions and Apologies</b></p> <p>Due to connection issues Mr D Austin was unable to chair the meeting, Mr J Dunn stepped in for this meeting. The Chair welcomed members and thanked them for their time.</p> <p>Apologies were <b>RECEIVED</b> and <b>ACCEPTED</b> from Mr S Cryer.</p> <p>The Chair welcomed Ms A Oliver from Bishop Fleming to the meeting and Trustees introduced themselves.</p>	
2.	<p><b>Trustees Annual Report and Financial Statements for 2021/22</b></p> <p>The auditor presented the Trustee report and audited accounts for 2021/22 to the committee. The auditor also presented the Audit Completion Report (Key Issues Discussion Document KIDD) to the committee to highlight the key issues affecting the audit and its preparation for the financial year ended 31<sup>st</sup> August 2022.</p> <p>The Committee <b>REVIEWED</b> the Audit Completion Report (KIDD) paper and Trustees <b>DISCUSSED</b> the key risks encountered by the Auditors in the completion of the audit.</p> <p>Trustees were <b>INFORMED</b> that significant risks are automatically flagged, including a summary of risks and work undertaken; no errors were identified.</p> <p>Trustees <b>DISCUSSED</b> the 2 schools with deficit positions and the need to disclose the commentary around these.</p> <p>Trustees <b>DISCUSSED</b> and <b>NOTED</b> the Harpur Trust v Brazel court case and <b>QUESTIONED</b> when the full Trust board will be looking into this issue. Trustees were <b>INFORMED</b> that there is a need to fully understand and collate information and this is anticipated to be ready for the January 2023 full board meeting.</p>	Dir B&F

	<p>Trustees <b>EXPRESSED</b> their thanks for the hard work put in to ensure such a positive outcome.</p> <p>Trustees <b>RECOMMENDED</b> to the full Board of Trustees the approval of:</p> <ul style="list-style-type: none"> <li>the Draft Annual Trustees Report and Financial Statements for the year ended 31st August 2022;</li> <li>the Audit Completion Report (KIDD) for the year ended 31 August 2022.</li> </ul> <p>Trustees <b>QUESTIONED</b> the auditor with regards to the Trust reserves position and how this compares to other Trusts they work with – Trustees were <b>INFORMED</b> that the Trust are in a comfortable position and are in line with other Trusts.</p>	
3.	<p><b>Minutes of 7<sup>th</sup> July 2022</b></p> <p>The Minutes of the meeting held on 7<sup>th</sup> July 2022 were <b>APPROVED</b> as an accurate record of proceedings.</p>	
4.	<p><b>Matters arising</b></p> <p>None</p>	
5.	<p><b>Audit and Risk Committee Terms of Reference</b></p> <p>Trustees <b>DISCUSSED</b> the committee terms of reference and <b>APPROVED</b> these for the next year.</p>	
6.	<p><b>Risk Register Update</b></p> <p>Trustees <b>NOTED</b> the previous circulated risk register and the recent additions (2.7, 2.8, 5.3 and 5.4) were <b>DISCUSSED</b>.</p> <p>Trustees <b>QUESTIONED</b> whether the risk register could show whether the level of risk has increased or decreased. This will be looked at alongside the format of the register.</p> <p>Trustees <b>QUESTIONED</b> the level of risk with schools joining the Trust and <b>DISCUSSED</b> how this is mitigated by the due diligence processes followed.</p> <p>Trustees <b>QUESTIONED</b> whether all staff had completed the cyber security training in order for the Trust to work towards the Cyber Essentials accreditation – Trustees were <b>INFORMED</b> that monitoring of this is underway with reports being exported from Safesmart and individual members of staff being followed up by their line management.</p> <p>Trustees <b>QUESTIONED</b> whether there is any indication of the Trust position around utility costs and were <b>INFORMED</b> that contracts are fixed until May. The Trust are having regular reviews and feedback on the current situation from Zenergi – contracts will be reviewed in the Spring Term.</p> <p>Trustees <b>DISCUSSED</b> the need to ensure schools and the central office are using energy as efficiently as possible, whilst ensuring that children have a warm space at school as they may not at home.</p>	CEO/GO
7.	<p><b>Review of internal audit plan and annual scrutiny report 2021/22</b></p> <p>Trustees <b>NOTED</b> the previously circulated report and discussed the use of Safesmart to monitor compliance of training across the Trust – specifically</p>	

	<p>around GDPR.</p> <p>Trustees <b>DISCUSSED</b> the internal audit recommendation tracker and the need to ensure this is continuously monitored and updated with progress made around identified areas.</p> <p>Trustees <b>DISCUSSED</b> the cyber security requirements of the Trust and the need to ensure sufficient budget is available to address issues once these are raised.</p> <p>Trustees <b>NOTED</b> and <b>APPROVED</b> the action plan and progress to date.</p> <p>Trustees <b>APPROVED</b> the annual scrutiny report 2021/22.</p>	
<b>8.</b>	<p><b>Audit strategy and internal audit plan 2022/23</b></p> <p>Trustees <b>RECEIVED</b> the previously circulated draft audit strategy and annual plan for 2022/23 and <b>NOTED</b> the areas for review are:</p> <ul style="list-style-type: none"> <li>• Risk management</li> <li>• Key financial controls</li> <li>• Safeguarding</li> </ul>	
<b>9.</b>	<p><b>Teachers Pensions End of Year Certificate</b></p> <p>Trustees <b>NOTED</b> the end of year certificates for 2021/22 for the Trust and for Trewirgie Infants (April 2021 – 22).</p> <p>Trustees <b>NOTED</b> the requirement for Trewirgie Infants to have a separate certificate as they joined the Trust mid-year.</p>	
<b>10.</b>	<p><b>Review of Pupil Numbers on Autumn Census</b></p> <p>Trustees <b>REVIEWED</b> and <b>APPROVED</b> the pupil census figures for Autumn 2022.</p> <p>Trustees <b>NOTED</b> the NOR for Pensans had declined further, Trustees <b>DISCUSSED</b> the need to ensure positive marketing for the school in order to attract additional children.</p> <p>Trustees <b>NOTED</b> and were pleased to see that the numbers for Cape Cornwall in September are looking positive.</p>	
<b>11.</b>	<p><b>Any other business</b></p> <p>None.</p>	
<b>12.</b>	<p><b>Date of next meeting</b></p> <p>Wednesday 10<sup>th</sup> May 2023 at 4pm on Microsoft Teams.</p>	