



Audit & Risk Committee Meeting
Focus: Audit & Risk
Monday 19th July 2021 at 17:00 – 19:30
via MS Teams

Those Present:		
Sue Shelley	Nexus MAT Director – Chair	SS
Steve Booth	Nexus MAT Director	SB
Warren Carratt	Nexus MAT CEO	CEO
Joel Hardwick	Nexus MAT Assistant CEO – Strategy & Partnerships	JH
Naveen Judah	Nexus MAT Director	NJ
James Kelly	Advisor to Committee	JK
Ray Palmer	Nexus MAT Director	RPa
Rachel Potts	Nexus MAT Director	RP
Cath Sands	Nexus MAT CFO	CFO
Emma Sheedy	Nexus MAT Clerk	Clerk
Jacky Tattershall	Nexus MAT Assistant CEO – School Improvement	JT
Anthony Upshall	Interim Head of ICT	AU
Apologies:		
No Apologies:		

1. WELCOME & APOLOGIES FOR ABSENCE	
1.1. To receive apologies for absence No apologies were received.	
1.2. To accept apologies for absence No apologies were received.	
2. ITEMS OF URGENT BUSINESS	
2.1. Chair to determine any items of urgent business to be considered 2.1.1. SCA Funding	
3. DECLARATION OF INTERESTS	
3.1. Individual Directors to declare any personal, business or other governance interests on any item on the agenda None.	
4. AUDIT & FINANCE COMMITTEE MEETING MINUTES	
4.1. To approve the minutes of the following meeting: The minutes of the Audit & Risk Committee Meeting held on 10 th May 2021 were reviewed and it was agreed for both items at 4.3. to be included on the action tracker. ACTION: Clerk to update the minutes of the meeting held on 10 th May 2021.	COMPLETED
4.2. Review of Action Tracker The outstanding actions on the tracker were reviewed and updated.	
4.3. Matters arising from the minutes None.	
5. ITEMS TO BE CONSIDERED	
5.0. IT Review AU was welcomed to the meeting and JH provided a brief introduction, overview of the ICT Review and headlines. A lengthy discussion followed. Given the fine detail in the report – which has been shared with Directors separately – and the sensitive nature of the content, summative minutes only have been taken on this item. RPa asked about timescales and AU advised by December. The Committee thanked AU for his presentation. [AU and JT left the meeting at 18:03].	

5.1. 2021 Academy Trust Handbook

The Committee received the 2021 Academy Trust Handbook and an overview document, which outlined the changes, in advance of the meeting. The CFO outlined the main change is the name from Academies Financial Handbook to Academies Trust Handbook.

SB queried cyber-crime/security and the CEO advised this would follow from the ICT review. Additionally, regular updates received from Barclays are distributed accordingly.

SB also asked about intervention with regards ESFA written authority and the CEO explained this is only required as and when facing intervention and provided context.

RP queried parent/carer governance and the CEO provided context and referred to the Articles of Association. The Trust's election process will be adapted accordingly to ensure compliance. **NJ offered reassurance that his son does not attend a Nexus school and therefore this provision does not impact him.**

RP also queried the external review of governance and the CEO explained this was previously a requirement and offered reassurance that the Trust's governance model is externally reviewed in accordance with requirements.

SS stated the handbook contradicts itself in certain parts, namely Page 9 with regards the Chair of A&R Committee should not be the same as the Chair of Finance Committee but further on the document suggests combining the two.

SS asked if further advice should be sought regarding this and the CEO & CFO explained, the committees must be split when the Trust meets the £50m turnover threshold.

SB asked if the Trust has a process in place to check members and the CEO offered reassurance regarding DBS checks and the Code of Conduct.

Agenda item 5.0. was then addressed.

5.2. High Level 12-Month Delivery Plan

The CFO provided an overview of the High Level 12-Month Delivery Plan.

SB asked what 'BEIS' is and the CFO advised Business, Energy and Industrial Strategy.

RPa queried the apprenticeship activity in September and the CFO advised all had been completed ahead of schedule.

The CFO drew attention with regards inclusion of the H&S audits, as these often change, on the High Level 12-Month Delivery Plan. A discussion followed and it was agreed for these to continue to be included and visible but maybe in a different way – quarterly or six monthly for example.

<p>ACTION: JH/CFO to consider how best to incorporate the H&S audits in the High Level 12-Month Delivery Plan going forward – quarterly or six monthly for example.</p>	<p>JH/CFO 15/11/21</p>
<p>5.3. Trust Risk Register</p> <p>The CEO provided an overview of the Trust Risk Register and provided context regarding the three down grading's of risk, as outlined in the report.</p> <p>SS queried page 12 with regards the mitigation 'There are robust financial management systems in place' and queried the context of the commentary, which the CEO provided and explained about the issues faced with funding.</p> <p>[N] left the meeting at 18:21].</p>	
<p>5.4. Competent Person – Confirmation of Provider Appointment</p> <p>JH provided a verbal update and advised of three applications, of which two were selected for interview and thorough presentations provided.</p> <p>Following discussion, Directors unanimously voted to approve the appointment of ProActive as the Trust's Competent Person Provider.</p>	
<p>5.5. Competent Person - Termly Update Report</p> <p>The Committee had received the Competent Person – Termly Update Report in advance of the meeting, which included a COVID Statement of Assurance.</p> <p>JH spoke at length about the ongoing training programme, site audits, reporting and remedial maintenance described in the report cover the majority of our key health and safety risks. There are currently two risks that sit outside of those processes due to the scale of the work required:</p> <p>Heatherwood Roof: This is the only project identified for CIF that was not completed. It therefore remains the only known single major outstanding condition issue across the estate, with estimates of between £0.8-1.2m to complete the work and current patched repairs providing the solution. A full prioritisation programme for SCA funding over 1-3 years will need to pick this up. The CFO provided an update regarding feedback from the Insurance Loss Adjustor.</p> <p>Kenwood/Moncrieffe Sites/Buildings: These two sites are not ideal for the long term, with condition and suitability issues at both. SCC are aware and have flagged it within the Council as part of their capital prioritisation, although that is over committed. Minor repairs are being completed, but larger schemes are required such as window replacement programmes at both sites. We will need to monitor progress at SCC for the remainder of the calendar year, including looking at putting forward potential solutions to push the issue to a decision. In the interim, there will be a Caretaker appointed.</p> <p>SS queried item 3.3.3. and asked if we are giving consideration to ventilation for Becton and whole estate and JH explained this is part of the COVID risk assessments moving forward into September.</p> <p>RPa commended the COVID Statement of Assurance from Ian Clayton and asked if the re-iterations of the risk assessment reviews are documented anywhere else and the CEO provided context.</p>	

<p>ACTION 1: JH to include a short commentary on the COVID risk assessment reviews in the H&S Report going forward.</p> <p>RPa queried Abbey School with regards the fire corridor and breaches in compartmentation and sought reassurance that this has been dealt with and JH explained this is being dealt with by Ian Clayton and the Site Manager. RPa requested a statement of comfort/reassurance.</p> <p>ACTION 2: JH to provide Directors with a statement of comfort/reassurance regarding the fire corridor and compartmentation at Abbey School.</p> <p>RPa queried item 3.4.1. and asked for ProActive to measure the impact/effectiveness of the training. This was further supported by JK.</p> <p>ACTION 3: JH to obtain a direct commentary from ProActive regarding the effectiveness of their training for inclusion in 21/22 H&S Reports.</p>	<p>JH 15/11/21</p> <p>COMPLETED</p> <p>JH 15/11/21</p>
<p>5.6. April 2021 Internal Audit Findings</p> <p>The CFO provided an overview of the April 2021 Internal Audit Findings, which provided minimal recommendations.</p> <p>RP asked if things are going well with the new payroll provider and the CFO advised everything so far seems to be going well. Becton will move over from 01/09/21.</p> <p>SB queried the headings and the CFO advised this is BHP's terminology.</p> <p>SB stated the Introduction still reads Audit & Finance Committee (AFC) not Audit & Risk Committee (ARC) and the CFO agreed to address this with BHP.</p> <p>ACTION: CFO to ask BHP to amend the Introduction from AFC to ARC.</p> <p>[JH left the meeting at 18:58].</p>	<p>CFO 15/11/21</p>
<p>5.7. Pre-Audit Questionnaire</p> <p>The Pre-Audit Questionnaire was received and considered. The Committee was happy for the Chair to confirm answers with the CFO.</p>	
<p>5.8. Internal Audit Work Plan for 2021/2022</p> <p>The Internal Audit Work Plan for 2021/2022 was received, considered and unanimously agreed by the Committee.</p>	
<p>5.9. ICFP</p> <p>The Committee received the Integrated Curriculum Financial Planning (ICFP), which includes Bader Academy, and the CFO asked of anything the Committee would like testing out?</p> <p>SS asked for clarification as to the purpose of the report and the CFO provided context.</p> <p>JK queried average leadership pay and the CFO provided context.</p> <p>The report was commended as a good management tool.</p>	

<p>SB suggested adding dates to the ICFP Report. ACTION 1: CFO to add dates to the ICFP Report.</p> <p>Following discussion, it was agreed for the ICFP Report & School Resource Management Self-Assessment Tool (SRMSAT) to be discussed at the November Board meeting. ACTION 2: CFO/SS/CEO to add ICFP & SRMSAT to the November Board agenda.</p>	<p>CFO 15/11/21</p> <p>CFO/SS/ CEO 10/11/21</p>
<p>5.10. Monthly Monitoring – High Level Review – Prototype</p> <p>The CFO shared her screen and provided an overview of the proposed amendments to the Monthly Monitoring Report, which was highly commended. Directors unanimously approved the proposed format.</p>	
<p>5.11. Forrester Boyd External Audit Plan</p> <p>The Committee unanimously received and approved the Forrester Boyd External Audit Plan.</p> <p>SB asked how different it is to previous years and the CFO advised it is not different, just a different auditing style.</p>	
<p>5.12. A&R Committee Annual Conclusions Report</p> <p>The CEO provided an overview.</p> <p>SS queried the typo at item 2.1. and this was noted.</p> <p>SS asked if H&S, Estate/Asset Strategy and a paragraph on COVID Response should be included and it was agreed for the CEO make the necessary amendments at item 5 for approval at the July Board meeting. ACTION: CEO to make the suggested amendments at item 5 to the A&R Committee Annual Conclusions Report and submit to the July Board meeting for approval.</p> <p>SB queried item 3.3. and the CEO explained the reporting framework answers this at 3.4.</p> <p>Following the proposed amendments, the A&R Committee unanimously approved the A&R Committee Annual Conclusions Report.</p>	<p>COMPLETED</p>
<p>6. ANY OTHER URGENT BUSINESS</p>	
<p>6.1. To consider any other urgent business agreed by the chair</p> <p>6.1.1. Following a detailed overview by the CEO, the Committee unanimously approved for £40k of SCA funding to be allocated for the Therapy Suite at Hilltop School.</p>	
<p>7. CONFIDENTIALITY & RISK</p>	
<p>7.1. To consider the confidentiality of any items discussed during the meeting</p> <p>No items were deemed to be confidential.</p>	
<p>7.2. To consider any area new risks identified during the meeting</p> <p>Risks identified will be discussed at the next meeting.</p>	

8. DATES OF NEXT MEETINGS

Monday 11 th October 2021	17:00 – 19:30	Nexus HQ	Finance & ICT
Monday 15 th November 2021	17:00 – 19:30	Nexus HQ	Audit & Risk
Tuesday 17 th November 2021	16:00 – 19:00	Crags Community School	Leadership Summit
Monday 7 th February 2022	17:00 – 19:30	Nexus HQ	Finance & ICT
Monday 7 th March 2022	17:00 – 19:30	Nexus HQ	Audit & Risk
Monday 9 th May 2022	17:00 – 19:30	Nexus HQ	Finance & ICT
Tuesday 28 th June 2022	16:00 – 19:00	Crags Community School	Leadership Summit
Monday 11 th July 2022	17:00 – 19:30	Nexus HQ	Audit & Risk

Minutes approved

CHAIR	SIGNATURE	DATE