



**Audit & Finance Committee Meeting  
Wednesday 2<sup>nd</sup> November 2016, 17:00  
at Kelford School**

**ACTION POINTS SUMMARY SHEET**

<b>Actions</b>		<b>By &amp; Target Date</b>
4.1 02/11/16	James Kelly from Lloyds approved as an Associate member of the Audit & Finance Committee. CEO to arrange	<b>CEO</b>
4.2 02/11/16	CFO to develop Trust self-assessment document from detail of 15 questions to show targets, work planned against them, and a Red/Amber/Green rating	<b>CFO 01/03/17</b>
4.2 02/11/16	CEO to Request James Kelly to undertake external review of self-assessment	<b>CFO 01/03/17</b>
4.3 02/11/16	5 Year Growth Plan - CFO continuing to develop and submit to December Trust Board meeting	<b>CFO 13/12/16</b>
4.3 02/11/16	Investment Policy to be developed in line with 5 year plan development plan	<b>CFO 13/12/16</b>
4.4 02/11/16	Clerk to circulate 2016 academies Financial handbook	<b>Completed</b>
4.4 02/11/16	Internal Audit –CFO to arrange review with BHP in line with agreed work programme	<b>CFO</b>
4.4 02/11/16	Cost from Capita to consolidate all Nexus accounts being explored by CFO. Details of programme being investigated prior to purchase as the Capita proposal needs to be scalable to add other schools in line with MAT growth	<b>CFO</b>
4.7 02/11/16	CEO and CFO to review other MAT risk registers and report back with populated register for next committee meeting	<b>CEO/CFO 01/03/17</b>



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**Attendees:**

Alan Meloy	Independent Director	AM
Catherine Hall	Independent Director	CH
Steve Booth	Chair Hilltop School LGB	SB
Warren Carratt	CEO Nexus MAT	WC
Tracey Brooke	CFO Nexus MAT	TB

**Also Present:**

Clare Southwell	Clerk	CS
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**Apologies:**

Sue Shelley	Chair Kelford School LGB	SS
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1. APOLOGIES FOR ABSENCE	Actions
1.1 To accept apologies for absence <ul style="list-style-type: none"> <li>• Apologies had been received from Sue Shelley</li> </ul> 1.2 To receive, but not accept, apologies for absence <ul style="list-style-type: none"> <li>• Apologies received</li> </ul>	
2. ITEMS OF URGENT BUSINESS	
2.1 Chair to determine any items of urgent business to be considered <ul style="list-style-type: none"> <li>• E-Governor – James Kelly – item dealt with at item 4.1</li> </ul>	
3. DECLARATION OF INTERESTS	
3.1 Individual Governors to declare any personal, business or other governance interests on any item on the agenda <ul style="list-style-type: none"> <li>• There were no declarations of personal or business interest</li> </ul>	
4. ITEMS TO BE CONSIDERED	
4.1 Election of Chair of Committee <ul style="list-style-type: none"> <li>• Alan Meloy – recommended, agreed, unanimous vote</li> <li>• CEO is Accountable Officer, will attend as a Director</li> <li>• CFO to lead on information reported</li> <li>• BHP are appointed auditors &amp; advisors for Accountable Officer, will attend when requested or are able to assist with direct task or work</li> </ul> AOB - E-Governors <ul style="list-style-type: none"> <li>• Lloyds Bank middle managers to be E-Governors?</li> <li>• Could be an Associate Governor, receive papers &amp; challenge where appropriate</li> <li>• Lloyds will provide equipment if required to enable e-links for meetings</li> <li>• Hilltop &amp; Kelford LGB Chairs have agreed to trial and take part in pilot scheme</li> <li>• Possible link to Audit &amp; Finance Committee, CV of James Kelly circulated prior to meeting</li> <li>• Governors agreed</li> <li>• James Kelly from Lloyds approved as an Associate Member of the Audit &amp; Finance Committee. CEO to arrange</li> </ul>	<b>CEO</b>
4.2 Charity Commission questions <ul style="list-style-type: none"> <li>• Questions aimed at independent charities that are 100% public funded.</li> <li>• Are we financial strong enough? Schools have backing of EFA not an independent charity</li> <li>• CFO reviewed questions, already ahead on several of the questions</li> <li>• Schools doing property development plans</li> <li>• Pensions liabilities are a changing and reviewed every 3 years, review to take place April 17</li> <li>• Economic climate not fully discussed, but investment etc. on this agenda.</li> <li>• Would need a separate Audit Committee if future business income/turn over on business activity was above £83,000 – i.e. lettings, services sold.</li> <li>• CEO has already requested Business Managers to check on current services sold, so can show evidence of internal assessment.</li> <li>• Small educational projects not included. Curriculum development projects can be shared via SLE &amp; Learners First services so not included</li> <li>• Fund raising is tax free &amp; goes into SFA</li> <li>• VAT &amp; Tax experts in BHP who are able to give advice or come to give</li> </ul>	

<p>presentation at meeting if required.</p> <ul style="list-style-type: none"> <li>• 15 questions are useful tool &amp; can be reviewed</li> <li>• CFO to develop Trust self-assessment document from detail of 15 questions to show targets, work planned against them, and a Red/Amber/Green rating</li> <li>• CEO to Request James Kelly, new associate member of committee to review the self-assessment document and undertake external review of self-assessment</li> <li>• CFO to report back on progress as next meeting</li> </ul>			<b>CFO</b>						
<p>4.3 Actions delegated by Board</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 15%;"> <p>5.6 09/06/16</p> </td> <td style="width: 60%;"> <p>5 year growth plan 11/10 To be developed and discussed at Audit &amp; Finance Committee &amp; then on TBoD November agenda</p> </td> <td style="width: 25%; text-align: center;"> <p><b>A&amp;F Committee 02/11/16 On TBoD agenda 16/11/16</b></p> </td> </tr> <tr> <td colspan="3"> <ul style="list-style-type: none"> <li>• Work ongoing. It needs to be a meaningful document that the Trust can have confidence in</li> <li>• CFO continuing to develop</li> <li>• Regular item on this agenda</li> <li>• Plan on a page already published in prospectus, detailed plan will take longer development</li> <li>• Strategic objectives are growth plan – to go to Trust Board in December 16</li> <li>• Role of committee to challenge plan, role of CFO to write plan</li> <li>• Growth &amp; stainability – other MATs failed when growth too quick</li> </ul> </td> </tr> </table>			<p>5.6 09/06/16</p>	<p>5 year growth plan 11/10 To be developed and discussed at Audit &amp; Finance Committee &amp; then on TBoD November agenda</p>	<p><b>A&amp;F Committee 02/11/16 On TBoD agenda 16/11/16</b></p>	<ul style="list-style-type: none"> <li>• Work ongoing. It needs to be a meaningful document that the Trust can have confidence in</li> <li>• CFO continuing to develop</li> <li>• Regular item on this agenda</li> <li>• Plan on a page already published in prospectus, detailed plan will take longer development</li> <li>• Strategic objectives are growth plan – to go to Trust Board in December 16</li> <li>• Role of committee to challenge plan, role of CFO to write plan</li> <li>• Growth &amp; stainability – other MATs failed when growth too quick</li> </ul>			<b>CFO</b>
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<p>4.4 Nexus Accounts</p> <ul style="list-style-type: none"> <li>• Four documents circulated</li> <li>• Report &amp; budget monitoring previously circulated at TBoD as unchanged at present</li> <li>• Scrutiny &amp; oversight of school accounts managed by LGBs at LGB meetings</li> <li>• 5% top slice in central budget currently used for central MAT salaries ad central projects, i.e. external reviews</li> </ul>									



<ul style="list-style-type: none"> <li>• Risk register is for mitigation, a pre-empting document not an issue log</li> <li>• Regional School Commissioner may have assisting documentation</li> <li>• CEO/CFO to look at other what other MATs have already in place</li> <li>• School Disaster Recovery Plans are only recovery plans not business plans</li> <li>• Review of Risk Register to be on every agenda</li> </ul>			<b>CFO/CEO</b>
<b>Questions &amp; Challenges</b>	<b>Response</b>	<b>Further action(s)</b>	
<i>Is this committee reviewing trust wide risks not just finance?</i>	<p>Areas already in Risk Register</p> <ul style="list-style-type: none"> <li>• Governance</li> <li>• Operational</li> <li>• Financial</li> <li>• Environmental and external</li> <li>• Law and regulation</li> </ul> <p>Some areas are not for review by A&amp;F Committee</p>		
4.8	<p>Capital Investment Plan</p> <ul style="list-style-type: none"> <li>• Investment policy to be reviewed in 12 months – new MAT when trust has reached safe &amp; secure status and will be part of 5 year plan</li> </ul>		
4.9	<p>ICT Strategy</p> <ul style="list-style-type: none"> <li>• AM &amp; CFO ongoing work to develop</li> <li>• Currently an operational plan not strategic</li> <li>• Reviews ongoing but need to be collated</li> <li>• Needs to be needs led</li> <li>• Funds not currently available</li> <li>• Investigating services used</li> <li>• Nexus - big company – what do we need for the future – corporate social development</li> <li>• Private sector way ahead of public sector</li> <li>• Economies of scale with shared procurement</li> <li>• How do we draw down funding?</li> <li>• Needs to be included in Investment Plan and Risk Register</li> <li>• On every agenda</li> </ul>		
<b>5. ANY OTHER URGENT BUSINESS</b>			
5.1	<p>To consider any other urgent business agreed by the Chair at item 3</p> <ul style="list-style-type: none"> <li>• There were no items of urgent business</li> </ul>		
<b>8. CONFIDENTIALITY</b>			
8.1	<p>To consider the confidentiality of any items discussed during the meeting</p> <ul style="list-style-type: none"> <li>• There were no confidential items</li> </ul>		

**9. DATES OF NEXT MEETINGS**

Will also convene meetings as & when required for any project work or task & finish groups

**MEETINGS CHANGED TO 17:00 STARTS**

Audit & Finance Committee – Wednesday 1<sup>st</sup> March 2017 at 17:00 at Hilltop School

Audit & Finance Committee – Wednesday 24<sup>th</sup> May 2017 at 17:00 at Hilltop School

**Minutes approved**

CHAIR	SIGNATURE	DATE
ALAN MELOY		16/11/2016