



**Audit & Finance Committee Meeting**  
**Focus: Finance & ICT**  
**13<sup>th</sup> May 2019 17:00 – 19:30**  
**Nexus HQ**

<b>Attendees:</b>		
Sue Shelley	Director – Chair	SS
Steve Booth	Director	SB
<b>Also Present:</b>		
Warren Carratt	CEO Nexus MAT	CEO
Cath Sands	CFO Nexus MAT	CFO
James Kelly	Advisor to Committee attendance via phone link	JK
Ian Burns	Information Governance & ICT Lead	IB
Naveen Judah	Advisor to Committee	NJ
Diane Hyner	Executive Assistant	Clerk
<b>Apologies:</b>		
Rachel Potts	Director	REP

<b>1. WELCOME &amp; APOLOGIES FOR ABSENCE</b>		
1.1	To receive apologies for absence RP	
1.2	To accept apologies for absence Apologies accepted from RP	
<b>2. ITEMS OF URGENT BUSINESS</b>		
2.1	Chair to determine any items of urgent business to be considered <ul style="list-style-type: none"> <li>• Letter from Lord Agnew.</li> <li>• Verbal update following Ofsted inspections</li> </ul>	
<b>3. DECLARATION OF INTERESTS</b>		
3.1	Individual Directors to declare any personal, business or other governance interests on any item on the agenda There were no declaration of interest to items on the agenda.	
<b>4. PREVIOUS COMMITTEE MEETING MINUTES</b>		
4.1	To approve the minutes of the following meeting: Audit & Finance Committee meeting held on 4 <sup>th</sup> March 2019 The following amendments were identified: P23 under item of urgent business amend spelling error, the word should be bringing not brining. P27 – question from JK about the qualification of the person who makes the decision about locking the door at K and fire safety to be added as an action on the Action Tracker  Agreed minutes with changes.	<b>Completed</b>
4.2	Review of Action Tracker The outstanding actions on the tracker were reviewed and updated	
4.3	Matters arising from the minutes There were no matters arising other than those recorded in 4.1 (above)	
<b>5. ITEMS TO BE CONSIDERED</b>		
5.1	High Level 12-month delivery plan CFO presented the delivery plan. Awaiting a report from Hart Shaw which has been delayed due to sickness. The report will be provided in the near future. CEO stated there was a query with the internal audit regarding to retention of identity checks in the recruitment packs. CEO and IB checked all guidance and are clear that the identity check information should be kept for 6 months then destroyed. SS stated she likes the format of the report but asked if there was anything missing from this report regarding H&S? SS mentioned a training course she had attended where they talked about duty to maximise assets. CEO felt that comes from part of the work Pro-Active are doing, which Emma Heyes will be reporting on at the next meeting.  CFO is working towards the BFR deadline and the pensions report has been submitted.	

<p>SB asked if the Asbestos report has been completed. CEO confirmed it will be the same this year as last year and will be a nil return. Nexus have not had a reminder from the ESFA for the information. Report will be provided at the next meeting. <b>Action 1</b> – CEO to provide Asbestos report for the next meeting.</p> <p>Schools are just starting the budget setting process and will meet with the CFO early next month to go through the budgets. CFO will generate a template for completion by school BM's. NJ queried why is there no mention for submission of Confirmation Statement to Companies House? CEO confirmed that it should be on the 12-month delivery Plan and confirmed the submission was made in March. <b>Action 2</b> – CFO to add to the 12-month delivery plan</p>	<p><b>CEO</b> <b>01/07/19</b></p> <p><b>Completed</b></p>
<p>5.2 Trust Budget Monitoring Report (Feb 2019)</p> <p>This Trust Budget Monitoring Report was covered in the last TBoD meeting last week.</p> <p>SS asked about item 1.2.4 regarding surplus and capital and how this fits in with item 2.4? CFO explained the role of the new Finance officer and work completed. completed some Work has been completed looking at what revenue can be transferred to capital.</p> <p>SS queried if there was an update regarding outstanding money from other authorities. CEO gave information about some additional funding agreed and that Nexus is still waiting to hear from BMBC.</p>	
<p>5.3 ICT Information Governance and Strategic Updates</p> <p>5.3.1 Information Governance Strategic Framework 2018-19 Document All confirmed they have read the report. SB stated the report is excellent giving information about where we are at.</p> <p>IB asked for questions</p> <p>SS asked about the further live testing delays and what is the risk? IB due to updates on software we needed downtime to complete the testing which impacted on learning. We have altered the roll out and during the summer the filter will be rolled out which will give time to reflect and provide training for engineers.</p> <p>SB asked about the project planning for new schools joining Nexus looking at economies of scale. IB confirmed the work started in January and gave examples regarding Craggs school explaining process which has been received well by the school. Becton is adopting Nexus internet provider.</p> <p>SS stated that she feels Directors would like to see reports at the end of the year and it may be that the reports could be provided with a covering sheet with the exceptions. IB confirmed he could provide a summative report for Directors for information. <b>Action</b> – IB to provide summative report for Information Governance Strategic Framework 2018-19 Document by the end of the year to be brought to the meeting in September.</p>	<p><b>IB</b> <b>September</b> <b>2019</b></p>

<p>SB asked IB if his workload is manageable? IB stated his workload is increasing but it is manageable.</p> <p>SS queried p9 of the report in relation to due diligence and asked why the report would include 2 further reports in future. IB explained the reason was to give the opportunity to form relationships prior to going into schools and then information regarding school websites and GDPR.</p> <p>NJ asked when new schools join Nexus are we asking them to migrate to HCSS? CFO confirmed this is the case gave information about ongoing work at Crags. Becton are welcoming the system with others looking forward to having a more modern system when they join.</p> <p>NJ queried if historical data be uploaded into HCSS CFO stated this is not the case but we will still have access to historic information through the old system for 12 months.</p> <p>SB asked if there is one person in schools who have responsibility for websites? IB confirmed it was the engineer in each school and that there is good communication between engineers and clerks.</p> <p>SB raised the issue of checking that the legal information is up to date on school websites. IB stated there is a toolkit used by engineers with checks completed to see all relevant information is on websites. This is completed on a regular basis. I also do checking and send out any actions where required.</p>	
<p>5.3.2 E-Safety Lead Activities</p> <p>IB gave an update regarding E-Safety leads and thanked CEO for allowing them to attend CEOP training in York where they made good contacts from around the country.</p>	
<p>5.3.3 ICT Disposal Policy and process update</p> <p>A discussion followed relating to the proposed policy.</p> <p>The form now only includes write offs for IT and information governance. The ICT asset will be checked by IB and written off unless it is a fixed asset in which case it will be sent to the CFO.</p> <p>NJ queried why ICT assets are being written off after a 4-year period and has this been discussed, and do we think we may be over valuing our ICT assets? IB confirmed the 25% figure is taken from the ESFA. To support that the life cycle of the equipment is 4 years but we could look to extend to 5 years.</p> <p>NJ asked are we depreciating to show the useful life or the netbook value? CFO confirmed it is the useful economic life.</p> <p>NJ asked when Nexus needs to upgrade equipment do we add the additional cost to the cost of the asset? CFO stated yes we add it.</p> <p>CFO explained about ‘netbook values’ and that IB would bring this to the meeting for information.</p> <p>CEO asked for the wording in the Context section of the policy to updated. <b>ACTION</b> – CEO to reword the Context paragraph in the ICT Disposal Policy</p> <p>IB will continue to be the authoriser of disposal of assets and the report with all assets signed off will be brought to A&amp;F meeting for information.</p>	<p><b>Completed</b></p>

<p>5.3.4 Major Incident Report</p>	
<p>The information is recorded in Confidential Appendix 1</p>	
<p><b>6. ANY OTHER URGENT BUSINESS</b></p>	
<p>6.1 To consider any other urgent business agreed by the chair</p> <p>6.1.1 Lord Agnew letter A discussion followed relating to the content of the letter. CFO confirmed that midyear reviews are taking place in all schools under the auspices of the internal audit work programme.</p> <p><b>Action 1</b> - CFO to ask for statement of assurance and response for each of the points in the letter, from Hart Shaw.</p> <p>JK asked if there was a time limit for the contract with the current auditors? CEO confirmed the current contract is for two years but we have to re-tender every 5 years. JK asked if Nexus intend to retender CEO stated it would be incumbent of Directors to make a change by 2021. This could be added to the risk register <b>ACTION 2</b> – CEO to add audit to the risk register.</p>	<p><b>CFO</b> <b>01/07/19</b></p> <p><b>CEO</b> <b>01/07/19</b></p>
<p>6.1.2 Ofsted update</p> <p>CEO gave brief update on the recent Ofsted inspections.</p>	
<p><b>7. CONFIDENTIALITY &amp; RISK</b></p>	
<p>7.1 To consider the confidentiality of any items discussed during the meeting Major Incident Report</p>	
<p>7.2 To consider any area new risks identified during the meeting No new risks identified during the meeting.</p>	
<p><b>8. DATES OF NEXT MEETINGS</b></p>	
<p>8.1 Future meeting dates:</p> <p>Wednesday 19<sup>th</sup> June – Leadership Summit – 16:00 – 19:00 at The Source, Meadowhall Monday 1<sup>st</sup> July 2019 at 17:00 – 19:30 – Nexus Headquarters</p>	

**Minutes approved**

CHAIR	SIGNATURE	DATE
SUE SHELLEY		01/07/19