



Audit & Finance Committee Meeting
Focus: Audit & Risk
21st July 2020 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
Emma Heyes	Nexus MAT Strategic Change Project Manager	EH
Naveen Judah	Nexus MAT Director	NJ
Ray Palmer	Nexus MAT Director	RPa
Rachel Potts	Nexus MAT Director	RP
Cath Sands	Nexus MAT CFO	CFO
Emma Sheedy	Nexus MAT Clerk	Clerk
Apologies:		
James Kelly	Advisor to Committee	JK
No Apologies:		

1. WELCOME & APOLOGIES FOR ABSENCE	
<p>1.1. To receive apologies for absence</p> <p>Apologies were received from JK.</p> <p>Gillian Askew, Nexus MAT Director, had been invited to attend by SS but did not join the meeting.</p> <p>It was declared that RP would commence chairing the meeting, as SS would be joining slightly late.</p>	
<p>1.2. To accept apologies for absence</p> <p>Apologies were accepted from JK.</p>	
2. ITEMS OF URGENT BUSINESS	
<p>2.1. Chair to determine any items of urgent business to be considered</p> <p>None.</p>	
3. DECLARATION OF INTERESTS	
<p>3.1. Individual Directors to declare any personal, business or other governance interests on any item on the agenda</p> <p>None.</p>	
4. AUDIT & FINANCE COMMITTEE MEETING MINUTES	
<p>4.1. To approve the minutes of the following meeting:</p> <p>The minutes of the Audit & Finance Committee Meeting held on 11th May 2020 were reviewed and agreed.</p>	
<p>4.2. Review of Action Tracker</p> <p>The outstanding actions on the tracker were reviewed and updated.</p>	
<p>4.3. Matters arising from the minutes</p> <p>None.</p>	
5. ITEMS TO BE CONSIDERED	
<p>5.1. Trust Risk Register</p> <p>Following review and discussion by the Committee, it was agreed for the CEO to update the Register with: a review of risk scores, colour coded changes, recent appointments of Directors and Deputy CEO, employee opinion survey, COVID-19 impact - risk assessments, HR/wellbeing of staff and funding.</p> <p>[SS joined the meeting]</p> <p>ACTION: CEO to make the amendments to the Trust Risk Register as tabled.</p>	CEO COMPLETED
<p>5.2. High Level 12 Month Delivery Plan</p> <p>The CFO provided an overview of the Delivery Plan and following review and discussion</p>	

<p>by the Committee, it was agreed for the CFO to include a rolling calendar of the previous 3 months, the current month, and the forthcoming 8 months ACTION: CFO to amend the format of the Delivery Plan to include a rolling calendar.</p>	<p>CFO 16/11/20</p>
<p>5.3. Health and Safety Update</p> <p>EH provided a verbal overview, explaining how supportive ProActive staff have been during COVID-19 and the recent Ofsted inspection of Bader Academy; sharing risk assessments with the Trust and offering advice in responding to individual queries.</p> <p>Understandably, COVID-19 has impacted on the health and safety audit schedule in the academies. This is now out of synch due to visits into schools being deferred to reduce the number of visitors entering school premises, in line with Government advice. As lockdown measures have been eased ProActive will be working with the academies to build audits into the calendar over the coming months.</p> <p>EH provided information regarding ProActive’s new management system and advised that IOSHH training would be rescheduled.</p> <p>EH explained that as there are currently nine academies within the Trust (with two more due to open within the next 14 months) and the contract for the Competent Person function is now worth a significant value over recurrent years. Directors were asked to consider and agree an appropriate timescale for tendering for these services and the Committee agreed that arrangements should be put in place so that a thorough tendering process takes place over the autumn term with a new contract being secured for September 2021.</p> <p>SB commented on the usefulness of the reports, which was supported with input from RPa.</p> <p>SS commented she feels the Committee should see the new system before going out to tender and EH noted the Committee’s offer to assist and provide input.</p> <p>EH provided an overview of the following with discussion/challenge as follows:</p> <p>5.3.1. Appendix A – Abbey School RP challenged Abbey’s report and the number of high priorities and EH provided context regarding this.</p> <p>5.3.2. Appendix B – Craggs School The audit at Craggs School has been carried out and they scored 100% with no actions identified.</p> <p>5.3.3. Appendix C – Hilltop School The CEO provided context regarding the RIDDOR.</p> <p>5.3.4. Appendix D – Kelford School</p> <p>5.3.5. Appendix E – Pennine View School</p>	

<p>SS raised a general concern with reports showing actions as completed when they have not been and EH noted this.</p> <p>[EH left the meeting at 17:43]</p>	
<p>5.4. Draft Medium Term Financial Strategy</p> <p>The CFO provided an overview of the draft MTF strategy and discussion/challenge was as follows:</p> <p>RP queried the assumptions and whether a best/worst case scenario should be included or a rationale commentary and the CFO agreed to include this.</p> <p>SB asked if the document was a strategy or a plan and the CEO provided context, affirming this was the strategic financial framework in which the Trust then affects budget setting and monitoring.</p> <p>SB queried item 2.2.4. which states the Chief Executive may be appointed as a Director and it was agreed for the CFO to remove this.</p> <p>The CEO suggested including; reference to the Risk Register, a Review section after the table on Page 10 to state the strategy will be reviewed annually to reflect a 5 year forward plan and Page 7 to include the validated outturn position for presentation at the full Board Meeting in October.</p> <p>ACTION: CFO to amend the draft MTF strategy as suggested by the Committee and submit this to the Board of Directors in October 2020.</p>	<p>CFO 21/10/20</p>
<p>5.5. Draft Finance Risk Register</p> <p>The CFO provided an overview of the draft Finance Risk Register and discussion/challenge was as follows:</p> <p>SB queried the rag rating and the CEO explained about the risk heat map on Page 1.</p>	
<p>5.6. Audit Tracker</p> <p>The CFO provided an overview of the Audit Tracker and the CFO was thanked for her efforts.</p> <p>RP raised a query on testing and the CFO provided an explanation with evidence.</p>	
<p>5.7. June Monthly Monitoring</p> <p>The June Monthly Monitoring report was tabled and discussion/challenge was as follows:</p> <p>SB commented on the figures quoted at item 1.2.1. and the CFO apologised for this.</p> <p>ACTION: CFO to ensure correct reporting at item 1.2.1.</p> <p>RP asked if there was any risk with regards the Hilltop capital funding from SCC and the CEO advised no – all paperwork was now signed.</p> <p>RP queried the extra funding for Pennine View and the CEO provided context. NJ further queried the timing of this and the CEO provided an explanation.</p>	<p>CFO 16/11/20</p>

SB queried page 5 and if the figures are changeable and the CFO advised no.	
SB queried reserves on the front page and the CFO provided a detailed response.	
5.8. AFH Changes Sept 2020 The CEO provided an overview of the AFH Changes from September 2020 and it was agreed that the Committee should be re-named Audit & Risk Committee. This will now go to the July Board Meeting for Directors approval. ACTION: Clerk to add AFH Changes Sept 2020 to July Board agenda.	CLERK COMPLETED
5.9. Procurement Timeframe – Internal Audit The CFO provided an overview of the procurement timeframe for internal audits and it was agreed for the CFO to formulate a timetable for the re-tendering and circulate this by the end of September. ACTION: CFO to formulate a timetable for re-tendering of internal auditors and circulate this by the end of September.	CFO 28/09/20
5.10. Procurement Timeframe – External Audit The CFO provided an overview of the procurement timeframe for external audits and it was agreed for the CFO to formulate a timetable for the re-tendering and circulate this by the end of January. ACTION: CFO to formulate a timetable for re-tendering of external auditors and circulate this by the end of January.	CFO 31/01/21
6. ANY OTHER URGENT BUSINESS	
6.1. To consider any other urgent business agreed by the chair None.	
7. CONFIDENTIALITY & RISK	
7.1. To consider the confidentiality of any items discussed during the meeting No items were deemed to be confidential.	
7.2. To consider any area new risks identified during the meeting Risks identified will be discussed at the next meeting.	
8. DATES OF NEXT MEETINGS	

Monday 28 th September 2020	17:00 – 19:30	Nexus HQ	Finance & ICT
Monday 16 th November 2020	17:00 – 19:30	Nexus HQ	Audit & Risk
Monday 1 st February 2021	17:00 – 19:30	Nexus HQ	Finance & ICT
Monday 8 th March 2021	17:00 – 19:30	Nexus HQ	Audit & Risk
Monday 10 th May 2021	17:00 – 19:30	Nexus HQ	Finance & ICT
Tuesday 29 th June 2021	16:00 – 19:00	Crags School	Leadership Summit
Monday 19 th July 2021	17:00 – 19:30	Nexus HQ	Audit & Risk

Minutes approved

CHAIR	SIGNATURE	DATE