



## AUDIT COMMITTEE

### PUBLIC MINUTES

<b>Date</b>	:	Monday, 16 December 2019
<b>Time</b>	:	18:30pm
<b>Venue</b>	:	Tollgate Primary School, Barclay Road, London E13 8SA
<b>Present</b>	:	Asha Choolhun [AC] Trustee Mohammed Mamun [MM] Trustee Phillip Minns [PM] Trustee
<b>Apologies</b>	:	Tom Canning [TC] Chief Executive Officer Nina Panayis [NP] Trustee
<b>In attendance</b>	:	Clive-Anthony Douglas [CAD] Trustee Patricia Regis [PR] Trustee John Rolfe [JR] Trustee Rosemary Tehrani [RT] Trustee Sarah Lack [SL] Deputy CEO and Headteacher of Cleves Steven Lock [SGL] Chief Finance and Operating Officer Rose Nelson [RN] Virtual Chief Finance Officer Michelle Wilkes [MW] Wilkins Kennedy [Auditors] Rob Crick [CLERK] Clerk

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#### 1. MEETING OPENING

- 1.1 SGL welcomed the Audit Committee Trustees to their second meeting and thanked everyone for attending. There were other Trustees present as the Full Board meeting would follow. Also SL (DCEO) was in attendance with Michelle Wilkes of Wilkins Kennedy Auditors and Rose Nelson (RN).
- 1.2 The CEO, Tom Canning had sent his apologies along with NP.
- 1.3 The Clerk noted that the meeting was quorate.

#### 2. DECLARATION OF INTERESTS, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA

- 2.1 There were no declared interests in respect of the items of the agenda.

#### 3. CONSTITUTION AND MEMBERSHIP LIST

- 3.1 Election of Chair

CHAIRS SIGNATURE

DATE

- 3.1.1 The Clerk took the Chair and invited volunteers for the post of Chair of the Boleyn Trust Audit Committee of Trustees. AC was proposed by RT and seconded by PR. AC took the Chair.

**RESOLUTION: Asha Choolhun is the Chair of the Standards Committee for a full year.**

#### **4. PUBLIC MINUTES OF THE PREVIOUS BOARD MEETING AND ACTIONS ARISING**

- 4.1 The minutes of the inaugural meeting dated 15 October 2019 were accepted as a fair record.

#### **5. MAIN BUSINESS**

- 5.1 Audit for Year End 31 August 2019

- 5.1.1 Michelle Wilkes (MW) briefed Trustees based on the 13 page and 46-page Annual report and Financial Statements for this period. Overall this was a clean audit with two reports which:

- Found the Accounts to be a true and fair record;
- Covers regularity and appropriation of funds within the Academy Trust.

In both cases there was nothing that had come to their attention that requires reporting formally.

This was the first full financial year when all the schools were operating in the Trust. Resources have been maximised and more work is to be done. All pay increases across the Trust went through and the restricted funds are realistic at this stage in the MAT's life. While pensions have a lower discount rate, overall both the Teachers and Local Government Pensions have been met and recorded.

**Q: Trustees enquired who is responsible for Pensions?**

A: This is underwritten by the State.

**Q: How does debtors compare with the previous year?**

A: There is nothing owed in 2018/19, where in the previous year the debtors were high.

**Q: Is there any merit in pooling funds (page 40, para 18)?**

A: The positive balances in all schools give confidence for the MAT to consider this in 2019/20.

**Q: Is the MAT eligible for the School Improvement Fund?**

A: No, because of the size of the Trust it is now eligible for Capital Funding.

**Q: Has anything happened post closure that has had an impact?**

A: While there was no activity to impact on the accounts obtaining information from the Local Authority was delayed this Autumn. VAT control reports need to be timelier. The MAT is moving forward expeditiously standardising



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DATE

employee files across all academies. 85-90% is done already and this work should be finished by the end of the second quarter of the financial year.

## 5.2 ESFA Expectations

5.2.1 There have been a number of letters from the Minister for School Systems in 2019 promoting greater probity. There is expectation that Trustees will ensure that not just financial procedures are audited and accounted for but oversight of:

- Safeguarding
- GDPR
- Risk
- Health and Safety
- Planning
- School Rolls

to name but a few areas that should be scrutinised within internal audit by people qualified to undertake this work. Trustees should ensure systems are in place to achieve this and reports are presented in a timely manner.

## 5.3 Outcomes

5.3.1 Based on the Auditors recommendation, their own scrutiny of the Annual Report and Financial Statements Trustees were content that this is a fair and accurate record and that the Trust is a going concern for the next twelve months. They welcomed the Auditors report that there was nothing to give the ESFA any concerns

## 5.4 Internal Audit

5.4.1 Trustees noted the proposals above and agreed that an internal audit programme should be instigated which includes a skills audit of trustees and the governance of the MAT.

**ACTION: Establish an internal audit programme which covers the full spectrum of business within the MAT.**

## 6. STANDING ITEMS

6.1 No Item to report.

## 7. ANY OTHER URGENT BUSINESS

7.1 No urgent business was tabled or discussed.

## 8. DATE, TIME AND VENUE OF NEXT MEETING

8.1 The date of the next Audit Committee will be 3 March 2020 at 18:30pm.



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DATE

There being no further business, the Chair thanked everyone for attending and the meeting closed at 19:08pm

A handwritten signature in black ink, appearing to read "A. H. O. O. H. S.", is written over a grey rectangular background.

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