

**BAY LEARNING TRUST
MINUTES OF THE AUDIT COMMITTEE
held on Tuesday 3 July 2018**

Present: Mrs V Wilson (Chair), Mrs E Nicholls (CEO), Mr M Dudfield, Mr G Gomersall, Mr A McKinnell

In Attendance: Mrs J Rees (Clerk)

	ITEM	ACTION
	Opening Prayer The meeting opened with a prayer.	
1	Apologies and Governors Declaration of Interest Apologies were received from Mrs D Cheetham and Prof J Crewdson. There were no declarations of interest.	
2	Terms of Reference The draft terms of reference which had been circulated were approved.	
3	Health and Safety Compliance Mr McKinnell gave an update on Health and Safety compliance. Compliance Education have conducted initial Health and Safety audits at Ripley and at Carnforth. Based on the audits they have put together a 3 year plan to work with the schools and the Trust to keep on top of health and safety. Audits, outcomes and action plans will be brought to the next meeting.	AMK
4	Buildings and Site Compliance The document showing the framework for property maintenance and compliance had been circulated. Mike Holden will be conducting audits for Ripley and Carnforth. Some inspections are statutory and some are best practice. The framework will be tailor-made for each school.	
5	Finance Compliance A full finance audit is carried out in September, but each school has one internal audit a term. The circulated Responsible Officer reports for Ripley (January 2018) and Carnforth (June 2018) were discussed. The items shown in red for Carnforth are more to do with the fact that they have only just joined the Trust. There are no major concerns. It was reported that anything over £5000 is regarded as a fixed asset but only applies to things that a school purchases since becoming an Academy.	
6	Risk Assessment Audit The Risk Management audit had been commissioned. RSM conducted the audit and have suggested various changes for the future as listed in the circulated Framework. The template for the Risk Register will be shared with all schools in the Trust. Each school will have its own RAG rated risk register and all the reds will go onto the Trust's central register and will be brought to future committee meetings. Mrs Wilson thought it would be useful for Directors to have training in Risk Management. Mrs Nicholls replied that part of the development plan for next year was Governor training and this may be included.	EN
7	GDPR Compliance Mr Gomersall updated the Committee on progress with GDPR compliance as far as Ripley is concerned. All staff directly employed by the Academy have been trained and are clear about what GDPR means, what the risks are, and what is meant by data breaches. Privacy notices for pupils, parents and the workforce, and consent	

	<p>forms for the use of images, have been drawn up by our lawyers. Things are evolving and there will be more policies to come in the future. We are working on both Ripley and Carnforth sites to enhance security of data. We have also been working with other schools in the area to help them work through the regulations and requirements. There is still a lot of work to do, especially around who we share data with. Mr Dudfield asked how it affects Governors and Directors in terms of information that is passed to them. Mr Gomersall said that it would be advisable for all Directors to have an @baylearningtrust.com email address in case of a Freedom of Information Act request. This would prevent anybody having to look through personal emails. Chairs of committees need to have due regard for any items of confidentiality which should be minuted separately and kept centrally rather than be emailed to Committee members, or could be password protected.</p> <p>There is a requirement that data is only held for a specific period. There was discussion around the Retention of Records which is an appendix to the Data Protection and Freedom of Information policy. Data held needs to be centralised. The ICO have given an exemption for SIMS until Christmas as currently there is no way to delete records.</p> <p>The Board will need to formally appoint a Data Protection Officer and a deputy.</p>	<p style="text-align: center;">IGG</p> <p style="text-align: center;">Board</p>
<p>8</p>	<p>Policies for Approval Data Protection and Freedom of Information Policy Data Protection and Freedom on Information – Retention of Records Equal Opportunities Policy Public Sector Equalities Duty Statement of Objectives Public Sector Equalities Duty: Trust Equality Objectives</p> <p>These are all policies which are statutory requirements and have been approved by our lawyers, Hill Dickinson. The Committee approved the policies for adoption across the Trust. These (with the exception of the Retention of Records and the Trust Equality Objectives) will need to go on the public area of the Trust website and individual schools will have a link from their own website to the policies section of the Trust website.</p> <p>The No Smoking Policy was approved.</p>	<p style="text-align: center;">IGG/JR</p>
<p>9</p>	<p>AOB None</p>	
<p>6</p>	<p>Date and time of next meeting Thursday 29 November 2018 at 4.30pm in the Hive.</p>	
	<p>The meeting closed at 5.23pm with the Grace.</p>	

I confirm that the minutes have been agreed as a correct record of the meeting.

Signed.....(Chair)

Date