

BAY LEARNING TRUST

MINUTES OF THE AUDIT COMMITTEE

held on Thursday, 29th November 2018

Present: Mrs V Wilson (Chair), Mrs E Nicholls (CEO), Prof J Crewdson, Mr M Dudfield, Mrs J Watson, Mr G Gomersall and Mr A McKinnell

In Attendance: Mrs J Rees and Mrs L Winston (Clerk)

	ITEM	ACTION
	Opening Prayer The meeting opened with a prayer.	
1	Apologies and Governors Declaration of Interest There were no apologies and no declarations of interest.	
2	Minutes of last meeting and any matters arising The minutes were approved. There were two matters arising:- 1) Item 6 – Mrs Nicholls confirmed that training had been arranged for Directors on 19 th January 2019. 2) Item 7 – Mr Gomersall confirmed that Directors could continue to use personal emails for Trust business with the possible risk of Freedom of Information requests.	
3	Health and Safety Compliance a) Carnforth's Audit/Action Plan: The Audit at Carnforth was carried out on 29 th June 2018. It had a good overall score of 75% which is a good starting point. Areas for attention are shown red on the Audit and the Business Manager at Carnforth has produced an Action Plan to deal with these issues. b) Ripley St Thomas Audit/Action Plan: The Audit at Ripley was carried out on 12 th November 2018 and produced an overall score of 89% with areas for attention again shown red. It was noted by Directors that there seems to be problems with the barrier. This is being dealt with.	
4	Buildings and Site Compliance a) Carnforth's Buildings' Audit/Action Plan: Mr McKinnell presented this report. Directors noted that a RADON survey had not been undertaken. Enquiries are being made with Lancashire County Council as to when the last survey was undertaken. Our consultant, Mr Holden (who produced the Audit), will carry out further audits regarding the implementation of the Action Plan. b) Ripley's Buildings' Audit and Action Plan: Mr McKinnell presented this report. It was noted that the site teams and business managers from both schools have met to centralise compliance with the intention of producing consistency across the Trust but tailored to each school.	

<p>5</p>	<p>Finance Compliance</p> <p>a) Carnforth Responsible Officer Report: Mr McKinnell presented this report, which had been prepared on 9th November 2018. Issues had been identified with reimbursement of staff expenses (policy needed); software (regarding recording of assets); and the aligning of income and purchasing control processes with the BLT Financial Framework (this is being worked on). Mr Dudfield confirmed, in terms of lettings, that an external agency (Schools Letting Solutions) had been approached to improve the income/lettings ratio but this had not represented value for money. The Head teacher will be carrying out Payroll checks.</p> <p>b) Ripley Responsible Officer Report: This was again presented by Mr McKinnell, which had also been prepared on 9th November. Mr McKinnell explained that some of the issues raised were Trust issues rather than relating to Ripley itself. All matters had been dealt with or were in hand.</p>	<p>AMK</p>
<p>6</p>	<p>Risk Management/Response</p> <p>Mr McKinnell presented this report. A Trust Risk Management Policy has been approved. The Risk Register scoring needs to be updated.</p>	
<p>7</p>	<p>GDPR Compliance</p> <p>Mr Gomersall reported. A support meeting was held recently for network managers and local DPOs. These will be held termly. All policies were distributed at this meeting, which included Morecambe High School in readiness for the transition. There will be local DPOs in each school to enable staff concerns to be addressed more immediately. Also meetings with site staff, assessment managers and other key staff in school to try to use the Trust as a support mechanism for concerns.</p> <p>Two breaches have been reported to the ICO (both relating to Ripley as data controller) following legal advice. In both instances, the ICO was happy with the action taken and no further action was required.</p> <p>All staff (bar 3) have received training at Ripley; all teaching staff have received training at Carnforth with the local DPO delivering training to support/non-teaching staff; refresher training will be carried out at Morecambe following transition.</p>	
<p>8</p>	<p>Safeguarding Audit</p> <p>Mrs Nicholls reported. The MAT's role in this regard needs development. There should be an overarching MAT safeguarding policy and bespoke policies for each school. Ripley already has a very detailed safeguarding policy which will be adapted and adopted by Carnforth.</p> <p>All Trustees need to understand their duties in this regard but there needs to be a nominated safeguarding Trustee who must understand the requirements in much more detail and who will be responsible with Mrs Nicholls for making sure all requirements are in place.</p> <p>Mrs Nicholls presented a checklist to Directors, which she has already considered with the Principals of each school.</p> <p>Ripley has carried out annual safeguarding audits over the last 3 years. These will now be carried out at Carnforth. It is essential so that the Trust can be confident that all schools are compliant.</p> <p>There needs also to be regular training for both trustees and governors.</p> <p>It was suggested that the checklist could also include the number of referrals to social services and the accident log. This will be considered further. The checklist will be amended and together with the safeguarding policy (which is being taken to the Quality & Standards Committee for review) will be taken to the Board once prepared.</p>	<p>EN</p> <p>EN/Board</p> <p>EN</p> <p>EN/Board</p>

9	AOB Prof Crewdson requested an update on progress with the Morecambe High School conversion/transfer. Mrs Nicholls reported that morale is good and staff are working hard. There are still big issues regarding the buildings, which have been neglected. The DfE is aware of the condition survey and is keen for Lancashire County Council to deal with its obligations prior to transfer. The planned conversion date of 1 st February 2019 is likely to be put back.	
10	Date and time of next meeting Tuesday 19 th March 2019 at 4.30pm in the Hive.	
	The meeting closed at 5.15pm with the Grace.	

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

Signed.....(Chair)

Date