Audit and Risk Committee

Wednesday, 20 November 2024, 4.25pm, Yewdale PS Conference room, Carlisle

Present	Lorrayne Hughes, Chief Executive (LH)
	Jeff O'Neill, Co-opted Trustee, Chair (JON)
Together with	Sally McAllister, Head of Operations (SMcA)
	Gill Martin, Director of Finance (GM)
	Lucy Hewson, Clerk to Trust Board (LMH)
	Tom Martell, Director of Strategy & Operations (TM)
	Kerry Rogerson, Head of HR (KR)
	Jackie Kirsopp, Dodd & Co Chartered Accountants (JK) (via TEAMS)
	Anne Hallowell, UNW (AH)
	Charlotte Kirton, UNW (CK)
Apologies	Matt Hood, Trustee (MH)
	Richard Berry, Trustee (RB)
	George Beveridge, Chair (GB)
	Margaret Payne, Trustee (MP)
Minutes taken by	Lucy M Hewson
Quorum required	3
Members present	**2 – not quorate**

Member support, questions and challenge in red
Responses in green
Actions in bold

		Action	By Who?
1	**Welcome and Apologies** Apologies were received from MP, MH, RB and GB. The meeting is not quorate so decisions will be held over to Trust Board meeting on 9.12.24 for approval.		
2	a) **Declaration of Interest** - none b) **Notice of Any Other Business** - none c) **Review and approve Terms of Reference (ToR) for 2024-25** (for Trust Board on 9 December 2024)	ToR to be approved at Trust Board on 9 December 2024	TB
3	**Approve minutes dated 26 June 2024 (no Matters Arising)** The minutes were taken as a true and accurate record of the meeting.		
4	**Presentation of statutory accounts by External auditor and approval, along with associated management letter** AH presented the accounts. Ther are a handful of adjustments which reclassify items, including the declassification of the pension surplus which follows the same accounting treatment as the previous year. The only adjustment made was the negative depreciation adjustment which has a non-cash impact. The valuation of Petteril Bank School (taken at transfer and provided by the local authority) was higher than the recent DFE valuation. This matter has been discussed and was thought most likely to be because of the other community building on site. UNW are happy to leave it like this as the Trust does not have a revaluation policy which adopts cyclical DFE valuations. Details of the school site will be checked with the DfE to ensure it reflects the correct information regarding the entire site.		

	AH noted there is nothing to indicate the Trust will not be a going concern in the next 12 months. None of the above changes the cash position so this is as reported. Chair noted this was a very clean set of accounts and a clean report – well done to GM and the team. Thank you to UNW also. GM thanked UNW as well. **To recommend to the Trust Board for approval.**	Recommend to the Trust Board for approval	TB
5	a) – f) **Presentation by Internal Auditors of Internal Audit reports 2023/24** JK noted that a suite of internal scrutiny visits have taken place throughout the year based on what was agreed last year from the wider risk process. Everything that is recommended in the previous year is tested this year. JK went through the areas focused on for internal scrutiny such as the single central record, banking, travel and subsistence. There are some recommendations in the reports and these are all low priority. Chair thanked JK for the report, it was easy to read and a very clean internal audit. There was a discussion on car insurance for driving on school business and whether the Trust could be held liable if the right insurance was not in place. GM explained that the Trust holds an Occasional Use policy which covers those who infrequent use their private vehicle for work purposes. For regular business users, the onus is on the employee to have the right business cover in place and this is checked. There is also a declaration on expense claim form which states this need. Chair thanked JK and the team for the detailed reports – this is appreciated. **JK left the meeting. CK and AH, UNW left the meeting.** **g) Internal Audit Service Provision and Audit Programme 2024/25** GM went through the report with the recommendation that the Trust reappoint Dodd & Co as the internal auditor for a further year (the penultimate year of the contract in place). A further recommendation is the internal audit has been increased by 5 days to 28 days in total. The proposed programme is heavily weighted to finance and financial controls. Post implementation system review and contracts performance monitoring review are also factored into the Audit programme for 24/25. The Risk Register had been used to inform which areas to be audited. The audits will begin earlier next year at Easter 2025. **The recommendation to be approved at the Trust Board on 9 December 2024.**	Recommend to the Trust Board for approval	TB
6	**Risk Register and verbal update** SMcA gave an update on the paper. KR and the HR team have worked hard on the Payroll and HR Services project. All actions are updated on the strategic Risk Register. For the next A & R meeting we will present an updated Risk Register with a detailed summary of what has been updated. This is an ongoing item on Heads meetings and on LAB agendas. We continue to work with LAB members to think about risk at LAB level and to understand the long-term purpose of the Risk Register. Chair asked how the schools are developing their risk registers. SMcA noted they are improving on identifying true risks rather than issues. The LABs are discussing risk in a more strategic way. GM noted there are some dates planned for risk workshops with Executive team.		

7	**Waiver Register Update** No additional items are on the register since the last meeting.		
8	**AOB** None. JON thanked all for attending the meeting.		

Meeting closed at 16.56pm

Signed by:..

Jeff O'Neill, Chair of Audit & Risk Committee

Date:......17/3/25..

<u>Date of next meeting: Monday, 17 March 2025, 5pm, Yewdale Primary School Conference Room</u>