



**Meeting of the Audit and Risk Committee held on 28 March 2017 at
11.00 am at Outwood Grange Academy**

Present: Ralph Pickles, Director
 Sue Hague, Director
 Roland Harden, Director
 Martyn Oliver, CEO and Director
 Katy Bradford, COO
 Andrea Wooffindin, Group Accountant
 Wayne Greenhoff, Project Accountant

In attendance: Amjad Ali, Client Manager, RSM

	Action By Date & Name
1. Quorum and Apologies	
Apologies were received from Ben Waterman, FD.	
Resolved: That the absence of Ben Waterman be consented to.	
2. Declaration of Interests	
The following declarations of interest were formally noted: Sue Hague – Chair of Outwood Academy Foxhills Academy Council Ralph Pickles – Chair of Outwood Academy Acklam Academy Council and governor on Outwood Academy Bishopsgarth Academy Council Roland Harden – Chair of Outwood Grange Academy Council	
3. Minutes of the Meeting held on 13 December 2016	
Resolved: That the minutes of the meeting held on 13 December 2016 be approved as a correct record and signed by the Chair.	R Pickles
4. Matters Arising from the Minutes	

<ul style="list-style-type: none"> a) KB confirmed that the Trust’s academies used different shredding companies and that there was not a standard registered body that oversaw these, however, a colleague at OGA had tracked and observed the process used by the company Shred-it. b) It was confirmed that the internal audit tracker had not been updated and circulated but that the agenda had a later item that may help address this process. c) AW and WG confirmed that regular meetings with Finance Managers covered the topic of fraud and any scams that colleagues had become aware of were shared across the Trust. They also had an away day planned in May with Fraud featured on the agenda. d) SH confirmed that a Trustee skills audit had been circulated and that the results would collated once all completed audits had been received. 	
<p>Resolved:</p> <ul style="list-style-type: none"> a) That the internal audit tracker be updated and circulated to academies and Academy Council’s to allow actions to be tracked at a local level and raise awareness of issues. b) That the collated results of the Board’s skills audits be collated and reported back to a future Board meeting. 	<p>AW/WG</p> <p>KB</p>
5. Internal Audit Progress Report 2016/17	
<p>AA explained the audit progress report in full to the Directors.</p> <p>AA asked Directors to consider whether they wished to receive the full audit report in future or whether they were happy to receive just the Executive Summary.</p> <p>RP stated that he did not feel that the Committee would get sufficient depth from the Executive Summary to ensure they had fulfilled their duties in scrutinising the Trust’s practice.</p> <p>AA explained that it would still be the role of the Committee and Executive to point internal audit towards those areas or academies of concern.</p>	
<p>Resolved:</p> <p>That going forward the Audit and Risk Committee receive the Executive Summary along with Appendix A and Appendix B to evidence the depth of the auditing process.</p>	<p>AA</p>
6. Internal Audit Report: Safeguarding	
<p>Amjad confirmed that this had been classified as ‘Amber – Reasonable Assurance’.</p> <p>RP asked whether the annual safeguarding audit was in place in all academies. KB explained that the format of these would vary between LA as they should be issued by the LADO and completed by the DSO in the academy.</p>	

Resolved: That KB ensure that all academies are completing and providing the information on the Safeguarding Annual Report to the Academy Council and LADO.	KB
7. Internal Audit Report: Free School Meals	
AA confirmed that this had been rated as 'Amber- Reasonable Assurance'. AW confirmed that checks would be put in place within Finance to quality assure the census data.	
Resolved: That the Principal must sign off all census data and returns as part of an accuracy check and that Finance must ensure that FSM data is evidenced.	BW
8. RSM Risk Management Framework and 4 Action Proposals	
KB referred the Committee to the proposal from 4 Action which would allow the use of a software system to track and allocate internal audit actions across the Trust. This would then also allow the production of the reports for Committees and Academy Councils to track the required actions and progress. It was confirmed that the cost of the system was £7,000 +Vat in year 1 and £3,000 + VAT a year for the following 2 years. KB outlined that discussions she had with RSM around the need to review and revise the Trust's risk management framework. She explained that she had spoken to them about the need for it to be more dynamic and 'live' and with ownership being taken at all levels of the organisation. She confirmed that RSM had put a proposal together which was provided in the papers with an initial cost of £6,900 +VAT to develop this framework.	
Resolved: The Committee approved both proposals, subject to appropriate tendering.	KB
9. Date of next meeting:	
The next meeting will be held on Tuesday, 20 June 2017 at 11.00 am at Outwood Grange Academy.	

Signed: _____

Dated: _____