

INDEPENDENT PROFESSIONAL CLERKING SERVICES

The St Cuthbert's Roman Catholic Academy Trust

Minutes of a meeting of the Audit and Risk Committee
held at St Mary's College on 19 May 2022 at 6.00pm

PRESENT: Mrs L Dyas, in the Chair,
Mr P Fearnley, Mr G Fitzpatrick, Mr D Holtby, Dr M Nolan

IN ATTENDANCE: Mrs A Hunter, Finance and Internal Audit Manager
Mrs K Siedle, Chief Operating Officer, Primary
Mrs S Teasdale, Chief Finance Officer

29 OPENING PRAYER. Mr Fitzpatrick opened the meeting with a prayer.

30 APOLOGIES. Apologies for absence were received from Mr Gallagher

31 DECLARATIONS OF INTEREST. No declarations were submitted in addition to those already received.

32 MINUTES OF THE LAST MEETING.

RESOLVED: that the minutes of the meeting held on 17 March 2022 be confirmed as a correct record and signed by the Chair.

33 MATTERS ARISING FROM THE MINUTES. There were no matters arising.

34 REPORT FROM THE ACCOUNTING OFFICER. It was noted that key points of the Accounting Officer's report had been included in the CFO report presented to the Finance and Assets Committee immediately prior to this meeting.

RESOLVED: that this item be removed as a standard agenda item.

35 ESFA REPORTING. It was noted that reports from the ESFA had been included in the CFO report presented to the Finance and Assets Committee immediately prior to this meeting.

RESOLVED: that this item be replaced by 'DfE and ESFA Communications'.

36 RISK REGISTER. The CFO advised that the risk register had been reviewed however, it would be superseded next year by a Board Assurance Framework which would extend beyond finance. A presentation would be delivered at the summer term board meeting to explain how this could be adapted to ensure assurance and risk across all aspects of governance without being too onerous.

The CFO explained that Mr Lewis (RSM) was a lead in influencing risk management methodology and had contributed to the ESFA accredited framework. She expressed confidence the information he would present would meet ESFA/DfE expectations in terms of sustainable governance.

Details of the Framework would be circulated to Directors in advance of the summer term meeting to provide an opportunity to reflect and develop an understanding.

The CFO provided assurance that the risk register had been completed in line with the strategic plan however, this needed to be expanded beyond finance to address recommendations received following the governance review.

37 AUDIT AND ASSURANCE REPORTING. The Finance and Internal Audit Manager reported that there had been little internal scrutiny carried out due to staff shortages although an external reviewer had been commissioned to scrutinise three key areas:

1. Sports Development Company – no high-risk areas had been identified although areas for improvement had been suggested. Work would continue with Rollits to review the structure of the company as the restrictions of the original funding arrangement expired.

Directors were informed that the Sports Academy was a vibrant facility which served the College and community well.

2. VAT – a very good report had been received with only one area identified for review. This had been addressed by staff development on the finer points of VAT requirements and expectations.

3. Pensions review – no issues had been identified and payroll staff had been commended for this.

The Finance and Internal Audit Manager commended the work of the team for achievement of a positive report. She concluded that the external reviewer would be commissioned again in the future to review any areas identified during the external audit.

38 CYBERCRIME. The CFO reported that the IT system had been ‘hacked’ by a very astute student however, the robustness of the system had prevented any damage. The student would be dealt with appropriately.

Issues had been identified in the server room following the failure of the air conditioning system; a backup system would be introduced to prevent a repeat.

The IT project was almost completed and would be presented to Trust leaders before the end of the half term.

39 DATE AND TIME OF THE NEXT MEETING. The date and time for the next meeting was confirmed as 7 July 2022

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signature of Chair

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PART B - NOT FOR PUBLICATION

Confidential items covered by the Articles of Association.

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signature of Chair