

Trust Board Meeting

Audit & Risk
16 July 2019 at 9.15am
Frimley Hall Hotel



Present: Andrew Needham (Chair) (AN), William Bagnall (WB), Maria Dawes (MD), Peter Eyre (PE), Jo Smithson (JS), Simon Jarvis (SJ), Daniel Canham (DC), Paul Edwards (PEd), and Stuart McSweeney (SM).

MAIN MATTERS FOR CONSIDERATION

1. STANDING ITEMS

- **Apologies** - Andrew Majury
- **Declaration of Interests** - none declared
- **Safeguarding** - to note issues or concerns arising from any items on agenda
- Agree minutes from last meeting (11 December 2018) and any matters arising not covered by today's agenda - no issues raised

2. Audit and Risk

2.1 Internal Audit Reports

Daniel Canham (Mazars) presented his report.

- Due to merger with Tomlinscote, focus was on payroll and expenses again; green assurance given with no significant recommendations
- Recommendations:
 - merge policies and procedures to make one combined Trust procedure
 - add the required salary costs to the reconciliation spreadsheet
 - a combined expense form for both Academies

PEd reported that:

- a payroll officer appointed to ease pressures
- a priority is improve reporting and hierarchy payroll structures in the system
- HR and Financial Services are working together to implement a self-service system

Board action

Board noted the Report and noted emerging issues and actions.

2.2 Internal Audit Plan

Daniel Canham (Mazars) presented the audit plan which was discussed at length..

Board action

Board accepted the Report and noted emerging issues and actions.

2.3 External Audit Plan

PEd spoke to the proposed external audit plan from Buzzacotts. Key points:

- Page 42 in the papers contains a list of expected areas Buzzacotts want to look at
- Trust currently operating two financial systems
- Currently 60% of moving Sage over to Opera - the transfer was at the start of the year, lowering the risk

- Fees have gone up but we have saved about £8k from the School audit fee
- Concern raised over tight deadline in getting the draft accounts for Board meeting by 11/12 December and audit findings

Board action

Board accepted Report on external plan and noted emerging issues and actions.

3. GDPR

The report, produced by the College Data Protection Officer David Woodward, was considered at length. Key points:

- the need to look for a long term solution for GDPR across the Trust
- there had been some low level data breaches, nothing to trigger informing the information commissioner's office
- a common issue is sending emails to the wrong person
- the most serious breach involved a batch of internal exam papers which were misplaced. The papers were retrieved with risk to student information and exam credibility
- subject access requests are dealt with by David
- data retention policies need to be further developed with staff training planned

Board action

Board accepted the report, noted the issues and asked that GDPR reporting be added to future Audit and Risk agendas as a standing item along with Health and Safety.

Signed _____



Andrew Needham,
Chair of the Board of Trustees