

Meeting Minutes
Trust Audit, Finance & Resources Committee
Wednesday 29 November 2017, 17.00
Cranbrook Education Campus

Attendees:

Alex Walmsley – Chair (AW)
 Rob Bosworth (RB)
 Richard Jacobs (RJ)
 Rebecca Mitchell (RM)
 Philip Bostock (PB)
 Moira Marder (MM)
 Josie Medforth – Chief Operating Officer (JM)
 Sue Pym - Director of Finance (SP)
 Alison Layton-Hill – Clerk to the Trust (ALH)

Meeting Minutes

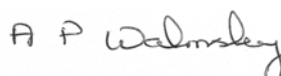
Item Ref	Business	Action
1.	Welcome AW welcomed all present.	
2.	Attendance Apologies were received from RBe.	
3.	Declarations of Interest AW is the Chair of another Trust.	
4.	Minutes of Previous meetings The minutes of the meeting held on 27 September 2017 were approved.	
5.	Matters Arising None	
Monitoring		
6.	<p>Minutes of LGB Meetings.</p> <p>The Cranbrook LGB summary sheet was noted.</p> <p>The finance training requested by the Exwick Heights LGB has been organised and invitations will be sent out soon.</p> <p>The Isca Academy LGB summary sheet was noted, particularly that the building defect issues need to be addressed through the PFI contract.</p> <p>The St James LGB summary sheet was noted. BM confirmed that she had explained to the LGB that policies tabled are for implementation. JM confirmed that risk register training will be part of the compliance training that is being put together.</p>	<p>JM</p> <p>JM</p> <p>JM</p>

7.	<p>Executive Leadership Team Minutes</p> <p>MM explained that the Trust is some way from implementing a hub model. However, there is a need to work with schools, that are in need, that may not be part of the Trust.</p> <p>RB questioned whether SLT minutes should be tabled at this meeting. It was agreed to retain as an agenda item but for MM to share any issues/decisions by exception.</p>	ALH MM
8.	<p>Management Accounting Position</p> <p>This item was discussed and documented in Part B of the minutes.</p>	
9.	<p>Management Letter and Annual Report</p> <p>This item was discussed and documented in Part B of the minutes.</p>	
10.	<p>Internal Audit</p> <p>SP advised that there will be an audit review in December 2017 looking at income in depth, purchases and payroll over 4 days.</p>	
11.	<p>West Exe Financial Update and Academy Conversion</p> <p>This item was partly discuss and documented in Part B of the minutes. JM confirmed that the West Exe academy conversion is on track for 1 January 2018 and RB will update trustees at board meeting.</p>	RB
12.	<p>Risk Impact Review</p> <p>JM confirmed that the risk register had been robustly reviewed by the Executive Leadership team. RB will give an update at the Board Meeting in terms of short/medium term MAT growth.</p> <p>BM questioned whether the governance structure was rated too high. JM explained that there are issues as to how it is operating in terms of some operational aspects that are not running smoothly. MM confirmed that it is a potential risk to the daily running of the MAT schools.</p> <p>JM advised that there is an action plan to meet the new GDPR requirements and audits will start in January. AW questioned whether JM is able to be the Data Protection Officer for the Trust. After further clarification, trustees approved the position.</p> <p>SP explained the financial risks.</p> <p>MM introduced school improvement risks and highlighted that Ofsted will be inspecting Cranbrook Education Campus within this academic year.</p> <p>AW advised that he had invited the Trust ICT Network Manager to give a presentation around ICT risk to the next meeting.</p>	RB ALH

13.	School Risks Individual school risks were not discussed	
Items for Approval		
14.	Policies The Collective Worship policy was approved.	
15.	PFI Update This item was discussed and documented in Part B of the minutes.	
Items for Information		
16.	Governance Review JM reminded all present to return their feedback to the consultation documentation by the end of the week. RB advised that the LGB Chairs were positive with some concern about capacity for the proposed new panels.	All
17.	Whipton Barton school Further work is being undertaken with Whipton Barton in preparation for them to join the Trust.	
18.	Energy Management Project update This item was deferred to the next meeting.	
19.	Payroll Tender Award The tender has been awarded and a kick off meeting is planned for January 2018.	

Any Other Business & Next Meeting Date		
	None	
	Meeting closed at 7.20pm Date of next meeting: Monday 22 January 2018 from 4.30pm at Cranbrook Education Campus	

Signed by the Chair of the Committee:



Date: 22 January 2018