

Meeting	Risk, Audit and Compliance Committee	Date	Monday, 14 th June 2021
Location	Virtual Meeting via Microsoft Teams	Time	2.30 p.m.
Membership of the RAC Committee	Peter Goldsack (Chair), Peter Troke (PT), Graham Razey (GR)		
In Attendance	Chris Legg (CFO), Sharon Hollingsworth (DG), Claire Edgeworth (CE) - Notetaker Guest – Kaine Mount (KM), Williams Giles		

	ITEM	COMMENTS	ACTION
1	Welcome and apologies for absence	The Chair welcomed everyone to the meeting. DG advised that TM has given her apologies but advised her attendance is not mandatory.	
2	Declarations of Interest	None given.	
3	Minutes of the meeting held on 26 th March 2021.	Everyone had received the minutes from the last RAC Committee meeting, and the Committee agreed these were an accurate record. The remote e-signing of the minutes will be undertaken by the Chair following the meeting. The Chair went through the Actions from the last meeting.	

		<p>Section 4 - The CEO and CFO to meet to look at the cost of the support functions provided by the Group. The CFO advised that he had a meeting scheduled for next week with the CEO which will include Jo Harmsworth, Director of Finance. The CFO expressed concern that he felt he would struggle to get the Finance Department to quantify their time with any accuracy as there is not one nominated person who works for the Trust. GR advised that he would like this work undertaken as an estimate so the Group can decide on its level of support for the Trust and understand what it is currently providing in addition to the monetary value. This piece of work will also help to inform the Trust how much provision they currently receive. GR reminded the Trustees that this is only a free service for the first four schools and there will be a charge for any new schools joining. The current costings are 5% for new schools and 3% for existing schools for statutory services and there will be further costs for any additional services. The current schools will need to be advised what the costing will be after the four-year period. The CFO queried that the original figure was based on 10 schools joining the Trust but GR advised that this would be the baseline. The Trustees acknowledged the need to obtain some reserves.</p> <p style="text-align: center;">NOTED – This is an outstanding action that will need to be carried over.</p> <p>The CEO and CFO were also due to meet to discuss the optimal size of the Trust, in terms of scoping, which is linked to the previous item. The Trustees agreed that we need to start looking at what revenue the schools will bring in as four schools could be absorbed but we could not absorb ten schools.</p>	<p>DG</p>
4	Matters Arising not covered by this agenda:	<p><u>TTO salaries update</u></p> <p>The Director of Operations had circulated an update paper prior to the meeting. DG advised that if anyone had any comments, she was happy to report them back to the CEO.</p>	

		<p>The Trust have now sorted out the back pay and are waiting for KCC. The CFO advised that they have re-forecasted, and this has not had a significant impact on the financial position but there is still four months before the final judgement.</p> <p><u>H&S Compliance update</u></p> <p>The Trustees felt this paper was more concise and easier to read than previously. The Trustees would like to see the following added to the paper to make it more concise:</p> <ul style="list-style-type: none"> • Detailed definitions of the RAG rating e.g. green fully met, amber partially met. The Trustees were not sure why some ratings were amber and some green when they appeared similar. • The paper to be landscape and having extra columns showing how we are holding the schools to account e.g. person responsible and date and management response. • A column for date of completion as a level of assurance. • Landlord responsibilities to be separated out from school responsibilities. <p>The Chair would like an updated version for the next meeting. GR advised that the Deputy Director of Estates is new in role and GR would be happy to meet with him for half an hour and explain what is needed.</p> <p style="text-align: center;">AGREED – DG to arrange meeting with GR and SW.</p> <p>The Trustees agreed that in future they would like the Officers preparing the papers to attend to present them. It was felt this would be good experience and professional development. DG to try to facilitate this where possible.</p>	<p style="text-align: right;">DG</p> <p style="text-align: right;">DG</p>
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		AGREED - DG to arrange for Officers to attend to present papers at future Committee meetings where appropriate.	
5	Internal Audit Findings Report	This section forms Part A Confidential Minutes.	
6	MAT Risk Register to include deeper dive in Risk 2, 4 and 9	<p>The Risk Register Review paper and the MAT Risk Register May 2021 had been circulated to Trustees prior to the meeting and the CFO presented the paper to the Committee at the meeting.</p> <p>The RAC Committee had requested a more focused and detailed review of the following priority risks:</p> <p>2. Failure to enrich the curriculum in the Academies through Partnership and Collaboration</p> <p><u>Failure of Colleges to provide meaningful, regular curriculum opportunities to Academies</u></p> <p>The risk is around the lack of partnership working with schools and Colleges and looking at technical areas for primary school children, this has been a challenge with Covid and we have been unable to explore these opportunities. The agenda will be pushed for the next academic year.</p> <p><u>Failure around the communication between Colleges and Academies threatening the delivery model</u></p> <p>The section covers communication between the Academies and Colleges. Communication has been remote and offline and events have been unable to take</p>	

		<p>place. Principals and Head Teachers have been given a named person to aid communication.</p> <p><u>Impact of Covid-19 on providing curriculum in schools</u></p> <p>The lockdowns and bubble closures have caused limitations which we have done our best to overcome.</p> <p>4. Failure to deliver the Trust Improvement Strategy</p> <p><u>Attainment and progress data declining</u></p> <p>Pupils in the Trust have been educated at home for at least 3 teaching months and around 70% of pupils have been educated at home for at least 5 teaching months. The CFO advised that a child not attending school for 3 months, are now behind by one short term.</p> <p><u>Risk of Quality of Education declining in any Academy</u></p> <p>The quality of educational risk is apparent due to Covid and the limitations around the delivery of education. We are planning for as normal a year as possible 2021/22.</p> <p>9. Failure to ensure Business Continuity in the event of a critical incident</p> <p><u>Trust does not have adequate insurance cover to ensure business continuity in the event of an incident</u></p> <p>The CEO advised that in most cases you can treat or transfer risk which is via an insurance policy.</p>	
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7	Any Other Business	<p>DG advised that usually the Committee would undertake a review of the internal audit and external audit services and queried if the Trustees would approve the circulation of a questionnaire for Trustees of this meeting to complete. The Chair queried that he only sees the final output so his opinion would be limited. DG suggested that a paper with key performance indicators is presented at the next</p>	

		meeting and a review of the internal and external performance is carried out against these by the Committee and Officers in attendance. AGREED – DG to present a paper at the next meeting.	DG
8	Matters considered confidential	The following item was considered confidential and will form Part A Confidential Minutes. Item 5 – Internal Audit Findings Report	
9	Date and time of next meeting	6 th December 2021 at 2.30 p.m.	

There being no further business the meeting closed at 15.32 pm

The above set of minutes were approved as an accurate record by the RAC Committee on the 6th December 2021