

**Minutes of the meeting of the South Bank Academies Audit Committee  
held at 1.45 pm on Thursday, 28 March 2019  
South Bank Engineering UTC - South Bank Engineering UTC, 56 Brixton Hill  
SW2 1QS**

**Present**

Douglas Denham St Pinnock (Chair)  
Richard Flatman  
Tony Giddings

**Apologies**

Dan Cundy

**In attendance**

Michael Broadway  
Clym Cunnington  
Alexander Enibe  
Natalie Ferer  
Nicole Louis

**1. Welcome and apologies**

The Chair welcomed everyone to the meeting.

The above apology was noted.

**2. Declarations of interest**

No member declared any interest in any item on the agenda.

**3. Minutes of previous meeting**

The committee approved the minutes of the meeting held on 27 November 2018.

**4. Matters arising**

The committee noted the actions arising from the previous meeting.

Under item 12 of the previous meeting, the Business Manager confirmed that the company reserves policy is being finalised.

The committee requested an HR Audit update at its meeting on 26 June 2019.

**5. HR audit update**

The committee noted the HR audit update.

The CEO confirmed that the HR Manager's remit now covers the company-wide HR matters.

The CEO confirmed that the HR Manager is reviewing salary scales for the Board meeting in autumn 2019.

The committee noted that the single central register has been thoroughly reviewed and is up-to-date.

HR Metrics would be reported regularly to the Board.

The management confirmed that the HR environment is improving.

The committee requested an update at its June 2019 meeting.

## **6. External Audit findings - action plan**

The committee noted the External Audit findings action plan.

The committee noted the progress made on the implementation of the 14 recommendations made by the External Auditors.

The Business Manager confirmed that the implementation of the recommendations is being monitored by the Group Financial Controller

The committee noted that some of the high risk areas have been addressed.

The committee noted the External Auditor's advice not to post adjustments to reserves except for reallocations between reserve balances, and this has been done.

The committee noted that the Business Manager is currently claiming rates relief that have been unclaimed for the past 4 years. He confirmed that income is now being monitored appropriately, and timely action being taken to recover outstanding Local Authority income.

The committee noted that the Trust has been in contact with the ESFA regarding the lease for the building occupied by the UTC and will update the committee at its meeting on 26 June 2019.

## **7. Re-appointment of Kingston Smith as external auditors**

The committee discussed the recommendation to re-appoint Kingston Smith as external auditors.

After detailed discussion, the committee recommended the appointment of Kingston Smith as external auditors for another one year, subject to SBA going to tender after one year.

## 8. **PWC internal audit report & action plan**

The committee noted the PWC internal audit report and action plan.

The report covered key financial controls ('high risk') budgeting and financial monitoring ('medium risk') and safeguarding ('low risk'). The report was classified as high risk overall.

The CEO confirmed that the Executive Principal is responsible for the company-wide safeguarding oversight.

The committee noted that system issues needed to be addressed to enable some of the recommendations to be completed.

The committee requested a PWC progress report at its next meeting on 26 June 2019.

The committee noted the issues around parent pay and debt recovery, and the decision on whether to chase debt recovery directly or outsource this.

The committee requested that the Business Manager provides an update on the actual figures owed under parent pay and a recommendation on debt recovery at its next meeting on 26 June 2019.

The committee noted that the re-tendering of the catering contract is due, group-wide approach will be considered when re-tendering the catering contract.

## 9. **Financial controls policy update**

The committee noted an update on the financial control policy update.

The policy is currently being reviewed.

The committee requested the financial control policy to its next meeting on 26 June 2019.

## 10. **Asbestos report update**

The committee noted the asbestos report update.

The committee noted that the Trust is required to report to the ESFA on asbestos.

The Business Manager confirmed that a check has been done on the sites for both the UAE and UTC and they are both asbestos free.

The committee noted this as positive news.

11. **Safeguarding report**

The committee noted the safeguarding report – January 2019.

The committee requested benchmarking data on safeguarding for future reports.

In response to a question, the CEO responded that the recent Ofsted inspection at the UTC confirmed that the safeguarding processes at the UTC are in line with expectations.

The committee agreed that regular safeguarding report should go to the Board to avoid duplication.

12. **Risk Registers**

The committee reviewed the risk registers.

The committee requested that the level of risk is colour-coded.

13. **Anti-fraud, bribery and corruption report**

The committee noted the anti-fraud, bribery and corruption report.

The committee noted that no cases of fraud, bribery and corruption had been identified.

14. **Speak up**

The committee noted the Speak up report.

The committee noted that there have been no speak up incidences since the last Audit committee meeting.

The committee noted that the Trust speak up arrangements are covered by the LSBU Group wide speak up policy.

The committee noted that LSBU Group is reviewing and refreshing the publicity of speak up policy.

**Date of next meeting  
1.45 pm, on Wednesday, 26 June 2019**

**Confirmed as a true record**

(Chair)

