

**Minutes of the meeting of the South Bank Academies - Audit Committee  
held at 3.00 pm on Thursday, 9 March 2017  
1B27 - Technopark, SE1 6LN**

**Present**

Richard Flatman (Chair)  
Adam Crossley  
Tony Giddings

**In attendance**

Rao Bhamidimarri  
Michael Broadway  
Dan Smith  
Pervena Singh (Clerk)

**1. Welcome and apologies**

The Chair welcomed members to the meeting. No apologies had been received.

**2. Declarations of interest**

No members declared an interest in any item of the agenda.

**3. Minutes of previous meeting**

The committee approved the minutes of the meeting of Tuesday, 29 November 2016.

**4. Matters arising**

The committee discussed the pending matter below;

Apprenticeship Levy – The Business Manager was seeking advice on how best to deal with the forthcoming Apprenticeship Levy. An update would be provided to the next meeting.

All other matters arising were completed.

**5. Internal audit function**

The committee noted the scope of the proposed internal audit function. The proposed controls covered health and safety audit, single central record audit, data warehouse - staffing, external school review, data warehouse - students, data warehouse – admission/application numbers, authorisation to recruit form and exit interviews, monthly finance reporting and payroll reconciliations,

and census information. These controls were linked to the schools' KPIs and the MAT risk register.

The committee approved the proposed controls and requested the Business Manager to make recommendations on which controls the Audit Committee and the Local Governing Bodies would each review.

#### **6. MAT risk register**

The committee noted the MAT risk register. The committee discussed the additional risks within the register relating to Safeguarding. Risks around Safeguarding, Compliance, Finance, Staffing and Pupils numbers remain high risk.

The committee noted that each school in the MAT was developing individual risk registers which will be aligned to the MAT risk register and reviewed by each local governing body. It was further agreed that the MAT Audit Committee should have visibility of these local risk registers.

The committee requested the risk register to show the movement of risks between meetings, and clearly show new risks that have been added, in addition to the risk register commentary.

#### **7. Anti-fraud policy**

The committee agreed that the policy should be updated to reflect a zero tolerance approach to fraud and that any areas of malpractice would be reported to the police.

The committee approved the Anti-fraud policy report, subject to the above change. The committee also requested the inclusion of definition of fraud.

The committee commented on the proposed approach, in the event of a suspected fraud involving the Business Manager or CEO, and suggested that the Chair of the Audit Committee would be alerted in such an event.

The committee requested that recommended changes to the policy be presented at next Audit Committee meeting, along with a report of any instances of fraud which had been identified between meetings.

#### **8. Whistleblowing policy**

The committee discussed the whistleblowing policy, and suggested further adjustments to the policy to improve independent reporting lines.

The committee requested a revised version for the next meeting.

9. **Safeguarding compliance report**

In the absence of a written paper, the committee suggested that the safeguarding compliance report should provide the committee with visibility of issues or events that the Audit Committee need to be aware of.

It was requested that the report be called an assurance report, to report on the key risks within the MAT and schools, including safeguarding.

The assurance report will illustrate if controls have been effectively put in place, and include corrective actions for any concerns identified.

The CEO confirmed that there were no safeguarding issues in either school report to report.

10. **Any other business**

The committee discussed the need to proactively communicate and distribute the discussed policies and agreed for them to be published on the relevant websites.

**Date of next meeting**  
**3.00 pm, on Thursday, 15 June 2017**

**Confirmed as a true record**

..... (Chair)