

**Minutes of the meeting of the South Bank Academies Audit Committee
held at 3.00 pm on Monday, 30 April 2018**

**South Bank Engineering UTC
56 Brixton Hill SW2 1QS**

Present

Richard Flatman (Chair)
Tony Giddings

Apologies

Adam Crossley

In attendance

Nicole Louis
Michael Broadway
Joe Kelly
Natalie Ferer
Dan Cundy
Kam Bains

1. Welcome and apologies

The Chair welcomed members and staff to the meeting including Dan Cundy, Principal UTC, and Kam Bains, Vice Principal UTC.

The above apologies were noted.

2. Declarations of interest

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

3. Minutes of previous meeting

The minutes of the previous meeting were approved.

4. Matters arising

The committee noted that the company accounts had been filed at Companies House.

The committee requested an update on arrangements for land valuations for both schools.

The CEO is reviewing the student data returns requirements and would update the committee at its next meeting.

The fixed asset register is being developed and would be in place for the year end.

5. Safeguarding update

The Principal and Vice Principal provided an update on management actions for the Safeguarding reports dated January and February 2018.

The committee noted the update on Safeguarding cases at the UTC and the UAE. The committee requested that any changes or updates on the status of Safeguarding cases, and a summary of key actions, be included in the report.

The meeting noted that the in-depth report from the DfE was at the request of UTC management to evaluate the current state of safeguarding and make recommendations to achieve compliance.

The Principal confirmed that all recommendations had been addressed with the exception of Medical Needs and First Aid where the school continues to work with the nurse to ensure paperwork and student details are accurate.

The term 5 DfE visit report found that Safeguarding was good and made no recommendations.

6. External audit management actions update

The Board noted the external audit management actions update and the progress made.

The Committee requested the interim CFO to provide a timetable for drafting and approval of the budget 2018/19.

The Committee approved the consolidation of the existing separate school bank accounts into one MAT account.

The Committee noted that assessment of staff training needs remains under review, including the appointment of a new business manager which is underway.

The committee requested a further update at its next meeting.

7. Update on accounting records / management accounts

The Committee noted the report on accounting records / management accounts.

The Committee noted management accounts to 31 March 2018 were in final draft and would be forwarded to the Board when complete. The Committee noted that the records of payments to suppliers were being finalised and confirmed.

The Committee confirmed that it was reassured by the progress made on control mechanisms and accounting records.

8. Appointment of external auditor

The Committee noted a meeting has been arranged with the auditors to discuss their performance in 2017/18 and audit requirements for 2018/19. Subject to this meeting, the committee approved the re-appointment of Kingston Smith as external auditors.

The Committee requested that a recommendation on the re-appointment of auditors and an audit plan (2018/19) are presented to the Audit Committee meeting on 21 June 2018.

9. PwC internal audit update

The Committee noted the internal audit proposal.

The Committee noted LSBU's plans for group governance and that PwC is LSBU's internal auditor. The Committee agreed to establish an internal audit function independently of LSBU's plans for group governance, and to invite an internal audit plan and proposal from PwC. The Committee noted that future arrangements for internal audit may be part of LSBU's group approach.

10. Risk registers

The Committee noted the school risk registers.

The Committee noted the need to ensure GDPR compliance and agreed to consider the option of outsourcing to a third party. The Committee requested an update be brought to its next meeting.

The Committee noted that both LGBs are appointing a link governor for Safeguarding.

The Committee requested a report on the current Health & Safety audit in both schools at its next meeting.

11. Anti-fraud, bribery and corruption report

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

12. Speak up report

The Committee noted the speak up report and received further information from the Interim CEO. An update will be brought to the next meeting.

**Date of next meeting
3.00 pm, on Thursday, 21 June 2018**

Confirmed as a true record

..... (Chair)