

**Minutes of the meeting of the South Bank Academies Audit Committee
held at 2.00 pm on Thursday, 19 July 2018
Technopark, SE1 6LN**

Present

Richard Flatman (Chair)
Tony Giddings

Apologies

Adam Crossley

In attendance

Nicole Louis
Michael Broadway
Joe Kelly
Anjali Kothari
Danna Lukic
Natalie Ferer

1. Welcome and apologies

The Chair welcomed everyone to the meeting. The auditors, Kingston Smith joined the meeting by conference call.

The Chair informed the committee that Adam Crossley had submitted his resignation as a Director / Trustee of SBA. The committee recorded its appreciation of his significant contribution to the Audit Committee.

2. External audit plan 2017/18

The auditors presented the external audit plan 2017/18 and a verbal summary of work already done. They confirmed the plan remained unchanged and that any additional work will be kept to a minimum, potentially leading to a review of costs, e.g. meetings by conference call will reduce meeting fees.

The committee noted the audit timetable was tight. The auditors advised that key personnel will be notified immediately of any slippage, and of any issues arising as a result of audit work undertaken.

The committee noted that SBA had requested a land valuation for the Academy site which is expected to be conducted by the DfE in October. The auditor noted that any material changes to the existing valuation must be incorporated before the accounts are approved in December.

The committee noted that changes have been made to the Academies Accounts Direction and these will be followed up by the SBA finance team.

The auditors left the meeting.

3. **Declarations of interest**

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

4. **Minutes of previous meeting**

The committee approved the minutes of the meeting held on 30 April 2018.

5. **Matters arising**

The committee noted Matters Arising and that all items were on the agenda or completed, apart from the following:

Land valuation: this was discussed in item 2.

Consolidation of bank accounts: migration of accounts is in progress. Payroll and UTC transactions are now all via the MAT account. Two accounts will be closed leaving only the MAT account.

Link Governors for Safeguarding: both LGBs will appoint a Link Governor for Safeguarding in September.

Final confirmation of suppliers' payment records: this is in progress. Key records re final checks will be confirmed before the year-end.

6. **External audit / management actions update**

The committee noted the update on management actions relating to last year's external audit. In addition to the significant progress recorded, it was also noted that actions relating to agency staff and assets register have been completed.

The committee noted that LSBU Estates would be asked to follow up with DfE re the land valuation for the Academy.

7. **Appointment of auditors**

The committee noted that the Interim CEO, Chair of the Audit Committee, and the University Financial Controller had met with the auditors to discuss performance issues relating to last year's audit.

The committee agreed to recommend to the Board to re-appoint the auditors for 2017/18.

The committee noted this would be the fifth year in which Kingston Smith have audited accounts for the MAT/schools.

8. **Internal audit proposal**

The committee discussed the internal audit proposal.

The committee noted that it was a requirement to have an internal audit function and that the LSBU Financial Controller had met with PwC, LSBU's internal auditors, to discuss potential audit scope.

The committee noted that, initially, an internal audit would test financial controls and review transactions. Internal audit of other systems and processes would be reviewed in due course.

The committee requested that PwC provide an example of a school internal audit.

9. Employment visas

The committee noted an update on employment visas.

The teacher in question had successfully obtained a 3-year extension to her work visa. Further to consultation with LSBU legal team, the teacher has been employed at the school as a new start.

The committee requested the Interim CEO conduct an audit of staff recruitment files based on Ofsted requirements.

10. Student data returns

The committee noted the summary on data returns.

The committee requested information on the controls and processes with regard to the collection of data.

11. GDPR compliance

The committee noted the update on GDPR.

The committee noted that the MAT now has a GDPR contract with Judicium and that each school has an assigned Data Protection Officer. The committee noted that GDPR policies and toolkits are in place at the schools.

The committee noted that Judicium will conduct a data audit in September.

12. Safeguarding

The committee noted the high level report on Safeguarding.

The committee noted that detailed Safeguarding reports are received by the LGBs.

13. Health & Safety report

The committee noted the report and scope of the schools' health and safety audit.

The committee noted that LSBU Health & Safety Team will complete an audit in July 2018.

The committee requested that the audits completed by Judicium are forwarded to the SBA Board.

14. Risk register

The committee noted the risk registers.

The committee requested that guidance is issued re completion of risk registers to ensure consistency.

15. Speak up

The committee noted the Speak Up report.

The committee noted that the recent matter had been investigated by the Interim CEO and an LSBU HR Officer, and had been determined to be a grievance and not a Speak Up issue. The matter will be investigated under the MAT's grievance procedures.

16. Anti-fraud, bribery and corruption report

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

**Date of next meeting
2.00 pm, on Tuesday, 27 November 2018**

Confirmed as a true record

..... (Chair)