

NORTH NORFOLK ACADEMY TRUST - AUDIT COMMITTEE

PRE-AUDIT MEETING

19TH SEPTEMBER, 2017 AT 17:00, ROOM 44 SHERINGHAM VI FORM

PRESENT

John Wollocombe (Chair) JW
Christine Candlish CC
Gill Pegg GP
Constance Tyce CT

ATTENDING

Jo Knowlden (Chief Finance Officer) JK
Natasha Allen (Clerk) NA
Mark Proctor (Lovewell Blake) MP
Andrew Richardson (CEO) AR

1. Election of Chair

The members proposed John Wollocombe, who accepted the Chair without opposition.

2. Declarations of Pecuniary Interest

None.

3. Peer review 2016-2017 update

Synergy MAT (Reepham High School) completed the peer review. The findings were that everything was as it should be. Going forward, there may be less to do going forward once all the schools are using SAGE which self-audits. The central team will require auditing and Reepham are happy to do this. Personnel files were checked in their entirety in 2015-16 and all were ok; last year a sample were checked and issues found, therefore a complete audit of all personnel files should be undertaken. This piece of work could be done towards the end of the year by Ian Palmer (payroll). In addition to this, Ian Palmer, also audited Stalham and Antingham and Southrepps. John Wollocombe took away forms to read and sign in connection with the audit.

4. Academies Financial Handbook update and changes to report being brought in Sept 2017

Main changes:

- Clarity of the roles/responsibilities of Members and Trustees.
- Annual letters to Trust Accounting Officers (from the DofE) to be discussed by the Board. The Trustees agreed that they are forwarded via email on receipt/Jo to bring to Board meetings. Last letter received on 30th June; mainly focusing on the timetable for returns.
- Instead of labelling a school as "given financial notice to improve", they might prescribe working with another school.
- Edubase – Natasha Allen to contact Jill Steward regarding missing information for GVS governors. **NA**
- EFA approval required for contentious/novel/repercussive transactions.
- EFA approval of severance pay in excess of £50K.

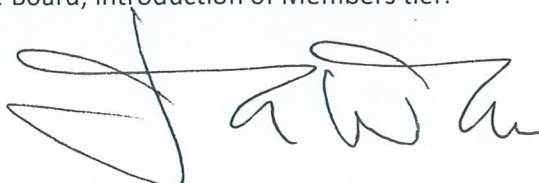
Jo Knowlden will circulate the link to Trustees for their attention. **JK**

5. Audit Planning memorandum for the year ended 31st August 2017 (Lovewell Blake)

Mark Proctor provided Trustees with the Audit Planning Memorandum, year ending 31st August 2017.

The Trustees provided an overview:

- Freedom of information requests did not unduly increase the risk profile; all rulings have been in the MAT's favour.
- Terms of Reference are reviewed annually (approximately May 2018).
- Changes made to the Board; introduction of Members tier.



14/11/17

- Trustees will withdraw from the Local Governing Body of Sheringham High School in due course. Gill Pegg will remain as the NNAT-link.
- The Trust remains open to discussions with other schools looking to join the MAT. The strategy remains to grow, particularly with more primary schools.
- Central team has moved away from Sheringham High School. New SAGE and Orovia packages will be a huge benefit once all installed.

Mark Proctor gave his views on the current climate and local government pension scheme rates. The Trustees discussed his proposal of whether to round figures to nearest thousand; there is no requirement to do so, but it becomes easier to read (in the context of the size of the MAT). The detailed figures are held by the accountants. **THE TRUSTEES AGREED THAT LOVEWELL BLAKE CAN PROCEED WITH ROUNDING THE FIGURES TO NEAREST THOUSAND.** Mark Proctor said that if Trustees were unhappy with the presentation, then this can be swapped back. He then went through the Audit document and provided a summary:

Pupil numbers need revising. A Trust-wide figure was provided.

Issues raised on page 8, were all addressed.

Details on pages 15-17 to be reviewed – **JK/NA**

As part of interim audit – issue flagged up regarding overpayment which was resolved, but will flag up as an irregularity due to only half the money being recovered (below reportable threshold).

There being no further business, the meeting was closed by the Chair at 18:15

 14/11/17