



**Meeting of the Audit and Risk Committee held on 28 June 2016 at
10.00 am at Outwood Grange Academy**

Present: Andrew Kent, Director
Ralph Pickles, Director
Katy Bradford, COO
Andrea Wooffindin. Group Accountant

In attendance: Amjad Ali, Client Manager, RSM

	Action By Date & Name
1. Quorum and Apologies	
Apologies were received from Laurence Mosley, FD.	
Resolved: That the absences of Laurence Mosley be consented to.	
2. Declaration of Interests	
The following declarations of interest were formally noted: Andrew Kent – Chair of Outwood Academy City Academy Council Ralph Pickles – Chair of Outwood Academy Acklam Academy Council	
3. Minutes of the Meeting held on 8 March 2016	
The minutes of the meeting held on 8 March 2016 were circulated.	
Resolved: That the minutes of the meeting held on 8 March 2016 be approved as a correct record and signed by the Chair.	
4. Matters Arising from the Minutes	
The Directors raised whether the internal audit tracker had been updated and circulated to all academies.	

Resolved: That the internal audit tracker be updated and circulated to academies and Academy Council's to allow actions to be tracked at a local level and raise awareness of issues.	LM
5. Internal Audit Report: Safeguarding 7 April 2016	
Amjad explained that the audit of safeguarding had classified the audit as 'green'. The action points were discussed. RP asked whether there was any statutory or best practice safeguarding training for students.	
Resolved: a) That KB explore the possibility of using CPOMS across the Trust. b) That the E-Safety Policy be updated to reflect the new KCSIE 2016. c) KB explore how student safeguarding training could be recorded.	KB KB KB
6. Internal Audit Report: Data Retention 19 April 2016	
Amjad confirmed that this had been classified as 'red'. KB explained that the Trust were very aware that this was an area of concern and that the internal audit had been commissioned in order to assess the scope of the issues and to help formulate an action plan.	
Resolved: That Data Retention forms a key priority for the Trust during 2016/17.	KB
7. Internal Audit Progress Report	
Amjad explained that he could either provide the Committee with a progress report that summarised the audits during that year, or alternatively they could receive the full detailed reports. Amjad confirmed that all planned audits had been completed and that two reports were currently with management in draft.	
Resolved: That the committee continue to receive the full internal audit reports.	RSM
8. Internal Audit Strategy 2016/17-2018/19	
KB requested that Free School Meals records be audited in light of the concerns raised at Perry Beeches Trust. OGAT needed to ensure that records from LAs were sufficient and that they were retained correctly. AW asked that cash from cashless catering be subject to internal audit as a result of an investigation in Outwood Academy Adwick and to review the	

<p>process at Outwood Grange Academy who were still accepting cash.</p> <p>RP asked whether the plan for 2016/17 had already been updated. KB confirmed that it had and that RSM had been asked to focus on areas where the Trust had identified issues, rather than curriculum and student outcomes.</p>	
<p>Resolved: That these be added to the strategy for 2016/17.</p>	RSM
<p>9. Date of next meeting:</p>	
<p>The next meeting will be held on Tuesday, 13 December 2016 at 11.30 am at Outwood Grange Academy.</p>	

Signed: _____

Dated: _____