

CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS

Minutes of a meeting of the AUDIT COMMITTEE held at the School at 8.35am on Thursday 18th October 2018

Present: Lee Palmer Chair & Responsible Officer for Financial Affairs
Steve Miles Chair of Governors
Peter Cook Vice Chair of Governors
Nicole Chapman Headteacher
Mary Argent, Sarah Clements, Ruth Neave, Jason Oster, Mark Rowell,
Duncan Stevens, Richard Vass, Yvonne Wickers, Mike Worboys

In Attendance: Stephen Lawlor Deputy Head (Curriculum)
Maria French Deputy Head (Pastoral)
Susan Hoefling Business Manager
Wendy Newton Clerk to Governors

Apologies: Richard Brown, Ros Cornish, Lauren Smith

ITEM 1 – APOLOGIES FOR ABSENCE

1. Apologies for absence were received and accepted from Richard Brown, Ros Cornish and Lauren Smith.

ITEM 2 – DECLARATION OF INTERESTS

2. There were no declarations of interest further to those already stated on the Register of Business Interests for 2018-19.

ITEM 3 – MINUTES OF THE PREVIOUS MEETING

3. The minutes of the previous meeting held on 6th July 2018 were approved as presented and signed as a true record.

ITEM 4 – MATTERS ARISING

4. Item 5, Para 6 – Accounting Letters. It was confirmed that DfE and ESFA 'Dear Accounting Officer' letters were now sent to all Governors.

5. Item 5, Para 8 – Chair's Action - Decision. By oversight, the addition of a 'Chair's Action' item onto this term's GB sub-committee agendas had not yet occurred. The Clerk agreed to ensure that the item would be on all future sub-committee agendas.

ITEM 5 – TERMS OF REFERENCE

6. The Terms of Reference for the Audit Committee were presented for review.

7. Decision. The Terms of Reference for the Audit Committee were approved as presented.

ITEM 6 – INTERNAL CONTROLS EVALUATION SERVICE

8. The meeting reviewed the scope of work to be undertaken by the EES Internal Controls Evaluation (ICE) visits during academic year 2018-19.

9. Decision. The Governing Body agreed the scope of work for the ICE visits as presented.

ACTION

Clerk

10. The Business Manager informed the meeting that the most recent ESFA 'Dear Accounting Officer' letter had informed the School of a new requirement for all academy trustees to receive the School's Management Accounts six times a year and for the Chair of Governors to receive them monthly; this would be in addition to the current monthly review by the Facilities & Finance Committee. .

ITEM 7 – RESPONSIBLE OFFICER REPORT

11. The meeting reviewed the ECC Responsible Officer Internal Controls Evaluation (ICE) Report No 1 of 2018-19 for a visit undertaken on 20th September 2018. Only two information items had been raised, both of which had already been addressed by the School. Everything else in the review had been fully satisfactory. The Chair thanked the Business Manager and Finance Team for their outstanding work.

ITEM 8 – REPORT FROM THE CHAIR OF THE FACILITIES & FINANCE COMMITTEE

12. The Chair of the Facilities & Finance Committee advised that the recent ICE review showed that the School's systems were working well and that the School's external audit of the annual accounts was currently underway. Initial indications suggested all was positive and no issues had been raised so far. It was stated that the School had compiled the accounts to an excellent standard.

ITEM 9 – ANY OTHER BUSINESS

13. **Departure of Chair.** The Chair of Governors advised the meeting that Lee Palmer would be leaving the GB at the end of the Autumn Term and thanked Lee for his work as Responsible Officer and Chair of the Audit Committee.

ITEM 10 – DATE OF NEXT MEETING

14. Subject to agreement at the GB meeting directly following, the review of future internal controls evaluation reports and any follow-up items would be tracked at the Facilities and Finance Committee. A report would be provided by the Chair of Facilities and Finance at each Full Governing Body meeting. The date of the next Full GB meeting was planned as 8.15am on Friday 29th March 2019.

All

The meeting closed at 8.45am.

Agreed as a true record.

S Miles

Chair of Governors

29th March 2019