

CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS

Minutes of a meeting of the AUDIT COMMITTEE held at the School at 7.45am on Wednesday 27th October 2019

Present:	Richard Vass Steve Miles Stephen Lawlor Richard Brown Mary Argent	Chair of the Facilities & Finance Committee Chair of Governors Headteacher Associate Member
In Attendance:	Melissa Mulgrew Wendy Newton	Business Manager Clerk to Governors

ITEM 1 – APOLOGIES FOR ABSENCE

1. No apologies for absence had been received. Richard Brown was expected to join later.

ITEM 2 – DECLARATION OF INTERESTS

2. There were no declarations of business interest further to those already stated on the Register of Business Interests for 2019-20, or conflicts of interest, or receipts of gifts or hospitality.

ITEM 3 – COMMITTEE STRUCTURE, MEMBERSHIP & TERMS OF REFERENCE

3. Following the recent Full GB decision to set up a separate Audit Committee comprising of the non-staff members of the Facilities & Finance Committee and to appoint Steve Miles as the School's Responsible Officer, it had been become known that the Chair of Governors was not permitted to act as Responsible Officer. In light of the new information, the Chair summarised the options available for the School in order to comply with the internal audit requirements of the Academies Financial Handbook and the options were discussed. It was proposed that the most efficient method would be to embed the audit responsibilities within the Facilities and Finance Committee, having a specific audit item on their agenda, and that the Chair of the Facilities & Finance Committee take on the role of the School's Responsible Officer for Financial Affairs.

4. The Audit Committee Terms of Reference were discussed and it was noted that the audit responsibilities would now need to be included in the Terms of Reference for the Facilities & Finance Committee.

5. **Decisions:**

- a. It was agreed that the Audit Committee would be embedded within the Facilities & Finance Committee and the proposal would be put forward at the next Full GB meeting for formal approval.
- b. It was agreed that Richard Vass would take on the role of the School's Responsible Officer for Financial Affairs with immediate effect.
- c. The Clerk agreed to include the Audit Committee duties in the Terms of Reference for the Facilities & Finance Committee and present them at the next meeting for formal approval.

ACTION

Clerk

R Vass

Clerk

ITEM 4 – INTERNAL CONTROLS EVALUATION SERVICE

6. The meeting reviewed the finalised two-visit scope of work proposed to be undertaken in the Juniper Internal Controls Evaluation (ICE) visits during academic year 2019-20, previously received in draft at the Full Governing Body on 15th October 2019.

7. **Decision.** The Committee approved the two-visit scope of work for the Juniper ICE service as presented.

7.50am – Richard Brown joined the meeting.

ACTION

ITEM 5 – INTERNAL CONTROLS EVALUATION ACTION LOG

8. The meeting reviewed the action log from the EES Internal Controls Evaluation (ICE) visits undertaken during academic year 2018-19. The Business Manager advised that there were only two open actions remaining, both of which would be closed before the next ICE visit in late January 2020. It was noted that the first ICE visit was in close proximity to the next Facilities & Finance Committee meeting on 12th February 2020 and the Business Manager was requested to ensure the ICE report was hastened in order that it could be received at the next meeting.

M Mulgrew

ITEM 6 – REPORT FROM THE CHAIR OF THE FACILITIES & FINANCE COMMITTEE

9. There were no additional items to report.

ITEM 7 – ANY OTHER BUSINESS

10. No other items of business were raised.

ITEM 8 – DATE OF NEXT MEETING

11. In light of the decision to combine the Audit and Facilities & Finance Committees, there would be no future stand-alone Audit Committee meetings.

All

The meeting closed at 7.55am.

Agreed as a true record.

R Vass
Chair of the Facilities & Finance Committee

12th February 2020