

The Swanage School

MINUTES OF A MEETING OF THE AUDIT & RISK COMMITTEE

Held on 1 March 2023, 5.30pm

Present: William Knight (Chair), Jenny Maraspin (Headteacher), Amanda Rowley

In attendance: Andrew Thomas (School Business Manager), Sophie Weld-Davies (Clerk)

Item		Action	Lead	By
AUD 2.1	Apologies for Absence Apologies were received from Tim Marcus and Jessica Stramer. As the committee is not quorate any decisions made will be ratified at the next meeting			
AUD 2.2	Minutes of the Last Meeting The minutes and confidential minutes of the meeting held on 23 November 2022 were approved.			
AUD 2.3	Matters Arising and Action See separate list			
AUD 2.4	School Resource Management Self-Assessment Tool AT reported that there are changes each year to the self-assessment tool, but these are subtle. AT has edited and added to the document as in previous years. <ul style="list-style-type: none">The governance structure has changed, and AT has updated the committee meetings and the merger of Staffing and Finance to the Staffing, Finance and Premises CommitteeAT will complete a formal written property strategy by 1 September 2023 There are no other significant changes to the document, AT commented on how the governors ask the right questions to ensure that the information is properly checked. The form must be submitted by 15th March, and although it is the SFP (Staffing, Finance & Premises) Committee responsible for this document, the Audit Committee must know it has been done. The committee APPROVED the form and were happy for AT to submit it.	Property Strategy	AT	1/9/23
AUD 2.5	Risk Register Annual Review WK issued a new risk register, but the old one was shared to the committees. However, the recommendations put forward by the SFP have been implemented and agreed by the committee.			

AUD 2.6	<p>Internal Audit</p> <p>AT reported that the internal audit is due in three weeks and the theme for this audit is pay roll, HR, and DBS (Disclosure and Barring Service) (Disclosure and Barring Service) checks. The schedule brought to the committee a year ago is being adhered to, and AT will share with the committee the result of the audit before the next meeting.</p>			
AUD 2.7	<p>Any Other Business</p> <ul style="list-style-type: none"> • The committee commented that the national teacher strikes had been challenging and were happy that JM had put the necessary measures in place. • The GAG (General Annual Grant) statement has increased by 9.13% from the previous year. This is due to a change of pupil complexity, inflationary increase, and increased pupil numbers but the funding should have gone up 14 – 15% due to inflation. If the pay rise is approved, this will have a ripple effect on the budget as the government expects schools to fund it. 			
AUD 2.8	<p>Confidentiality</p> <p>The committee were happy that there were no items that needed to be confidential.</p>			
	<p>The meeting closed at 6.10pm</p> <p>The next meeting will be held on 7th June 2023</p>			