

	<p>KF declared for transparency that she has been a Trustee of Inspira Academy Trust where Dean Jones (new trustee) was the CEO; Inspira has very recently joined Turner Schools where DJ is now employed.</p>	
2.2	<p>Key Audit Findings</p> <p>The report outlines the findings from the audit and summarises discussions held with the audit team and highlights the key tasks completed during the audit process. Thanks were given to the finance team in preparing the Trust’s financial statements and trustees’ annual report, ensuring compliance with statutory requirements and accounting standards.</p> <p>KF highlighted the following points:</p>	
2.3	<p>Section 2 – Financial Summary</p> <p>The Net movement in unrestricted and restricted income funds was at a deficit of approx. £65,000 which means that the Trust spent all funds this year for the purposes of educating children as well as a portion of rollover.</p>	
2.4	<p>Section 3 – Regularity</p> <p>The audit of the financial statements has not identified any issues that would require modifications to the audit report and there is no indication that income and expenditure have not been used for their intended purposes.</p>	
2.5	<p>Section 4 – Key Audit Matters</p> <p>The report confirms nothing was found that would warrant an irregularity report, there were no unreported related party transactions and no material misstatements.</p>	
2.6	<p>Section 5- Data Analytics</p> <p>The audit utilised a data analysis software which can review 100% of data and analyse control points that would not typically be expected to interact and categorise transaction as ‘high’, ‘medium’ and ‘low’ risk. The software categorised only 3 transactions as high risk due to their high value. Once investigated, they were all in keeping with expectations of the Trust. Medium risk transactions were identified in August, however upon investigation this is in line with expectations of how the Trust operates, due to it being the year end and due to schools being shut.</p>	
2.7	<p>Section 6- Taxation</p> <p>There are no liabilities to corporation tax.</p>	
2.8	<p>Section 7- Misstatements Encountered During the Audit</p> <p>It was highlighted that there were the usual LGPS adjustments and no other errors or misstatements.</p>	
2.9	<p>Section 8 – The accounting and internal control systems</p> <p>The audit confirms internal controls are appropriate, accurate and in line with the Academy Trust Handbook and Trust policies. There were 2 ‘low level’ suggestions, detailed in appendix 4.</p>	
2.10	<p>Section 9- Updates in the Sector</p> <p>The report confirmed the opinion that the accounting policies are appropriate to the circumstances of the Trust and in line with SORP and ESFA Accounts Direction 2023-2024.</p>	
2.11	<p>Section 10 – Prior Year Recommendations</p> <p>There were 3 recommendations, of which 2 have been fully resolved. The one unresolved is that there are still insufficient number of Members; it is best practice to have 5 Members and the Trust has 4. It is recognised that recruitment is an ongoing struggle.</p>	

<p>2.12</p> <p>2.13</p> <p>2.14</p> <p>2.15</p>	<p>Section 11 – Academy Trust Handbook The section highlights updated to the ATH.</p> <p>Appendix 4- summary of recommendations 1. Number of members being 4 rather 5. This is still categorised as a low risk as it is not in accordance with best practice. The response from Trust Board is that they will continue their recruitment drive for new Members and Trustees</p> <p>2. Interschool accounts did not net down to nil. Bursar performs monthly reconciliation and the trial balance was done after that which has since been corrected. It is recommended to complete reconciliation before trial balance. Response from manage is that a journal has been entered to correct this.</p> <p>Annual Report and Financial Statements There were a couple of amendments to be made to the Reference and administrative details, which MN will forward to KF after this meeting to update on final version. KF gave summary explanation of what each part of the report shows. As mentioned in KAF – funds decreased by approx. 65. Shown predominantly in PF and slightly StM. This was in keeping with reserves policy. Restricted fixed asset funds – cant do anything about them. The Trustee Report has been checked for compliance and is in keeping with Academy Accounts Direction. From this year, there is a requirement to include a conclusion in the Trustee Report, which stated ‘Based on the advice of the FSARC and the accounting officer, the board of trustees is of the opinion that the academy trust has an adequate and effective framework for governance, risk management and control.’ It was highlighted that there was one related party transactions during the year, which was to Absolute Graphix. No other transactions were found in testing. KF thanked the finance team for efficiency in conducting their audit and thanked the Trust Board. No further questions were asked. <i>KF left the meeting 16:00.</i></p>	
<p>3</p> <p>3.1</p> <p>3.2</p>	<p><u>Minutes from Meeting 22nd October 2024</u></p> <p>Approval of Minutes The minutes of the meeting held on 22nd October 2024 were agreed as a true and accurate reflection of the proceedings of the meeting. The minutes were signed by the vice chair of the Trust.</p> <p>Matters Arising GDPR – a Trustee asked to clarify whether the GDPR breach was confirmed to have been deleted by the other school, as it was only specified in the minutes that it was not opened. TBM did confirm it was deleted.</p>	

<p>4</p> <p>4.1</p>	<p><u>Register of Business and Pecuniary Interests</u></p> <p>All trustees were given the opportunity to update business interests or declare any interests against this agenda. CR DJ completed his form as a new trustee.</p>	
<p>5</p> <p>5.1</p>	<p><u>Safeguarding Update</u></p> <p>CEO gave the following safeguarding update: A Trust DSL meeting took place on 2nd Dec. They are seasonal meetings which allow the DSLs across the trust to share contextual information, receive support and guidance as needed, share updates and discuss any other issues arising. Summary of issues arising: - The need for disability social workers for some of our most vulnerable children - The concerns around pupils being withdrawn from school to be home educated where there are significant safeguarding concerns. - Ensuring that welfare concerns are monitored and action take as appropriate. - The number of children at CP at one school.</p> <p>The most recent safeguarding newsletter from Kent states that the LESAS service has a response time of 3-5 days. Experience with trying to seek advice in a timely manner from the Front Door has not been good. CEO has implemented an “if in doubt, refer” approach at the current time due to the delays in response time.</p> <p>Internal safeguarding audits are planned for next week and there will be an external audit at each school at the beginning of term 4.</p>	
<p>6</p> <p>6.1</p> <p>6.2</p>	<p><u>Redundancy Consultation and Redundancy & Restructure Policy</u></p> <p>See Confidential Minutes.</p> <p>A new policy has been written based on the HR Connect model policy and was sent to the Trust Board prior to this meeting. The Redundancy and Restructure Policy was agreed, CEO commented that an HR Advisor suggested considering adding ‘headteacher’ alongside ‘CEO’ to allow shared workload and this would be usual in a LA school. Trustees agreed to this amendment. Trustees also suggested adding ‘governors’ and ‘external advisors’ to the committee/panel to ensure there are sufficient numbers to establish a committee as well as an appeal panel.</p>	
<p>7</p> <p>7.1</p>	<p><u>Policies</u></p> <p>The following policies were sent to the Trust Board prior to this meeting, with pertinent changes highlighted in each policy.</p> <p>Pay Policy</p> <p>The policy was reviewed in line with the HR Connect Model Policy and School Teachers Pay and Conditions Document. With reference to support staff pay, it was highlighted that the Kent model is changing in April and this will have an impact on support staff in September 2026. The Trust Board agreed the policy.</p>	

<p>7.2</p>	<p>Appraisal Policy The policy was reviewed and has been updated to reflect that SchoolIP is no longer being used as an appraisal system. The Trust Board agreed the policy.</p>	
<p>7.3</p>	<p>Admissions Policies 2026-2027 The three school admissions policies have been updated for 2026-2027 and there has been no changes to the admissions arrangements. The Trust Board agreed the policy.</p>	
<p>7.4</p>	<p>SEND Policy and Information Report The policy has been reviewed by SENCOs. The Trust Board agreed the policy.</p>	
<p>7.5</p>	<p>Accounting Policy The policy has been reviewed by TBM. The Trust Board agreed the policy.</p>	
<p>8</p>	<p><u>Minutes from LGB meetings – Term 1</u> Minutes of the Priory Fields LGB meeting from term 1 were circulated prior to this meeting. LGB minutes are not available for the Vale View/St Martin’s LGB as the term 2 meeting has had to be postponed, therefore minutes have not yet been agreed. TS asked for a copy of the Maths monitoring mentioned in the PF LGB minutes, Gov. Prof. to request this.</p>	<p>G.P. request monitoring report.</p>
<p>9</p>	<p>GDPR Update No breaches.</p>	
<p>10</p>	<p>AOB Support staff pay As briefly discussed in the Pay Policy discussion, TBM highlighted that from April, KCC are moving to a salary grade of ‘points’ rather than a range. There will also be a change to performance reviews of support staff, with performance targets being met as a ‘yes’ or ‘no’ decision, rather than the levels that are currently in place. There is limited information available currently released by KCC and TBM will be in receipt of updates when they are released and will pass information on to the Trust Board when this becomes available.</p>	
<p>11</p>	<p>Dates Term dates for the next academic year, 2025-2026 were circulated, all trustees agreed the term dates. The date of the next meeting is Tuesday 25th March 2025.</p>	
<p>12</p>	<p>Confidentiality of Proceedings Item 5.</p>	

Minutes taken by Governance Professional Claudia Sawyers

Signed by Chair of Whinless Down Academy Trust: _____

Date: _____

Trust Board Meeting - Action Points

- 1. TBM to add DJ to GIAS/Companies House
- 8. G.P. to request monitoring report from PF LGB.

FSARC Committee

DJ, PB and CR left the meeting 17:00.

Committee members present: Anne Siggins (chair of FSARC), Tricia Sherling (vice chair), Kelly Brown

Others present: Michelle Noden (TBM), Claudia Sawyers (Gov. Professional)

13 **Minutes from meeting 8th October 2024**

Approval of Minutes

The minutes of the meeting held on 8th October 2024 were agreed as a true and accurate reflection of the proceedings of the meeting. The minutes were signed by the FSARC chair.

Matters Arising

No matters arising.

14 **Finance Monitoring – October**

All budget monitoring and variance reports were sent to FSARC prior to the meeting.

Priory Fields School

October rollover: £90,112

Variance to previous month: decrease of £35,598

Main variances:

There was an increase to National Insurance contributions of £19,618. A forecast for three Mid-Day Supervisors has been added from January which is £13,127. Contribution to Trust has increased due to a Trust TA employed. A trustee asked whether the NI increase is due to be funded, TBM has not been made aware directly but it has been reported that it will be.

St Martin's School

October rollover: £39,589

Variance to previous month: decrease of £4,132

Main Variances:

The impact of the NI increase is £7,684. There is some work that will be required that has been budgeted for which includes a 'flushing' of the heating pipes/radiators which was initially quoted at approximately £13,000, however TBM has been able to get a lower quote of approximately £9000.

	<p><u>Vale View School</u> October rollover: £163,718 Variance to previous month: decrease £15,714 Main Variances: The impact of the NI increase is £11,143. There were some further minor increases in budgets such as a higher than expected water bill, new windows being put in, new lockers, legal fees and emergency lighting fixed. There has been an increase to High Needs Funding of £2,314. A trustee commented that curriculum budget for Art looks low (over half already spent) for the early stages on the year. TBM commented that the school ordered in September, not in the summer hence it came from the new year budget.</p> <p><u>Trust</u> October rollover: £150,324 Variance to previous month: increase of £100</p> <p><u>Catering</u> October rollover: £20,230 Variance to previous month: decrease of £1899 The variance is due to the increase in NI. CEO commented that some investigation is being done in to food costs, to look at the cost per meal and if there are any cost savings measures that have not yet been explored.</p>	
15	<p><u>Asset Disposal</u> The asset disposal log for Priory Fields was reviewed. The log for Vale View and St Martin’s is not currently available due to the IT Tech being very new to post so has not been expected to look at asset disposal yet. There were no concerning items on the log, with the majority being obsolete and recyclable. The committee agreed to the disposal and the log was signed by the chair of the committee.</p>	
16	<p><u>Central Approved Suppliers List</u> The approved suppliers list was shared, there are two additions to the list from September 2024 which is SBM Services for the internal audit and HR Connect’s Support Line Services. The list was agreed.</p>	
<p>Audit and Risk Committee <i>CEO is present for the Audit and Risk Committee for advisory purposes and not in the capacity of trustee.</i></p>		
17	<p><u>Risk Management Policy and Risk Register</u> The Risk Management Policy is currently under review and will be deferred to the next meeting.</p> <p>The risk register has been reviewed by CEO and updated where necessary. Comments made in green where there was an update. The risk of falling roll is felt to be the greatest risk to the Trust currently and this was discussed earlier in the meeting.</p>	<p>Next meeting: review policy</p>

18	<p><u>Business and Continuity Plan</u></p> <p>The Business and Continuity Plan has been reviewed and there were no material updates needed. A trustee asked whether the 'IMT' (Incident Management Team) know who they are? As they should know before an incident occurs. CEO will share with the relevant people. The Plan was agreed by the committee.</p>	CEO to share BCP with the relevant people.
19	<p><u>AOB</u></p> <p>Internal Audit</p> <p>The internal audit took place this term and there were several 'green' recommendations for making improvement. The audit was shared with the committee prior to the meeting to review the recommendations. There is a good level of assurance that processes and procedures are in place and are delivering compliance. The audit has identified only limited scope for improvement in existing arrangements and as such it is not anticipated that significant further action is required to reduce the risk of non-compliance.</p>	ESFA letters – G.P. to email out to Trustees.
20	<p><u>Confidentiality of Proceedings</u></p> <p>None</p>	
21	<p><u>Dates</u></p> <p>The date of the next FSARC meeting has been moved from 11th February 2025 to 25th February 2025.</p>	

<u>FSARC Meeting - Action Points</u>
<p>17. At next meeting - review risk management policy</p> <p>18. CEO to share BCP with the relevant people.</p> <p>19. ESFA letters – G.P. to email out to Trustees.</p>

Minutes taken by Governance Professional Claudia Sawyers

Signed by Chair of FSARC (Whinless Down Academy Trust): _____

Date: _____