

FINANCE, AUDIT AND RISK COMMITTEE OF THE CITY OF LONDON
ACADEMIES TRUST

Thursday, 5 December 2019

Minutes of the meeting of the Finance, Audit and Risk Committee of the City of London Academies Trust held at the Guildhall EC2 at 9.00 am

Present

Members:

Peter Bennett (Chairman)	Andrew McMurtrie
Edward Benzecry	Mark Emmerson (Chief Executive Officer – for
Dawn Elliott (via conference call)	Finance matters only)

Officers:

Claire Hersey	- Chief Financial Officer
Abdullah Saqueb	- Finance Officer
Martin Simpson	- Director of Information and Communications Technology
Katryna Zamulinskyj	- Human Resources Director
Edward Finch	- Partner, Buzzacott
Thanzil Khan	- Senior Audit Manager, TIAA (Item 16 only)
Gumayel Miah	- Associate Director, Buzzacott (Items 10 and 11)
Smith Umoren	- Director of Estates and Facilities Management (Items 10 and 11)
Kerry Nicholls	- Clerk

1. APOLOGIES

Apologies for absence were received from Deputy Clare James.

2. DECLARATIONS

There were no declarations.

3. MINUTES

RESOLVED, that the minutes of the meeting held on 4 October 2019 be approved as a correct record.

4. AUDIT STRATEGY AND ANNUAL INTERNAL AUDIT PLAN

With the agreement of the Committee, Item 16: Audit Strategy and Annual Internal Audit Plan was considered within the Part 1 – Public Agenda.

Trustees considered a report of the Chief Financial Officer on the Trust's Audit Strategy and Annual Internal Audit Plan.

The Chairman led the Committee in welcoming Thanzil Khan, Senior Audit Manager of TIAA, which had been appointed internal auditor to the Trust. Mr Khan set out the reviews within the Audit Strategy and Annual Internal Audit

Plan 2019-20 and would provide further updates to future meetings of the Finance, Audit and Risk Committee as the programme of reviews progressed.

The Chief Financial Officer drew Trustees' attention to a planned review of asset management that would consider identification of assets that needed to be recorded in the asset register, the identification, locating and recording of assets, inventories and the disposal of assets, and would help ensure the Trust's asset management processes were sufficiently robust.

RESOLVED – That the Annual Internal Audit Plan be approved.

5. **QUESTIONS**

There were no questions.

6. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There was no other business.

7. **EXCLUSION OF THE PUBLIC**

RESOLVED, that the public be excluded and that Trustees move into private session.

8. **NON-PUBLIC MINUTES**

RESOLVED, that the non-public minutes of the meeting held on 4 October 2019 be approved as a correct record.

9. **OUTSTANDING ACTIONS**

Trustees considered a report of the Clerk regarding outstanding actions arising from previous meetings.

10. **TRUSTEE TRAINING REQUIREMENTS**

Trustee training requirements were considered.

11. **CHIEF FINANCIAL OFFICER'S UPDATE**

Trustees considered an update report of the Chief Financial Officer.

12. **YEAR END FINANCIAL STATEMENTS AND EXTERNAL AUDIT**

Trustees considered a report of the Chief Financial Officer outlining the 2019 year-end financial statements and external audit.

13. **HEALTH AND SAFETY MONITORING IN TRUST SCHOOLS**

Trustees considered an update report of the Director of Estates and Facilities Management regarding health and safety monitoring in City of London Academies Trust schools.

14. **TRUST STRATEGIC RISK REGISTER**

Trustees considered a report of the Chief Financial Officer regarding the Strategic Risk Register for the Trust.

15. **COLAT SCHOOLS ICT UPDATE**

Trustees considered a report of the Director of Information and Communications Technology providing an ICT update for City of London Academies Trust schools.

16. **ESTATES AND FACILITIES UPDATE ON TRUST SCHOOLS**

Trustees considered an update report of the Director of Estates and Facilities Management.

17. **NON-PUBLIC QUESTIONS**

There were no questions.

18. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND THE COMMITTEE AGREES CAN BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED.**

There was no other business.

19. **HUMAN RESOURCES AND STAFFING UPDATE**

Trustees considered a confidential update report of the Human Resources Director regarding Human Resources and Staffing.

The meeting closed at 11.12 am

Chairman

Contact Officer: Kerry.Nicholls@cityoflondon.gov.uk