

**MEETING OF THE RISK & AUDIT COMMITTEE HELD VIRTUALLY VIA ZOOM**

**BOLTON IMPACT TRUST**

**FRIDAY 18 MARCH 2022 AT 11.00AM**

**Present:** Joshua Bennett (JB) – Chair of Committee, Keith Davies (KD), Sue Hincks (SH) and Paul Hodgkinson (PH) – Executive Principal

**In Attendance:** David Smith (DS) – Finance Director and Emma Stoddard (ES) – Clerk to the Trust Board

**JOSHUA BENNETT IN THE CHAIR**

**1. WELCOME AND APOLOGIES FOR ABSENCE**

JB welcomed Trustees to the meeting. No apologies for absence had been received as all Trustees were present.

**2. DECLARATION OF INTEREST**

No declarations of pecuniary interest were made.

**3. NOTIFICATION OF ANY OTHER URGENT BUSINESS**

No items of Any Other Urgent Business were notified at this point.

**4. MATTERS ARISING FROM THE MINUTES OF THE LAST RISK & AUDIT COMMITTEE MEETING – FRIDAY 3 DECEMBER 2022**

**Standards Committee meeting (Minute Number 4)**

SH asked if the ragged matrix and attendance report had been provided. PH stated that he would need to check this with RL who was currently absent. This would be made available to Trustees.

**Action:** PH (speak to RL re ragged matrix and attendance report)

**Strategic Risk Register Update (Minute Number 6)**

SH asked if the link to the LA Risk Register for the ICT infrastructure had been provided. DS stated that he would speak to the Head of ICT at LA and action this.

**Action:** DS (speak to Head of ICT)

**Trust Safeguarding Update (Minute Number 7)**

SH asked if a separate Safeguarding Committee would be established as per the discussions at the last meeting. JB stated that he had met with the Executive Principal and Vice-Principal to discuss safeguarding across the Trust, and it had been agreed that safeguarding would fall within the remit of the Standards Committee. This had been ratified at the December Trust meeting. The Standards Committee would report any issues or identified risks to the Risk & Audit Committee.

## **5. MATTERS ARISING FROM THE MINUTES OF RECENT COMMITTEE MEETINGS**

### **Finance & Resources Committee – Friday 8 March 2022**

The Chair stated that matters arising from the Finance & Resource Committee that presented any risk had been discussed at the Extraordinary Trust meeting held immediately prior to this meeting.

### **Standards Committee – Friday 8 March 2022**

#### **Trust Standards Report – Key Performance Indicators (Minute Number 5)**

SH questioned whether the issue regarding pupils not meeting national targets at the Forwards Centre should be brought to the Risk & Audit Committee for further discussion. PH explained that although pupils at the Forwards Centre were unlikely to meet national targets, this was expected, and therefore Forwards Centre targets were also provided. PH stated that Senior Leaders were happy with this process as they felt the personalised targets to be more beneficial. Trustees were reassured that national targets would continue to be used as a 'shadow' target.

JB referred to the dip in maths at the Forwards Centre, which was attributed to the change in cohort and asked if there were any other mitigating factors that the committee should be aware of. PH replied that the dip was solely due to the change in cohort and not teaching related.

## **6. STRATEGIC RISK REGISTER UPDATE**

A copy of the Risk Register had been uploaded to the Gateway.

The Chair stated that following on from the agreement made at the Extraordinary Trust Meeting regarding Outwood Grange Academy Trust (OGAT), this should now be added to the Risk Register to enable Trustees to closely monitor any risks. JB asked whether a separate Risk Register should be produced for the OGAT partnership as well as being added to the BIT Risk Register. PH concurred that the OGAT partnership may warrant a separate Risk Register and stated that this would be discussed as part of the process of due diligence.

### **B4 – Coronavirus**

The Board of Trustees, having designated details of the discussion that followed as confidential in accordance with Article 125 of the Articles of Association, this information is excluded from these minutes.

### **O2 – Staff unavailability**

The Chair asked whether consideration should be given to increasing the likelihood score to 3 due to possible staff absence from Covid and the new OGAT partnership. SH stated that key personnel being away from the Trust would need to be carefully monitored as this could have a detrimental effect on the Bolton provision. SH added that a plan also needed to be in place should key personnel i.e., the Executive Principal or Finance Director leave the Trust.

PH stated that as the Trust had not been significantly impacted by Covid he felt the score could be left at 2. Trustees agreed that this could be monitored but felt that the Executive Principal's absence whilst in Worksop may present a significant risk so the

likelihood score should be increased to 3. PH concurred that there needed to more focus on how the Central Team and Senior Leaders were deployed as resources.

**Agreed:** To increase the likelihood score to 3

#### O4 – GDPR Breaches

In response to questions DS confirmed that there had been no data breaches; however, some staff had been the victims of a cyber attack and had received a malicious email. This had been reported to Schools ICT immediately and the matter resolved quickly. JB asked if Schools ICT were responsible for ICT security and, if so, it would be prudent to ask for a copy of their risk assessment. DS stated that he would action this.

**Action:** DS (contact Schools ICT)

#### 07 – Energy Costs

SH asked for clarification on the sentence ‘the replacement boiler at Lever Park is already considering such solutions as part of the implementation’. DS explained that other heating solutions would be considered as per KD’s suggestions at the last meeting. DS stated that he would reword the sentence to make this clearer.

**Action:** DS (reword sentence)

#### SF1, SF2 and SF3 – Safeguarding Risks

JB proposed that SF1, SF2 and SF3 be reviewed due to the increasing number of violence related incidents in the borough and the impact this could have if there was a serious incident within the Trust. PH stated that currently the Trust provisions were calm, but he was acutely aware of the increasing number of knife crimes within the area. BIT was working closely with the LA and was part of the LA Strategy Group for BL3. SH asked if the academies had any security measures such as metal detectors. PH stated that such measures had not been needed so far but this could not be ruled out in future.

**Agreed:** That the following scores be included on the register:

	Impact Score	Likelihood Score
SF1	4	2
SF2	4	3
SF3	3	2

SH stated that Sexual Abuse, particularly Peer on Peer Abuse, was very high on the DfE’s agenda, but this was not reflected as a specific behaviour in the Risk Register. SH added that the Academies Handbook stated that schools should assume that this was happening within their school and act appropriately. PH stated that although the Trust had not reported any incidents of this nature, this should be included. Trustees agreed that the statement that schools should act as if Peer on Peer Abuse was happening meant that this should have the highest impact and likelihood score.

**Agreed:** That Peer on Peer Abuse be added to the Safeguarding Risks Impact Score 4 and Likelihood Score 4

SH stated that the issue that the Trust was currently facing with regards to the LA reducing commissioned numbers at Park School was a huge concern as very little notice was given. PH concurred that this was concerning as the commissioners could change the funding very quickly, but the Trust had no choice but to react to this as proactively as possible. This was a risk but was part and parcel of AP and was included under B2 – Financial sustainability.

SH asked whether the issues discussed at the Standards Committee regarding Lever Park should be added to the Risk Register. PH stated that an update on Lever Park was included on today's agenda but proposed that this be brought forward and discussed as the next item.

**Agreed:** That the Risk Register be approved subject to the above changes

**Action:** DS (update Risk Register)

**7. LEVER PARK UPDATE**

The Board of Trustees, having designated details of the discussion that followed as confidential in accordance with Article 125 of the Articles of Association, this information is excluded from these minutes.

**8. GDPR / DPO UPDATE**

DS confirmed that there were no data breaches to report.

**Agreed:** That the GDPR / DPO Report be received and noted

**9. STATUTORY ACCOUNTS AUDIT REPORT AND ACTION PLAN UPDATE**

The Board of Trustees, having designated details of the discussion that followed as confidential in accordance with Article 125 of the Articles of Association, this information is excluded from these minutes.

**10. DATES OF NEXT RISK & AUDIT COMMITTEE MEETING**

SH reported that she would be unable to attend the next meeting scheduled for Friday 24 June 2022. The Chair proposed that the date be changed if possible.

**Agreed:** That the next meeting take place on Thursday 23 June at 11.00am

**11. CONSENT TO ABSENCE**

All governors were present.

**12. ANY OTHER URGENT BUSINESS**

There were no items of Any Other Business.

**13. CONFIDENTIALITY**

**Agreed:** That the following matters discussed at this meeting be designated as confidential in accordance with the Academy's Memorandum and Articles of Association:

Minute Number 6 (B4 – Coronavirus)

Minute Number 7 (Lever Park update)

Minute Number 9 (Statutory Accounts Audit Report)

The meeting closed at 12.15 am.

**SUMMATIVE ACTIONS:**

<b>Minute No.</b>	<b>Responsible</b>	<b>Action</b>
4	PH	Speak to RL re ragged matrix and attendance report
4	DS	Speak to Head of ICT
6 & 7	DS	Update Risk Register

Signed as a correct record: \_\_\_\_\_

Date: \_\_\_\_\_

(Chair of Risk & Audit Committee)