

Documents circulated prior to the meeting	<p>Finance https://docs.google.com/document/d/1HG32VR6O46yHwPXkXKJLfJ1EAV_tbLAp?rtpof=true&usp=drive_fs</p> <p>Audit clearance papers https://drive.google.com/file/d/1BUo19yOP2OJUAgA8coO94mS789FsvjD_/view?usp=drive_esdk audit clearance memorandum.</p> <p>https://drive.google.com/file/d/1Z1XhXx_FrxhyDCCvGjW7Hugovd9IDdFF/view?usp=drivesdk trustee report and finance statements</p> <p>Minutes from FAR meeting 23.6.23 https://drive.google.com/open?id=1ixjlv_iaLa2Asp83TpzpAWcMKYC8U2hU&usp=drive_fs</p> <p>CEO report https://docs.google.com/document/d/1HG32VR6O46yHwPXkXKJLfJ1EAV_tbLAp?rtpof=true&usp=drive_fs</p> <p>HR quotes</p> <p>https://drive.google.com/open?id=1QYo_FSxQADGFQuGwbHOHmol54G1faUEf&usp=drive_fs DPO report</p>
Attendees	<p>Mrs S Cockayne, Mrs M Havelock - Crozier, Mrs C Humphries, Mrs Angela Burns, Mr P Halifax, Mr C B Smith, Mrs Charlene Gethin, Mrs Shanie Cole, Audit team, Miss N saint via audio record.</p>

	Agenda Item Title	Minutes
1	Prayer	Chair welcomed everyone to the meeting and CG welcomed and started the meeting with a prayer.
2	Apologies	None necessary.
3	Pecuniary Interest, Statements of Assurance	All up to date as per the last meeting held and confirmed no new declarations needed.
4	Minutes from previous meeting	Chair asked Directors if the previous minutes were agreed to be true, accurate and fair and all agreed to this of the previous minutes. Any actions from the previous meeting are all completed, and noted by CG. Chair requested that any points which are found to be confidential are to be highlighted as so in discussion and minuted in accordance. Approved and signed physical copy.
5	Audit, Finance and Risk Includes Finances, Audits, Estates, facilities and infrastructure (Inc. IT)	The Audit team reported back to the Directors in the meeting of findings of this year's audit, started with a massive thankyou to Shanie for the support as it made the process smooth this year. Circulated documents to all prior to the meeting. Action - Audit needs additional bank statements (SC is aware) and PH (Peter's) details for money laundering checks and purposes. Overall, no issues arising and all satisfactory. Discussed detail of the unspent capital balance, carry forward and off set, this is the standard procedure.

Director questioned standard practice and in relation to a fair split of spend per school.

SC confirms that schools are allocated the funding they need as required.

Director questions around regulatory wise if there is any conflict ... and Audit confirms, no from a regulatory point of view, there is no conflict.

Audit highlights MAT expansion (The Mease going ahead to join the TSSMAT on 1st February 2024)

Director questioned potential financial liability to the MAT if the joining stalls or does not go ahead... CG / SC confirm if the process does not go ahead we can keep the funding already spent so far on the process. CG reassures around a relatively straight forward process to join, The Mease is invested in the process.

Director questioned the current Trust estates needs such as windows and liability faced, and potential financial need for The Mease estate... CG confirmed no risks have been found or known.

Director questioned the depreciation of assets, how it affects the schools ... Audit confirms this has no impact, as no tax to be paid by the MAT.

Director notes congratulations on a good job to Shanie.

Action - Audit to send all documents to CG ahead of Director meeting 1.12.23, for signing.

Director questioned if Audit can highlight the main risks or positives that the MAT should be aware of for potential growth.

Audit responded that the Trust demonstrates a well and cleanly run financial and management element. To continue to keep due diligence on potential new joins accounts and budget.

Director questioned around The Mease due diligence, SC confirms that accounts and budget have already been checked for The Mease, in a position where all know that realistically there will not be money made but also no money lost.

Audit confirm they can give a non formal view and a second view of finances if needed but not in affiliation, for or against, must be independent from the MAT. CG confirms we have benchmarking data needed, it is just in a smaller format than larger Trusts.

Highlighted, the land at Mary Howard and how this must be moved over before The Mease admises, *Director confirms if he has understood correctly the land need to be taken out of the federations responsibility before the federation becomes part of the Trust,* Audit respond, yes. (FSA approval otherwise for disregard of land process is lengthy.)

Lloyds bank accounts, discussed the main MAT account and savings interest rates, *Directors recommended higher rate fixed rate account for the reserve funds to maximise (keep easy access funds as needed and inter day transfers.)*

Action - continue to review bank accounts / 85k security, and whether this applies to business and personal.

PH highlights risk profile and share money across (85k)

PH confirms well done Shanie on Audit.

Kitchen quotes, the process is ongoing. Directors discussed the steriliser and dishwasher system, Angela to support the process with Shanie and Alex.

KPI **action** rag rating to be discussed at Directors meeting with management accounts.

		<p><u>Data protection</u>, <i>Director questioned around shaded areas in the report / data and what this represents</i>, action JB identity / note at the Directors meeting the shading element and what it indicates to.</p>
6	<p>Risk Management Internal assurance</p>	<p>Cyber security report, all confirmed are happy.</p> <p>Penetration tests, discussed briefly and agreed for Action - PH to take action of final decision next week at Directors meeting.</p> <p>Risk register reviewed, added items from last meeting, Microsoft servers and bullying incident recommended and updated.</p>
7	<p>CEO report in relation to: Estates, facilities and infrastructure (Inc. IT) Environmental impact and decarbonisation plans</p>	<p><u>Pay award review</u>, CG gained approval from Directors (pay backdated from April,) <i>Director questioned management accounts year ending.</i> Action - Shanie to check management account year ending and confirm to Directors. CG highlights that MAT did not win the TCAF bid. Plan to reapply in March for the same fund. The company CG has in mind, can potentially do a growth audit of the MAT, the company will look at the current bid and adjust accordingly, if successful then a percentage of the bid is taken as payment (from the bid total.) CG to confirm if the company operates on a no win no fee basis.</p> <p><u>HR quotes</u>, <i>Director confirmed and approve the continuation of PHRP based on significant due diligence and quotes.</i> EFSA reserves Trust are within boundaries. Continue to work with unions, <u>accept Trusts position.</u></p>
8	<p>CEO report in relation to: Health and Safety</p>	<p>Updated Directors on the roof issue at Anson, windows at RC, water tank / boiler at TH.</p> <p>(Conversation cont'd naturally on to the below topics as per agenda, which is listed in Point 6 Risk Management, Internal Assurance)</p> <p><u>Cyber security report</u>, all confirmed are happy.</p> <p><u>Penetration tests</u>, discussed briefly and agreed for Action - Peter to take action of final decision next week at Directors meeting.</p> <p><u>Risk register reviewed</u>, added items from last meeting, Microsoft servers and bullying incident recommended and updated.</p>
9	<p>CEO report in relation to: People Development and Management Includes: Human Resources, Recruitment and Retention, CPD, Capacity and Succession planning, Wellbeing, Partnerships</p>	<p>All agreed, will discuss points allocated in point 9, CEO report in relation to People Development and Management, at the Directors meeting 1.12.23, RC.</p>

10	Reflection - What have we achieved in this meeting that will improve outcomes for the staff and learners in our Trust?	<p>Following audit and discussions in the FAR meeting all agreed in a good position as a strong Trust in terms of probity, and financial management.</p> <p>Highlighted the importance of Shanies role and to discuss at Directors meeting the risk of SC role if not available. <i>Director questioned the mitigation.</i> SC / CG discuss options to discuss in more depth at Directors. <i>Director questioned the growth, financial support / role needed going forward realistically. A logical plan is needed and to be discussed (The Mease) work load for the central team going forward.</i> CG confirms this is what is needed. Start to look at the numbers potentially an extra ½ day a week and what this would look like financially across the central team. <i>Director stated importance around continuing to recognise economies of scale.</i> Action - SC work out costs for ½ day each a week, contingency buffer of how much time needed across the time needed and what up to worst case costs. Action - CG to add the financial audit comments and results highlights to the new joining pack as a positive. Satisfying Trust around cyber security.</p>
11	Any other business	<p>Anson boiler update. SC updated on 3 quotes which have been gained. CG updated, risk assessment done on day 1 and informed parents. Insurance claim. CG update further at Directors 1.12.23. Chair thanks and closes the meeting.</p>

Signed..... Date

Actions arising from 24.11.23

Item	Action to be taken	Action by whom	Action by when
5a. Audit, Finance and Risk	Action - Audit needs additional bank statements (SC is aware) and PH (Peter's) details for money laundering checks and purposes.	Audit, SC, PH	As soon as able
5b. Audit, Finance and Risk	Action - Audit to send all documents to CG ahead of Director meeting 1.12.23, for signing.	Audit, CG, Directors	1.12.23
5c. Audit, Finance and Risk	Action - continue to review bank accounts / 85k security, and whether this applies to business and personal.	SC	As soon as able
5d. Audit, Finance and Risk	KPI action rag rating to be discussed at Directors meeting with management accounts.	CG, Directors	1.12.23

5e. Audit, Finance and Risk	Data protection - <i>Director questions around shaded areas in the report / data and what this represents, action</i> JB identity / note at the Directors meeting the shading and what this indicates.	JB	1.12.23
6. Risk Management internal assurance	Penetration tests, discussed briefly and agreed for Action - Peter to take action of final decision next week at Directors meeting.	PH	1.12.23
7. CEO	<i>Director questions around management accounts ending.</i> Action - Shanie to check management account ending and confirm to Directors.	SC	1.12.23
10. Reflection	<i>Director questioned around growth, financial support / roles needed going forward realistically.</i> Action - SC work out costs for ½ day each a week, contingency buffer of how much time needed across the central team and what up to worst case costs could look like.	SC	As soon as able
10. Reflection	Action - CG to add the financial audit comments and results highlights to the new joining pack as a positive.	CG	As soon as able