

THE MAST ACADEMY TRUST



Meeting	Venue	Time	Date
Members statutory accounts approval	Scissett Middle School	4.30pm	Wednesday 18 th December 2019

Company ID	10357163
------------	----------

Start of meeting	16:32
Close of meeting	17:01
Attendance	40%

Present		In attendance	
Name	Role	Name	Role
Martyn Jones	Chair of Trustees	Melanie Humphreys	Clerk
Christine Pickavance	Member (Chair)	Jason Field	CFO
		Natasha Greenough	CEO
		Mandy Stephenson	Audit Manager
		Ross Preston	Audit Director
Absent with Consent			
Name	Role		
Mr P Laurence	Member		
Mrs C McDermott	Member		
Mrs S Lord	Member		

<p>1 Apologies for absence, consent and declarations of interest</p>	<p>Introductions were completed by everyone in the room.</p> <p>RESOLVED: Apologies for absence had been received from Mr Laurence, Mrs Lord and Ms McDermott.</p> <p>RESOLVED: There were no declarations of interest</p>
<p>2 Notification of items to be brought up under Any Other Business</p>	<p>RESOLVED: There were no items declared under any other business.</p>
<p>3 Matters arising</p>	<p>RESOLVED: There was none declared at this meeting.</p>
<p>4 Statutory Accounts</p>	<p>Mazars provided highlights and key points of the audit completion report.</p> <p>RESOLVED: The audit is now complete as the accounts have had their final review and ready for signature. Once Audit is complete the audit director will sign the accounts and they will be filed tomorrow (Wednesday 1th December 2019).</p> <p><u>Highlights and key points</u></p> <p>There are no significant findings in the management judgement.</p> <p>In addition to the risks raised that the planning stage there was one further risk identified as the capitalisation of fixed assets. This related to the summer CIF funding. The auditor found no issues.</p> <p><u>Unmodified regulatory opinion.</u></p> <p>There points were identified.</p> <p>1. <u>Purchase of alcohol.</u></p> <p>The purchase of alcohol with public funds is not allowed. An amount has been identified within the trust, this is was a significant finding but does not impact on regulatory opinion.</p> <p>This came from one school not having a PTA and purchased alcohol for parent events using unrestricted funds. This is no longer permitted and a noted has been issued to leadership, trustees and governors.</p> <p>It was noted there has been a spend since September, but this ceased in at the start of December.</p> <p>2 & 3. These items are level three which are minor points.</p> <ul style="list-style-type: none"> • Updates on websites • Declaration of interest for two members of the senior team – this has now been completed.

Control recommendations

It was noted that the prior year recommendations have been implemented.

One employee had TUPE across from Kirklees that the contract could not be produced for.

It was noted that Kirklees would have retained the record, the auditors could not view the contract or photo ID. This again is a level 3 recommendation.

It was further noted that the two recommendations from last year have been closed, indicating a position direction of travel.

Q. Are you comfortable with Kirklees holding the contracts as long as you/we have access to?

A. Yes as long as you can access it.

It was noted on a TUPE transfer the original contracts are hard to get from Kirklees – the trust need to investigate this. The Trust should have received confirmation of the TUPE transfer from Kirklees.

Miss statements

It was noted that there were two items within these findings.

1. The funding of the fixed assets for the fire doors
There was a difference of treatment between the schools, this is rectified across the trust to be standardised.
2. There was an error on a contract schedule. This related to the CIF funding and was an overstatement in expenditure.

Both of these are above a value that that needed to report but does not cause concern.

It was noted the pension's information was late.

Mazars confirmed they have no concerns.

It was noted the letters of representation need signed.

Ms Stephenson asked if they was any representation of fraud that we have not been made aware of prior to signing.

The letter of representation was signed by accounting officer (Mrs Greenough) and chair of Trustees (Mr M Jones).

It was noted that the Trustees report needs to be signed.

The Trustee report was signed by Mr M Jones.

	<p>It was noted that the Governance statement needs to be signed.</p> <p>The governance statement was signed by Mr Jones & Mrs Greenough.</p> <p>It was noted that the Regulatory statement needs to be signed.</p> <p>The regulatory statement was signed by Mrs Greenough.</p> <p>Q. Is this document that details how we have spent the public monies and complied with regulations?</p> <p>A. Yes, every academy trust has to submit these accounts.</p> <p>It was noted that that the auditors would send signed copies back to Mr Field on Thursday 19th December 2019.</p> <p><u>Future developments in Academies Finance Handbook.</u></p> <p>It was noted the developments mean that a cash flow and balance sheet are now required.</p> <p><u>Accounts approval 2020.</u></p> <p>It was noted that this work needs to be completed earlier at the end of 2020, no later than 12th December 2020, with plenty of notice for the date of the approval meeting.</p> <p>It was further noted that Mr Field will need additional resources to produce the reports.</p> <p>Mazars felt the Academy is in a good place.</p>	
5	Any other business	RESOLVED: There were no items brought under any other business.
6	Dates of future meetings and possible agenda items	RESOLVED: The meetings for 2020 will be arranged and advised in good time.