



MINUTES OF THE EXTRAORDINARY MEETING OF THE BOARD OF TRUSTEES

Wednesday 14 December 2022 at 6.00 pm

Venue: Teams

Present:

- Mr T Bailey (TB) Trustee, Chair of Finance & Premises Committee
- Mr M Howell (MH) Trustee, Chair of Audit and Strategic Development Committee
- Mr E Judge (EJ) Trustee
- Mr P Nagle (PN) Trustee, Chair of Trustees
- Ms L Smart (LS) Trustee, Chair of HR Committee
- Mr C Wakefield (CWA) Executive Principal

In attendance:

- Mr R Scott (RSC) Director of Finance & Premises

Apologies:

- Mr T Baster (TBA) Joint Head of Academy
- Mrs R Clark (RCL) Joint Head of Academy
- Mr J Everard (JE) Trustee, Vice-Chair of Trustees, Chair of Pay Committee

This group was quorate for the purpose of resolutions

Item	Topic	Minute
1.	Welcome and apologies for absence	Apologies for absence were NOTED.
2.	Notification of Any Other Business	There were no matters of Any Other Business raised.
3.	Declaration of Business Interests	There were no new declarations of business interests and no Trustee recorded any conflict of interest with the items on the agenda or the receipt or giving of any gifts or hospitality since the last meeting.
4.	Approval of Financial Accounts 2021-22	Trustees NOTED the Report to the Board and Financial Statements: a) deadline for submission to Department for Education was 31 December 2022 b) the lateness of the papers being finalised and circulated was due to the papers being received from the external auditors on 12 December 2022 RSC advised that a new process had been trialled this year whereby the academy had submitted all documentation by 1 September 2022 but this had resulted in audit adjustments being made after that date by both the auditors and the academy. The academy will revert to the usual process for this academic year and will ensure all documentation is submitted by 1 October 2023.

		<p>c) the Audit Committee had taken place this afternoon with the auditors who had confirmed that they had completed the full scope of audit work.</p> <p>There was a discussion regarding the academy being a going concern and how the academy was managing the rising cost of inflation which was a national issue for all schools.</p> <p>1. Report to the Board: Significant Issues raised in 2020/21:</p> <p>Trustees NOTED that of the four findings, two had been resolved and two were outstanding, one of medium and one of low risk:</p> <ul style="list-style-type: none"> i. invoices on the system not having the required authorised signatories was retested this year and 1 out of 24 were not correctly authorised; there was an email of authorisation but not a physical signature on the invoice. This carries forward as a medium risk ii. not all prior year audit journals had been posted which meant that there was an opening balance discrepancy of £4,900 which related to one journal entry which an auditor, who has now left the company, had put through after the balances had been agreed but did not tell the academy what it was for, and auditors cannot identify the journal entry iii. auditors were unable to confirm salaries for three employees as salary employee letters had not been sent to the employees. RSC advised that during lockdown year 2021/22 the academy did not issue salary letters iv. there was an incorrect number of authorised signatories obtained to purchase the heating upgrade and this had been rectified immediately. <p>2. Report to the Board: Recommendations 2021/22:</p> <p>Trustees NOTED that there were four findings, one medium risk and three low risks:</p> <ul style="list-style-type: none"> i. repeat of audit testing opening balance as it caused the same issue as the year before ii. repeat of salary pay rise letter as related to year of audit iii. two new Trustees not completed skills audits iv. prepayments not been properly accounted within the applicable year. RSC acknowledged that this was a genuine mistake that had arisen from implementing an update on the financial accounting system and had been rectified immediately. <p>Trustees thanked staff for all their efforts and the excellent report and noted that a thorough analysis had taken place.</p> <p>3. Financial Statements</p> <p>Trustees NOTED:</p>
--	--	--

		<p>i. the significant swing on the pension fund; this was a balance sheet entry and had no material effect on the way the academy operated. The overall pension liability of £7.5m had dropped to £840k due to the change in the way the actuary had valued the pension fund this year and market performance to 31 August 2022</p> <p>ii. section 17 – consolidated accounts; there was a carry forward of unrestricted funds of £493k which was achieved by ensuring that the correct items were listed against capital funding rather than revenue. £100k will be required for capital projects which provided a revenue carry forward of £395k as forecasted.</p> <p>TB questioned how close will the month 12 management accounts link to the £393k of reserves.</p> <p>RSC advised that the management accounts will clearly outline what was capital and revenue.</p> <p>Trustees requested that a schedule of key dates for the audit action plan be available for next year’s audit including the approval process by the Board of Trustees. This will inform the dates of approval meetings and the Annual General Meeting.</p> <p>Trustees unanimously APPROVED the Financial Accounts for receipt by the Academy Trust.</p> <p>MH proposed the recommendation, seconded by TB and AGREED unanimously.</p>
5.	Any Other Business	There were no matters of Any Other Business.
6.	Date of next meetings	22 March 2023 12 July 2023

Meeting closed at 6.25 pm

Actions

Date of Meeting/ Item number	Topic	Minute
14.12.22 item 4	Schedule of key Audit dates	RSC to provide a schedule of key dates, as agreed with the auditors, for the audit action plan for next year’s audit including the approval process by the Board of Trustees. This will inform the dates of approval meetings and the Annual General Meeting arranged by the Clerk.