





None.	
The minutes of the Audit & Risk Committee Meeting held on 11 th July 2022 were received and agreed and will be signed electronically by the Chair.	
The outstanding actions on the tracker were reviewed and updated.	
Item 5.3 Audit Action Tracker agreed that procurement would be kept on review as Agreed that the Clerk would add this to the Action Tracker.	

KS explained that the document circulated in advance of this meeting details the returns we have made over the last three months. Audits have been carried out has now been sent off. The Apprenticeship report has also been sent to the DfE and all deadlines have been met for the required returns.

Land and Buildings Return



changes; Abbey School saw a significant increase in their in-year surplus of over £100k because of a delay in the spend of a capital project. Abbey also received more from an LA payment than expected. This is a payment in advance relating to the 2022/23 financial year so this will need to be considered.

Becton School KS explained there had been a few issues around LA funding for KS explained that there had been some confusion about what income was due and their financial position will be slightly worse than expected because of this.

KS explained that there will be some movement between audited figures and year end.

KS explained that there will be a bigger in-year adjustment for the in-year pay award which is not included in any of these figures. However, this award still has not been formally approved. KS explained that every support staff member on JNC terms and conditions will receive a pay increase of £1924 per annum regardless of their pay scale. We are looking at this issue and the costs associated with this, particularly as this is likely to be backdated to April 2022. We estimate the cost of this will be around £0.5m.

With all these changes taken into account we expect to finish the year as we anticipated.



<p>KS noted this point and agreed that we will look at this when all payments have been made.</p>	
<p>KS explained that BHP have completed their third report for the year and have highlighted two medium RAG rated recommendation, both of which relate to petty cash. KS explained that one of the petty cash reimbursements did not have receipts and the second issue is a difference between what is on the finance system and the school reconciliations. KS explained that the plan is to remove petty cash completely after October half-term to avoid any of these types of issues in the future.</p> <p>SB commended KS and her team and noted that this is a big improvement on past years when there have been many pages of issues raised and this year there are only two.</p> <p>All members supported the proposal of removing petty cash completely and felt that this is a good step forward.</p> <p>KS explained th system. We are now resolving this to make sure that all expenditure is recorded. There are some questions around how petty cash is being handled at Kelford and KS and WC will bring a report back to the next meeting. KS confirmed that there is no info that BHP need at this stage.</p> <p>KS explained that the October census is not as relevant to how special schools are funded. KS will present the figures with other information around pupil numbers etc.</p> <p>We will raise this with our external auditors in the November meeting to see if there is anything else they would recommend by way of systems or training for Directors.</p>	
<p>JH explained that the report is slightly different from last year and has been presented as three main areas with a section at the end picking up on issues and risks. Performance indicators for this year are largely the same as last year.</p> <p>Key points to note:</p>	



A Trust-wide ICT team is now in place and this service has been centralised and is already showing positive benefits.

We have appointed a Performance and Data Analyst who is working closely with JT and



