



**Open Minutes of the Meeting of the Audit Committee
held in Room 141 on Thursday 14th March 2019 at 4.00pm
at Harborne Academy**

| Present: | Apologies: |
|--|------------------------------------|
| Tim Jones (External Governor) (TJ) | Helen Land (Sponsor Governor) (HL) |
| Wendy Stevens (Sponsor Governor) (Committee Chair) | Lydie Suana (Staff Governor) (LS) |
| Sue Woodward (Sponsor Governor) (SG) | |
| In Attendance: | |
| Catherine Bennett (Company Secretary) | |
| Jessie Elbaz (Head Teacher) | |
| Debbie Smyth (Business Manager) (DS) | |
| Louise Tweedie (RSM) (except Item 4) | |
| Bethany Weir (Data Manager) (BW) (items 1 – 3) | |

Ch = Challenge

Im = Impact

SP = Support

FI = Further Information

Welcome

The Chair welcomed everyone to the meeting.

Declarations of Interests

There were no governor declarations of interest other than those set out in the Register of Interests. It was agreed that no auditors would be present for the discussion of Item 5 (Appointment of Internal and External Audit Service).

Declarations of Irregularities

There were none.

Item 1 – Open Minutes of the Meeting held on 5th December 2019

The Chair led the Committee through the above minutes. It was agreed that they were a true and accurate record of the meeting and could be signed by the Chair.

Matters Arising - Actions Log

The Chair led the Committee through the actions log which was updated accordingly.

Item 3 – Internal Audit Reports

The Chair agreed that Item 3 could be taken at this stage.

- (i) *GDPR Advisory Audit*

- 3.1 LT presented this item and led the Committee through the accompanying advisory report. LT stated that the Academy was in a good place in terms of GDPR compliance and outlined next steps as to where improvements could be made going forward as set out on Page 2 of the Advisory Report.

Actions: As set out in the Management Actions Log attached.

- 3.2 **Ch** – SW asked whether it is usual to have the Data Manager and DPO as the same person. LT stated that it can be problematic but not unusual in an organisation the size of the Academy.
- 3.3 **Ch** – TJ stated that we need to ensure that “legitimate use” has been defined (as set out on the ICO website) in relevant documentation and this was agreed.
- 3.4 **FI** – SW asked what the other three steps out of the 9 steps set out in the ICO guidance were. LT and the Company Secretary agreed to provide a response to this.
- 3.5 Overall, the Head Teacher and Chair agreed that this was a pleasing report showing good progress. LT reported that there will be a follow-up on actions in 2020 and a level of assurance could be provided the next time round.

RESOLVED

The Audit Committee resolved to recommend the GDPR Advisory Report to the FGB for approval.

BW left the meeting at this stage.

(ii) Progress Report

- 3.6 The Chair opened this item stating that it is fair to say that at the Academy's request, a number of audits had been put back but we were now getting back on track. LT led the Committee through the accompanying report and answered any queries raised. There were no further questions in terms of the follow-up audits.

RESOLVED:

The Audit Committee resolved to recommend the Progress Report to the FGB for approval.

Item 2 – Risk Register

- 2.1 This item was led by the Head Teacher and Chair. The Chair reported that a really useful KIT session took place where a revised template for the Risk Register was agreed and is more user friendly and meaningful.
- 2.2 The Committee then went through the Risk Register itself and the Head Teacher provided an update on key risk areas and mitigations.
- 2.3 **Ch** – SW commented to ensure that the Risk Register is frequently updated following SLT review and not solely for Audit Committee's benefit. This was agreed.

Action:

- (i) Ensure sponsorship arrangements are included in the Risk Register – as soon as possible – Head Teacher and Company Secretary
- (ii) Ensure colour coding of net and gross score are accurate – Head Teacher – as soon as possible
- (iii) Ensure regular review of Risk Register by SLT – Head Teacher - ongoing

RESOLVED:

The Audit resolved to recommend the Risk Register to the FGB for approval.

LT left at this stage


Item 4 – Confidential Item

This item has been recorded as a separate confidential minute.

Item 5 – Any Other Business

There was none.

Date of Next Meeting: 27th June 2019

Signed..........Date.....27/6/19.....

Chair of Audit Committee

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