



AUDIT AND RISK COMMITTEE - MINUTES

Minutes of the Audit and Risk Committee held virtually on Monday 3rd July 2023 at 4pm

Trustees: Mrs S Flack, Mr J Dunn (Chair for this meeting), Mr A Millner.

Also Present: Dr Blunden (Chief Executive), Mrs J Brinson (Director of Business and Finance), and Mrs B Couch (Head of CG).

Apologies: None

Not in attendance: Mr D Austin

Item	Decision	Action
1.	Welcome, Introductions and Apologies The Chair of the committee was not in attendance, Mr J Dunn agreed to act as chair for the meeting. The Chair welcomed all to the meeting – no apologies were received, Mr D Austin was not in attendance.	
2.	Minutes of 10th May 2023 The Minutes of the meeting held on 10 th May 2023 were APPROVED as an accurate record of proceedings.	
3.	Matters arising <u>Trust wide use of CPOMS</u> Trustees were INFORMED that this is continuing to move forward and all schools will soon be using CPOMS – this will allow more effective Trust oversight.	
4.	Risk Register Update Trustees DISCUSSED the amendments made to the risk register specifically around the budget position and the need for very careful management of budgets going forward. Trustees NOTED further discussion regarding this will take place at the next full board meeting. Additional changes NOTED were the removal of Covid to a more general pandemic risk and the highlighting of issues around lack of alternative provision places in Cornwall placing significant pressure on school to keep pupils in mainstream education beyond usual thresholds.	

<p>5.</p>	<p>Data Protection Officer Update</p> <p>Trustees NOTED the previously circulated report identifying the number of data breaches and subject access requests received for the current academic year.</p> <p>Trustees ASKED how we can be assured staff across the Trust understand the requirements to report breaches and were INFORMED that training is rolled out through SafeSmart and the completion of these by all staff is monitored, training has also been delivered to staff by PHP Law.</p> <p>Trustees RAISED concerns regarding the increased workload to deal with data protection and were INFORMED that this is being closely monitored with PHP law advising on the processes.</p>	
<p>6.</p>	<p>External Audit plan 2023</p> <p>Trustees RECEIVED the previously circulated external audit plan for year ended 31 August 2023.</p> <p>Trustees DISCUSSED the need to ensure a Trust focus on carbon reduction and sustainability – Jeremy Dunn volunteered to be the Trustee with a specific focus on this area.</p> <p>Trustees NOTED the cost of the external audit has increased due to the growth of the Trust.</p>	
<p>7.</p>	<p>Date of next meeting</p> <p>Wednesday 29th November 2023 at 4pm on Microsoft Teams.</p>	