



**Minutes of the extraordinary Audit and Risk Committee meeting held on 10th June  
2020  
at 4.00pm via Microsoft teams**

<b>Trustee name</b>	<b>Initials</b>	A = absence
Mr Ian Storey –(Chair) Trustee	IS	
Mr Mike Quigley- Trustee	MQ	
Mr Peter Mabbott - Trustee	PM	A
Mr Tim Hill – Co-opted	TH	A
Mrs Pat Bryn-Jones – Co-opted	PBJ	A
Mr Geoff Gadie – Co-opted	GG	A

In attendance: [staff or other invited persons]

<b>Staff name</b>	<b>Initials</b>	<b>Role</b>	A = Absence
David Cotton	DC	Chief Executive Officer & Accounting Officer	
Gary Corban	GC	Chief Operations officer	
Karen Bonser	KB	Senior Business Leader	
Neil Holmes	NH	Senior Executive Leader	
Cat Thornton	CT	Senior Executive Leader	
Jenni Harrison Hill	JHH	Clerk	

<b>Item No</b>	<b>Item</b>	<b>Action/ by who/when</b>
<b>ARC/40/1920</b> <b>Agenda item 1</b>	<b>Apologies for absence</b> Apologies for absence were received and agreed from Geoff Gadie and P Bryn Jones. No apologies were received from P Mabbott or T Hill	
<b>ARC/41/1920</b> <i>Agenda item 2</i>	<b>Declaration of interest and any changes to be advised</b> There were no declarations of interest, either direct or indirect, for any items of business on the agenda.	
<b>ARC/42/1920</b>	- Review Risk Assessments from Academy Committees for Re-Opening  Documents shared prior to meeting: - Covid 19 Audit and Risk Assessment Planning & Monitoring Report 10 June 2020 v1 - Academy Re-opening Programme Risk Assessment and Monitoring report for Academy Committees	

<p><b>ARC/43/1920</b></p>	<p>- <i>Nottinghamshire County Council Sample Covid-19 Risk Assessment Template</i></p> <p>The Chair of the committee explained that the format of <i>Audit and Risk Assessment Planning &amp; Monitoring Report</i> had changed, still encompassing the 7 key areas of risk recommended by the Confederations of Schools Trusts.</p> <p>A blank template of the 27-page document <i>Nottinghamshire County Council Sample Covid-19 Risk Assessment Template</i> was shared on the screen and explained.</p> <p>Document: <i>Covid 19 Audit and Risk Assessment Planning &amp; monitoring report 10 June 2020</i> has been updated and version 2 was shared during the meeting and discussed.</p> <p>The process and moderation exercise were described to the committee. The report is a summary of risk assessment outcomes split by Primary, Secondary and Special academies, giving previous gradings and current gradings against target grades.</p> <p>The individual academy RAs have been reviewed by each Academy Committee, to highlight any concerns for the report for Audit and Risk committee.</p> <p><b><u>Primaries</u></b></p> <p><b>Trustee Question:</b> On what basis are the judgements of Red, Amber, Green (RAG) being made? Is it for what is current arrangements or future proposals?  <b>Response:</b> The RA's and ratings are for the current situation and imminent proposed developments, there may be some differentiation between primary and secondary because secondaries have not had the opportunity to test mitigations with pupils.</p> <p><b>Trustee Question:</b> At what point are risk assessments being updated for bringing in other year groups into risk assessments.  <b>Response:</b> Risks are being assessed daily, also looking ahead to what preparation is required for forthcoming proposed opening.. Preparation is underway for opening for year 1, phone calls are being made to parents, and assessments of physical space.</p> <p><b>Trustee Question:</b> PPE is rated as amber; target is green, is that due to insufficient supplies?  <b>Response:</b> The rating remains amber until assured that have enough stock to last until the end of term.</p> <p><b>Trustee Question:</b> Samuel Barlow Primary has Inadequate management of contractors and / or visitors increasing risk of COVID-19 transmission as a concern, where other primaries don't, is this something specific?  <b>Response:</b> The site has building developments being carried out. Due to contractors and managing the risk reviews of the processes and Health &amp; Safety checklists have been carried out, inductions and risk assessments have been carried out but not fully tested operationally.</p>	
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<p><b>ARC/44/1920</b></p>	<p>Summary: Primary- no high risk to bring to Audit &amp; Risk committee</p> <p>Next week risk assessments will bring into scope the next phase of opening. Any changes will be clearly annotated.</p> <p><b><u>Secondaries</u></b></p> <p><b>Trustee Question:</b> Have secondaries risk assessments been prepared on basis of beginning to open next week. Response: Yes, similar scoring across the board, infection control amber as more cautious than primary as not yet seen in operation.</p> <p><b>Trustee Question:</b> Retford Oaks has moved from green to amber? Response: The adjustment is a result of moderation this week by Senior Principals, Principals and Business Managers ensure consistency in approach.</p> <p><b>Trustees agreed</b> that the report should contain the current and previous two assessments on a rolling basis. cumulative column was no longer required. <b>Action:</b> three rolling dates of gradings.</p> <p>Secondaries Summary – Risks flagged by Academy Committees all based around infection control, as controls and mitigations have not seen this yet in operation. <b>Trustee Question:</b> 5/6 risks around infection control are brought to attention of A&amp;R committee but are not red on matrix? A discussion took place on recording and classification of these risks. <b>Action:</b> Possible evolvement of the reporting matrix, including showing gross risk (i.e. risk level absent mitigation).</p> <p><b>Trustee Question:</b> N Holmes was asked if he was confident about years 10 and 12 re-opening next week following all work put into RA's. Response: Yes, reviews will be carried out and after cycle of two weeks then if able to increase pupils then will come back with next phase.</p> <p><b>Trustee Question:</b> What response and reaction have you had from staff? Response: Staff are supportive with plans and training measures in place, the approach with parents, pupils, and wider community.</p>	<p><b>KB</b></p> <p><b>KB</b></p>
<p><b>ARC/45/1920</b></p>	<p><b><u>Special Schools</u></b></p> <p>Majority of risks ratings are amber, however there are some red rating this is due to pupils unable to understand Covid 19 control measures. There is an additional row in the RAs for medicine and feeding of pupils.</p> <p><b>Trustee Question:</b> For red ratings, if all controls and mitigations are in place then needs further annotation to show this.</p>	

<p><b>ARC/46/1920</b></p> <p><b>ARC/47/1920</b></p> <p><b>ARC/48/1920</b></p>	<p><b>Action:</b> Further reflection on how this is recorded.</p> <p><b>Trustee Question:</b> Why is risk of fire and delayed evacuation due to insufficient fire safety management target rating green, but actual rating amber? Response- Distancing and evacuation changes for children with different level of understanding will need training and drills to confirm operationally before this can move to green.</p> <p>Letter to Chair of Board – This item was deemed confidential and is reported in the confidential minutes.</p> <p><b><u>Hucknall 6<sup>th</sup> Form centre</u></b></p> <p>The RA process has been led by Diverse Academy Trust and shared with National Church of England Academy Trust. Red rating for PPE has now been resolved as supplies have arrived.</p> <p><b>Recommendation for Board:</b></p> <ul style="list-style-type: none"> <li>- Recommend approve proposed opening of Secondary w/c 15<sup>th</sup> June to year 10 and year 12.</li> <li>- Recommend approve Primary risk assessment</li> <li>- Recommend approve Special School risks assessments</li> <li>- Recommend continue to look at risk assessments on weekly basis with meeting next Wednesday 17<sup>th</sup> to discuss recommending approval for year 1 re-opening and to discuss Foundation re-opening</li> </ul> <p>Note that ongoing risk assessments will bring into scope the next proposed phase of opening as part of the risk assessment process.</p>	<p><b>KB</b></p>
<p><b>ARC/49/1920</b> <b>Agenda item 4</b></p>	<p><b>Determination of confidentiality of business</b> <b>Equality Act consideration</b> <b>Nolan Principles</b></p> <p>Trustees considered whether anything discussed during the meeting should be deemed as confidential. It was</p> <ul style="list-style-type: none"> <li>- Resolved: That the item regarding governance was confidential information.</li> <li>- There had been no Equality Act implications</li> <li>- Attendees were content that all decisions made adhere to the seven Nolan principles.</li> </ul>	
<p><b>ARC/50/1920</b> <b>Agenda item 5</b></p>	<p><b>Date and time of next meeting:</b> extra-ordinary meeting Wednesday 17<sup>th</sup> June 4.00pm via Microsoft Teams if required for re-opening risk assessments, otherwise Audit and Risk on 24<sup>th</sup> June at 4.00pm</p>	
	<p>The meeting closed at 17:16</p> <p>Signed.....(chair) Date.....</p>	