



**Minutes of the extraordinary Audit and Risk Committee meeting held on 17th June
2020
at 4.00pm via Microsoft teams**

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

In attendance: [staff or other invited persons]

Staff name	Initials	Role	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	

Item No	Item	Action/ by who/when
ARC/51/1920 Agenda item 1	Apologies for absence Apologies for absence were received from P Bryn-Jones.	
ARC/52/1920 Agenda item 2	Declaration of interest and any changes to be advised There were no declarations of interest, either direct or indirect, for any items of business on the agenda.	
ARC/53/1920 Agenda item 3	<ul style="list-style-type: none"> Review Risk Assessments from Academy Committees for Re-Opening Document issued prior to meeting: <i>Covid 19 audit and risk committee risk assessment planning and monitoring 17 June 2020</i>	
ARC/54/1920	Primary Summary The Trustees were informed the same moderation process has been applied as the previous week. Year 6 and Hubs return has been successful.	

<p>ARC/55/1920</p>	<p>Risk Assessments demonstrate no high risks being reported for Primaries. Current approval required is for Year 1 to re-open on Monday 22nd June and working towards re-opening for Reception on Monday 29th June.</p> <p>Trustee Question: The last two bullet points in <i>Covid 19 audit and risk committee risk assessment planning and monitoring 17 June 2020</i>, currently do not present a risk, is there a future risk? Response: Space and number of pupils related to a phased return are under review. Planning between Primary and Secondary Academies collaborative working is in progress. The confirmed numbers for Year 1 attendance are approximately half the cohort, early surveys are reporting the same figures for Foundation.</p> <p>Trustee Question: Is it anticipated that numbers would fluctuate as the term continues? Response: Pupil numbers have increased by a couple in most settings as a result of parent confidence. Expectation is that Year 1 and Reception may experience some increase, but the 'bubbles' are being set with capacity for slight increases.</p> <p>Trustee Question: Previous week risk assessment matrix was showing amber for Personal Protective Equipment (PPE) this is now green? Response: Two methods of procurement, both individual academies and centrally, has ensured suitable stock levels.</p> <p>Recommend updates to Primary risk assessments approved. Recommend continuing with plan working towards Year 1 opening of w/c 22nd June. Recommend continuing with plan working towards Reception and Foundation opening of w/c 29th June. All agreed.</p> <p>Secondary Summary Year 10 return this week has been successful. Current approval required is to carry out the risk assessment process to increase capacity on Monday 29th June in Tuxford Academy, East Leake Academy and Retford Oaks Academy.</p> <p>Capacity increase proposed is from 25 to 50 students in Tuxford Academy and East Leake Academy from 25 to 40 students and Retford Oaks Academy to 40 students per day.</p> <p>Trustee Question: Staff / pupils living with a shielded or clinically vulnerable person is amber rated on Tuxford Academy for target grade which differs from the other Academies? Response: Due to size of Tuxford Academy this data has been more difficult to gather.</p> <p>Trustee Question: To ensure consistency this requires a qualification as to why target grades should differ.</p>	
--------------------	--	--

	<p>Action: R Crispin to review with Secondary Business planning group to investigate reason for target differences.</p> <p>The committee discussed the matrix within the report and agreed for the matrix to be amended to report 4 weeks of current and historic ratings, to allow meaningful discussion of risks, controls put in place and level of risk.</p> <p>Trustee Question: With regards to students not socially distancing outside of school's grounds, what Covid education is being undertaken to raise awareness and social responsibility? Response: On return the 1st day is a presentation on safety and the reasons for these actions, however this is hindered by the belief that young persons are immune.</p> <p>Recommend proposed planning to increase Secondary student numbers w/c 29th June in year 10 (Tuxford Academy and East Leake Academy, Retford Oaks Academy) following risk assessment. All agreed.</p> <p>ARC/56/1920 <u>Special Academies Summary</u> Special Schools contain red high-risk ratings on the matrix due to pupils unable to understand Covid 19 control measures and some issues with transport.</p> <p>Trustee Question: Pupils unable to understand and recognise the COVID-19 control measures is red, what are the consequences of this? Response: The risk is contamination and infection, through a pupil who might bite, or intimate needs of pupils, who could be asymptomatic. Staff do deal with these situations normally, with risks of other infections, the introduction of new methods and PPE should bring about confidence. For transport, schools' leaders have been proactive in ensuring and monitoring with Local Authority, to ensure measures are put in place. The Local Authority have now reviewed PPE, cleaning, social distancing on buses, however before the rating is lowered, we want to see it in practice.</p> <p>Trustee Question: If all the mitigation measures are in place but not sure until practiced, is the likelihood that once staff are confident this will move to amber? Response: Yes</p> <p>On the basis that mitigation measures are in place. Committee agreed to recommend that we proceed, with appropriate caution. Action: Further reflection on rating.</p>	<p>R Crispin</p>
<p>ARC/57/1920</p>	<p><u>6th Form Summary</u> Year 12 return this week has been successful. National Church of England Academy Trust were confident in the completed risk assessments.</p>	<p>KB</p>

<p>ARC/58/1920</p>	<ul style="list-style-type: none"> • Agree recommendation to Trust Board - Recommend proposed planning to increase Secondary student numbers w/c 29th June in year 10 (Tuxford Academy and East Leake Academy, Retford Oaks Academy) following risk assessment. - Recommend updates to Special school risks assessments approved - Recommend updates to Primary risk assessments approved - Recommend continuing with plan working towards Year 1 opening of w/c 22nd June - Recommend continuing with plan working towards Reception and Foundation opening of w/c 29th June 	
<p>ARC/59/1920 Agenda item 4</p>	<p>Determination of confidentiality of business Equality Act consideration Nolan Principles</p> <p>Trustees considered whether anything discussed during the meeting should be deemed as confidential. It was resolved:</p> <ul style="list-style-type: none"> - No confidential items had been discussed - There had been no Equality Act implications - Attendees were content that all decisions made adhere to the seven Nolan principles. 	
<p>ARC/60/1920 Agenda item 5</p>	<p>Date and time of next meeting: Audit and Risk on 24th June at 4.00pm</p>	
	<p>The meeting closed at 4.51pm</p> <p>Signed.....(chair) Date.....</p>	