



**Minutes of the Extraordinary Audit and Risk Committee meeting held on 26th August
2020
at 2.00pm via Microsoft Teams**

Trustee name	Initials	A = absence
Mr Ian Storey –(Chair) Trustee	IS	
Mr Mike Quigley- Trustee	MQ	
Mr Peter Mabbott - Trustee	PM	A
Mr Tim Hill – Co-opted	TH	A
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
Karen Bonser	KB	Karen Bonser, Senior Business Leader - Business Development	
David Cotton	DC	Chief Executive Officer & Accounting Officer	
Gary Corban	GC	Chief Operations Officer	
Jenni Harrison Hill	JHH	Clerk to Board of Trustees	

Item No	Item	Action/ by who/when
ARC/01/2021 Agenda item 1	Apologies for absence Apologies for absence were received from T Hill, P Mabbott and P Bryn Jones	
ARC/02/2021 Agenda item 2	Declaration of interest and any changes to be advised There were no additional declarations of interest, either direct or indirect, for any items of business on the agenda. M Quigley reported that he was no longer a Director of Notts Fire Safety Limited.	
ARC/03/2021 Agenda item 3	Review Risk Assessments for September opening Document: <i>Covid 19 Audit & risk Committee Risk Assessment Planning and Monitoring 20-21 26 August 2020</i> was distributed prior to the meeting. The above document was shared on Microsoft Teams during the meeting and discussed. The committee was informed that all mitigations and controls are in place to provide a safe environment to welcome students back. Individual risk assessments continue to be in place for each academy. Risk assessments will continue to be reviewed on a daily basis. The marketing team are ensuring prompt communications of any changes on a daily basis.	

Discussions with unions have taken place, and risk assessments shared. Unions had confidence in risk assessments and declined an opportunity for site visits.
Hand washing stations and sanitisers have been installed across Trust sites.
Behaviour policies have been updated and communicated to reflect new practices.
In the event of positive Covid-19 cases National Institute for Health Protection (NIHP) will take decisions on how the Trust responds.

Primary Summary

The risks and controls and mitigations reported in document *Covid-19 Audit & risk Committee Risk Assessment Planning and Monitoring 20-21 26 August 2020* were discussed.
Building capacity and children's understanding of new arrangements are seen as the chief concerns.
Continued review and monitoring are in place.

Specials Summary

The risks and controls and mitigations reported in document *Covid-19 Audit & risk Committee Risk Assessment Planning and Monitoring 20-21 26 August 2020* were discussed.
Due to close and intimate work required between staff and pupils new training practices have been implemented.
Daily monitoring of absence and of the local Covid position will be carried out given that the intake is from varying locations.

Secondary Summary

The risks and controls and mitigations reported in document *Covid-19 Audit & risk Committee Risk Assessment Planning and Monitoring 20-21 26 August 2020* were discussed.
New guidance just released on face coverings will be reviewed and implemented.
Adequate supplies of face coverings are available. Assessment of visors for staff is in progress.

Trustee Question: What measures are being applied for social distancing?

Response: Children will be grouped in "bubbles" therefore lessons will not be social distanced. In communal areas social distancing will entail minimising crossover of "bubbles", one-way systems, no large gatherings, modified curriculum, and staggered lunchtimes.

Trustee Question: How will the PFI buildings in the Trust ensure cleaning after lettings?

Response: Risk assessments have prohibited lettings in order to control risks.

Action: Business Managers of PFI schools in the Trust to be contacted to ensure no lettings being permitted.

East Leake Academy Committee requested the full risk assessment document.

Decision: Full risk assessment can be provided as additional information, but the summary document is sufficient for role that the Academy Committee undertakes in the process.

KB/GC

	Action: Full risk assessment to be provided.	KB
ARC/04/2021 Item 4.	Agree recommendations to Full Board The committee were satisfied that appropriate processes have been implemented to identify the required controls and mitigations for risks. Recommend: Reopening to all students in September. All agreed.	
ARC/04/2021 Item 5	Determination of confidentiality of business Equality Act consideration Nolan Principles Trustees considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved: <ul style="list-style-type: none"> - That no confidential information had been discussed - There had been no Equality Act implications - Attendees were content that all decisions made adhere to the seven Nolan principles. 	
ARC/05/2021 Item 6	Date and time of next meeting: Wednesday 4 th November 2020, 4.30pm via Microsoft Teams	
	The meeting closed at 2.46pm Signed.....(chair) Date.....	