

The Gryphon Trust
Finance, Audit and Compliance Committee

Record of Meeting – 12 June 2019

Present: - Dominic Coburn, Keith Craze, Roy Wilkins

1. Dominic Coburn was elected as Chair.
Keith Craze was elected as Vice-Chair.
2. It was noted that the Committee should report its activities and findings to each meeting of the Board of Directors and that each meeting of the Committee should therefore shortly precede each meeting of the Board of Directors.
3. It was noted that the work of the Committee is to be scrutinised by the Board of Directors.
4. It was recognised that the appointment of a new Business Manager for the Trust was of significant relevance to the work of the Committee and that a close relationship between the current and new postholders and members of the Committee is essential.

Recommendation to the Board – that a member of the FACC should be a member of the selection panel for the appointment of the new Business Manager.

5. The Committee considered a paper presented by RW, which contained a programme of work for the Committee to be undertaken each half term during the school year. This approach was agreed by the Committee.
6. The Committee discussed priorities. It was agreed that the following areas of work should be prioritised by the Committee at this time: -
 - Review of the Risk Register
 - Scrutiny of 2019-20 and forward budget
 - Scrutiny of information, relating to school funding, submitted to the DfE and ESFA by the Trust, (pupil number returns, funding claims and other information), to ensure accuracy and compliance with funding criteria
 - Consider the findings of the External Auditors in their next report and take any related action deemed necessary by the Committee
 - Scrutiny of all business reports relating to the Trust, as and when produced/required

The Committee agreed to discuss the programme of work and consider priorities again at the next meeting.

6. Date of next meeting – TBA

Dominic Coburn
Chair, FACC