

**The Gryphon Trust**  
**Finance, Audit and Compliance Committee**

**Record of Meeting – 9 July 2019**

Present: - Dominic Coburn, Keith Craze, Roy Wilkins, Alan O’Sullivan

1. Record of the previous meeting was previously circulated and approved.
2. Matters Arising
  - Officers – KCE confirmed as Vice-Chair.
  - Appointment of Business Manager – KCE nominated by FACC to be a member of the selection panel.

3. Risk Management

RWS presented a Draft Risk Management Plan for the Trust. After discussion and amendments, it was agreed that RWS should present the amended Plan to the next meeting of the Board. The work of RWS in preparing and proposing the Plan was commended.

Recommendation – that the Board adopt the Risk Management Plan, with agreed amendments.

4. LGPS Discretions Policy

AON explained a proposed change of wording within the Policy, stating that the proposal duplicated a similar change made by HCC and that Board approval was therefore appropriate.

Recommendation – that the Board approve the proposed change of wording.

5. Any Other Business

5.1 External Auditors – AON advised FACC that the current external auditors had been in place for three years and that it was good practice to invite competitive tenders to perform this service every three years.

Recommendation – that the CEO/Board invite competitive tenders to deliver external audit services.

5.2 Policies Library – RWS proposed that a Library for Policies and Other Documents be created on the BoD website.

Recommendation – that the Board approve this proposal and that the CEO seek the initial and ongoing deployment of administrative resource to create and maintain this Library.

5.3 Building Costs – RWS proposed that a full financial statement on the building work be obtained and presented to the Board. It was noted that this proposal is in line with the approach to risk identified in the proposed Risk Management Plan, i.e. “1.2 Management of risk shall include contingency and business continuity planning”.

Action – RWS to obtain a full financial statement from the Facilities Manager.

5.4 Accounts May 2019 – AON circulated the accounts for information.

5.5 Training – DCN suggested that he and other members of FACC may benefit from professional training and proposed the research of suitable training, availability and costs.

Action – DCN to research availability and costs of relevant training.

5.6 Proposed business for the next meeting

Introduction of new Business Manager

Scrutiny of 2019-20 and forward budget

Review of Academies Financial Handbook 2019

Scrutiny of information relating to school funding, submitted by the Trust to the DfE/ESFA

5.7 Date of next meeting

Action – AON to propose a date to DCN, after considering other meeting cycles.

DCN to circulate date, (probably mid-September), and agenda.