



## Governance 2021-22

The information on Governance included here supplements that described in the Trustees Report in the 2021-22 Annual Accounts and in the Statement of Trustees Responsibilities. The board of Trustees has formally met 5 times during the 12 month period of the 21-22 accounts.

|                                   | <b>Role</b>                      | <b>Meetings attended</b> | <b>Out of possible</b> |
|-----------------------------------|----------------------------------|--------------------------|------------------------|
| Mr R Cohen                        | Chair of Trustees (2022 onwards) | 5                        | 5                      |
| Ms R Fleming-Nulty                | Former Chair                     | 0                        | 0                      |
| Mr T Parlom                       |                                  | 5                        | 5                      |
| Mr A Sparsis                      |                                  | 5                        | 5                      |
| Mr I Hughes                       |                                  | 5                        | 5                      |
| Rev. H M Buque                    |                                  | 3                        | 5                      |
| Mr J Gilbert                      |                                  | 2                        | 5                      |
| Mrs A Baker (appointed June 2022) | Chair of Audit Committee 22/23   | 1                        | 1                      |

During 2021/22 , one Trustee resigned and one new Trustee joined.

The board of Trustees met only 5 times in 21/22 but maintained effective oversight of funds due to shared information between Governing bodies, audit committee and staff pay and performance committee. The Chair of Trustees sits on the Worthing High School Governing Body.

## Audit Committee

The finance, Audit and Compliance committee is a sub-committee of the main board of trustees. The audit committee has an overarching role of oversight and scrutiny. It is responsible for reviewing the risks to internal control at South Downs Education Trust. The committee delivers an agreed programme of work that addresses any risks, to inform the governance statement that accompanies the school's annual accounts and so far as it is possible, provide assurance to the external auditors.

The audit committee has no executive powers or operational responsibilities.

The audit committee was supported by the internal audit function of Kreston Reeves for 2021/2022. The Internal Audit programme is agreed with the Chair of Trustees annually and the IA reports are presented to the audit committee and trustees. Three internal audits took place in 2021/22 on the following:

- Payroll
- Fixed assets
- Governance



Attendance at the audit committee meetings in 2021/22 was as follows:

|                     | <b>Meetings attended</b> | <b>Out of a possible</b> |
|---------------------|--------------------------|--------------------------|
| Mr R Cohen (Chair)  | 3                        | 3                        |
| Mr A Sparsis        | 3                        | 3                        |
| Mrs R Fleming-Nulty | 0                        | 3                        |

#### Finance, Audit and Compliance Committee (forms part of Audit Committee)

The Committee is a subcommittee of the main Board of Trustees and forms part of the Audit Committee. The Term of Reference for the Committee are available on the school website. The responsibilities of the Committee include to review, adopt and monitor a Finance Policy. To review, adopt and monitor all additional financial policies, including a charging and remissions policy. To establish and maintain a five year financial plan, taking into account priorities of the Academy Development Plan, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.

#### Staff pay and Performance Committee

The committee is a subcommittee of the main board of trustees. The term of reference for the committee are available on the school website. Responsibilities include recommending the staffing performance and pay awards each autumn term to the trustees. Ensuring that the school is staffed sufficiently for the fulfilments of the schools development plan and the effective operation of the school. It also oversees the operation of the schools appraisal policy – including the arrangements and operation of the Trust's appraisal procedures for the CEO and it establishes the annual and longer term salary budgets and other costs relating to personnel e.g. training.

Attendance at the staff pay and performance committee meetings in 2021/22 was as follows

|                     | <b>Meetings attended</b> | <b>Out of a possible</b> |
|---------------------|--------------------------|--------------------------|
| Mr I Hughes (Chair) | 2                        | 2                        |
| Rev. H Buque        | 1                        | 2                        |
| Mr J Gilbert        | 1                        | 2                        |
| Mr T Parkin         | 1                        | 2                        |