****

**Minutes of the Audit and Risk Assurance Committee**

**24 January 2018**

**Committee members present**

|  |  |
| --- | --- |
| Linda Farrant | Non-Executive Board member, Chair |
| John Hughes | Non-Executive Board member |
| Venessa Willms | Non-Executive Board member |

**Also in attendance**

|  |  |
| --- | --- |
| Amanda Spielman | Her Majesty’s Chief Inspector |
| Matthew Coffey | Chief Operating Officer |
| Louise Grainger | Director, Finance, Planning & Commercial |
| Simon Helps | External Audit - National Audit Office |
| Jane Forbes | Internal Audit - Pricewaterhousecoopers |
| Chris Monk | Internal Audit - Pricewaterhousecoopers |
| Naomi Stauber | Head of Corporate Governance |
| Saba Pooni | Audit and Governance Manager |
| Tom Zebedee | Deputy Director, Technology (item 3 & 6) |
| Alma Kucera | Head of Information (item 3 & 6) |
| Richard McGowan | Senior Information Rights & Delivery Manager (item 3 & 6) |

**Chairman’s introduction, declarations of interest, minutes and matters arising**

* 1. Linda Farrant opened the meeting and welcomed members, who welcomed Naomi Stauber, Head of Corporate Governance. There were no declarations of interest.
  2. Members accepted the minutes as an accurate record of the Audit and Risk Assurance Committee meeting held on 22 November 2017.
  3. Members noted the majority of actions as complete and that the remaining actions, relating to the culture audit and induction training for new members, were on track.

**Report from Chair and Members**

* 1. John Hughes reported that two co-opted members will be appointed on 1 February for a term of two years. The committee will welcome James Aston and Helen Jesson to their first meeting in March. They both hold accounting qualifications.

**General Data Protection Regulations (GDPR)**

* 1. Tom Zebedee, Alma Kucera and Richard McGowan presented an overview of the GDPR. They discussed Ofsted’s preparations.

**External Audit update**

* 1. Simon Helps presented an update on the value for money audit activity. The committee noted that HM Chief Inspector Amanda Spielman gave evidence about Learndirect Ltd to the Public Accounts Committee on 15 January. The committee also noted that the National Audit Office (NAO) is nearing the end of its examination of the extent to which Ofsted’s approach to inspecting schools is providing value for money. The NAO reported good engagement with Ofsted throughout its field work.

**Internal Audit update**

* 1. Jane Forbes presented an update on the activity completed since the last committee meeting on 22 November 2017. This included a report for the complaints about schools audit.

**Issued Internal Audit reports**

* 1. Jane Forbes reported that since the last ARAC meeting on 22 November 2017, PwC have issued four final reports. Members noted that Ofsted has made significant progress towards GDPR compliance. Audits about staff performance and talent management, complaints about schools and business continuity and disaster recovery were all classified as low risk.

**Progress against Audit Recommendations**

* 1. Executive Board members noted the progress against the audit recommendations report for end of December 2017.

**Interim Governance Statement**

1. Louise Grainger discussed the drafting of the Interim Governance Statement. It will form the basis of the full year statement which will be included in the Annual Report and Accounts. This report will be published in the summer.

**Finance Report**

10.1 Louise Grainger presented the financial position at the end of period 8.

**Any other business**

11.1 Matthew Coffey thanked Linda Farrant for all her support and challenge to the committee and wished her all the best for the future.

11.2 **The next Audit and Risk Assurance Committee meeting will take place at 10.30 on Wednesday 14 March 2018 in Clive House room 403a.**