

Omnia Learning Trust – Operations Committee Meeting

Held remotely via Microsoft Teams* from 10:00 – 11:00 on Tuesday 25th November 2025

Audit & Risk

Invitees	Role
Sarah Bellingham (SB)	OLT Head of Operations (HOO)
Jodie Croft (JC)	Board Director and OLT CEO
Carina Cuddington (CC)	OLT CFO (Edufin)
Hana Hamilton (HH)	OLT (GCO) Governance & Communications Officer (Clerk)
Alison Hill (AH)	Board Director
Tyler Jeffs (TJ)	Board Director – OPS CHAIR
Nicola Poole (NP)	Board Director
Jason Murphy (JM)	Board Director
Madi Walker	<i>Kreston Reeves (External Auditor)</i>
Simon Webber	<i>Kreston Reeves (External Auditor)</i>
Tom Tobias	<i>Kreston Reeves (External Auditor)</i>

**Disclaimer – Microsoft Teams Meeting Transcript*

This meeting will be held via Microsoft Teams and the automatic transcription function will be enabled for the purpose of assisting with accurate note-taking and the production of draft minutes. The transcript is not the formal record of the meeting; the approved minutes, once confirmed by the Board, remain the only official record. Transcripts will be stored securely and deleted once the minutes have been agreed. By joining this meeting, participants acknowledge and consent to the use of transcription for governance purposes

Agenda

Item	Agenda	Paper	Lead
1	Approval of Teams transcript, welcome and apologies for absence	N/A	Chair
2	Declaration of any conflicts of interest with agenda items, and declare any pecuniary or business interests or receipt of hospitality for Register of Business Interests.	OLT Register of Business Interests 2025-2026 (November 2025) <i>(Updated from 23/10/2025 after all committees captured)</i>	Chair
3	Identify AOB and/or confidential AOB	N/A	Chair
4	a) Approve minutes of October 2025 Operations meeting and confirm matters arising not on the agenda. b) Address actions points	Operations Committee Minutes 07-10-2025	Chair
5	Review External Auditor findings (management letter) and agree Trust management response (<i>ATH 4.15 2025</i>)	OLT Key Audit Findings Report for the year ended 31/08/2025	Chair

6	Review OLT annual report & accounts for recommending for Trust Board approval (<i>ATH 4.15 2025</i>)	Draft Accounts (Annual Report & Financial Statements – Year ended 31.08.2025)	Chair
7	Agree scope of internal audit for the spring and summer term 2025-2026 audit cycles (<i>ATH 3.8 2025</i>)	Please see base of agenda	Chair
8	Review the appointment of the External Auditors (effectiveness and resources) and agree Committee report to the Board including any recommendation for reappointment/dismissal and/or retendering (<i>ATH 4.15 2025</i>)	ATH 2025 Part 4.15	
9	AOB	N/A	Chair
10	Agree committee recommendation of confidential status of the meeting's documents (<i>Ref: 1.50-1.51 ATH 2025</i>)	ATH 2025	Chair

Confidential Section of Agenda

Suggested themes for scope of Internal Audit 2025-2026 (not an exhaustive list):

- Estates management, health and safety
- Strategic financial planning, efficiency, funding, and budgets
- Cash and banking
- Monthly financial closedown
- Management accounts and related information
- Procurement
- Related party transactions
- Human Resources/Payroll
- Induction/training
- Safeguarding/whistleblowing
- IT systems, cyber security/risk mitigation, data management and protection
- Business continuity plans/disaster recovery
- Risk protection arrangement and Insurance
- Environmental, social and governance (ESG) issues, including sustainability

For more details about possible themes for internal audit please refer to Annex 2 the DfE's 'Internal Scrutiny in Academy Trusts' guidance available here:

[Internal scrutiny in academy trusts - GOV.UK](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/101424/20191016-internal-scrutiny-in-academy-trusts.pdf)

Themes covered in previous academic years:

Two Audit Themes in 2024/5: Related party transactions, & IT and Cyber Security

Two Audit Themes in 2023/4: Non DfE Income (finance) & Governance

Two Themes in 2022/3: Financial Controls/Purchasing & HR/Payroll

Dates of future Committee meetings in 2025-2026:

Tuesday 10th February 2026 from 10-11.30am

Tuesday 21st April 2026 from 10-11.30am

Tuesday 16th June 2026 from 10-11.30am

Effective Governance:

Effective Governance comes from high-levels of engagement and attendance in meetings and beyond. Directors and Governors are expected to pre-read all materials and form questions in advance of meetings. Based on an understanding of the data/information, Directors and Governors can better support and challenge their school and the Trust. [OLT Governance Handbook 2025-2026]