



To: Alan Benton, Dave Brown, Phil Grundy (Principal), Tracy Penfold

Copies to: Tom Capewell, Nick Hyde (Deputy Principals)
Jacob Adeshina (ABO)

Sue Gill (Clerk to the Trustees)

Also in Attendance: Tim Morris Company Secretary/Secretary to the Board

AUDIT AND RISK COMMITTEE MEETING

This meeting will be held in the School on Thursday 10th March 2022 following the conclusion of the Resources Committee Meeting when you will be invited to attend for the business set out below.

Documents to be considered are also available on the Trustees' online resource library.

If you are unable to attend the meeting or wish to include any other matter of business, please notify me at tmorris@highamparkschool.co.uk Tim Morris Company Secretary/Secretary to the Board.

AGENDA

- 1. WELCOME AND APOLOGIES FOR ABSENCE**
 - 1.1 Apologies for absence accepted
 - 1.2 Apologies for absence not accepted
 - 1.3 To consider disqualification for non- attendance
 - 1.4 Quorum

- 2. DECLARATION OF INTEREST**
 - 2.1 Trustees to declare any interests they have in any of the following agenda items
 - 2.2 Standing declarations – Tracy Penfold, Chair of Governors Edinburgh Primary School, Governor Opossum Federation.

- 3. MINUTES OF THE AUDIT AND RISK COMMITTEE – 27TH January 2022**
 - 3.1 To receive and approve the minutes for content and accuracy.
 - 3.2 Matters arising:
 - 4.1.1 Declaration of gifts to be a standing item at the first board meeting – **this is noted and incorporated into the meeting plan for next academic year.**
 - 4.1.3 JA to oversee the tendering process for internal and external auditors – progress detailed in **item 4.3 for internal audit and 5.1 for external audit**
 - 5.3 External auditors tender list to be sent to members – **completed**
 - 5.5 AAA to show JA her recommended list of providers and contact for interest – **complete**
 - 6.1.3 Chair and AAA to work on risk register categorisations – **item 6.1**



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4. INTERNAL AUDIT

- 4.1 Internal Audit Report nr 2 – JA to update on progress to date
- 4.2 Health and Safety Audit – JA to confirm when this is programmed to take place.
- 4.3 Internal Audit Services tender – JA to confirm programme

5. EXTERNAL AUDIT

- 5.1 External auditors' tender (JA) – Trustees to note report detailing progress to date.

6. SCHOOL ITEMS

- 6.1 Risk Register 21/22 (PG) – Discussion on the six areas to be reviewed

7. AOB notified before the meeting

8. Date and Time of next meeting

To be confirmed – subject to the internal audit visits.