



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

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

Summaya Aziz, (CFO)

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 14<sup>th</sup> October 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@highamsparkschool.co.uk](mailto:tmorris@highamsparkschool.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. APPOINTMENT OF OFFICERS**
  - 2.1 Election of Chair for the audit and risk committee for the academic year 2021/2022
  
- 3. DECLARATION OF INTEREST**
  - 3.1 Trustees to declare any interests they have in any of the following agenda items
  - 3.2 Standing declarations – Tracy Penfold, Chair of Governors Edinburgh Primary School, Governor Opossum Federation. Claudine Crossley, Governor at Churchfields Primary School
  
- 4. INTERNAL AUDIT**
  - 4.1 Confirmation of Visit Dates for 21/22 (SA)  
Trustees are asked to note the dates for 21/22
  - 4.2 Internal Audit Tracker (SA)  
Trustees are asked to note any outstanding items and the timescale to resolve them
  
- 5. EXTERNAL AUDIT**
  - 5.1 Audit Plan for 21/22 (SA)  
Trustees are to note the external Auditors' timescales provided to meet the reporting deadline



5.2 Accounts Plan for 21/22 (SA)

Trustees are asked to note the external Accountants' timescales provide to meet the reporting deadline

5.3 Trustee Report and Governance Statement 21/22 (TP/TM)

Trustees are to provide any changes required to the report and statement prior to its inclusion in the annual report

5.4 Audit/Accounts tender for 22/23 onwards (SA)

Trustees are to note the proposed tender timetable

**6. SCHOOL ITEMS**

6.1 Risk Register 21/22 (PG)

Trustees are asked to note the risk register for 21/22

6.2 ESFA common assurance themes 20/21 (TP)

Trustees are asked to note the ESFA findings

**10. AOB notified before the meeting**

**11. Date and Time of next meeting**

To be confirmed – subject to the internal audit visits.