



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 18th November 2021 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 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 – 14TH OCTOBER 2021

- 3.1 To receive and approve the minutes for content and accuracy.
- 3.2 Matters arising:
 - Action summary from 14th October 21
 - 4.1 SA to share internal audit visit dates and scope – item 4.1 of on this agenda
 - 4.2.2 – chair and SA to review progress of the internal audit tracker – item 4.2 on this agenda
 - 5.1 SA to send dates of the external audit plan to the committee
 - 5.2.2 SA to request the Accounts Plan from the auditors
 - 5.4 SA to check external audit tender timeline
 - 6.1 PG to work with Chair to identify top 6 risk item 6.1 on this agenda

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



4.3 Internal Audit Summary Report 20/21

Trustees are asked to recommend for approval the Summary report from Juniper Education. This is a statutory return to be submitted to the ESFA by 31st December 21.

4.4 Internal Audit Report 21/22 Nr 1

SA to present the report from Juniper Education.

5. EXTERNAL AUDIT

5.1 Draft External Audit Report 20/21

SA to present draft report

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

SA to confirm tender timeline

6. SCHOOL ITEMS

6.1 Risk Register 21/22 (PG)

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

7. AOB notified before the meeting

8. Date and Time of next meeting

To be confirmed – subject to the internal audit visits.