



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 28<sup>th</sup> April 2022 at 10.15am 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. 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 – 10<sup>th</sup> March 2022**

- 3.1 To receive and approve the minutes for content and accuracy.
- 3.2 Matters arising:

**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 22/23 – JA is requested to obtain quote and scope of works from the existing supplier – Juniper.

**5. EXTERNAL AUDIT**

- 5.1 External auditors' tender – DB to inform committee of Members decision and JA to confirm progress on appointment



**Highams Park**  
*Academy Trust*

**6. SCHOOL ITEMS**

6.1 Internal Audit Areas to focus on for next year (22/23) – DB discussion

6.2 Risk Register – standing item DB

**7. AOB notified before the meeting**

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

30<sup>th</sup> June 2022 – 10.15am