



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

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

Caroline Russell (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 Boardroom on Thursday 30th June 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 Tim Morris Company Secretary/Secretary to the Board.

AGENDA

1. WELCOME AND APOLOGIES FOR ABSENSE

- 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 – 28th April 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 3 – JA to update on progress to date
- 4.2 Health and Safety Audit – Update
- 4.3 Internal Audit Services 22/23 – JA to report on quote and scope of works from the existing supplier – Juniper.
- 4.4 Internal Audit Areas to focus on for next year (22/23) – DB discussion

5. EXTERNAL AUDIT

- 5.1 DB feedback on meeting with Buzzacott
- 5.2 Engagement letter



Highams Park
Academy Trust

6. SCHOOL ITEMS

6.1 Risk Register – standing item DB

7. AOB notified before the meeting

8. Date and Time of next meeting

TBC – 10.15am