



**MINUTES OF THE AUDIT AND RISK COMMITTEE  
MEETING OF HIGHAMS PARK TRUST BOARD HELD  
ON 10 MARCH 2022 AT 10.15 PM AT SCHOOL AND  
VIRTUALLY**

Present: Dave Brown (Chair) Trustee  
Phil Grundy Principal  
Alan Benton Trustee  
Tracy Penfold Trustee

Also in attendance: Jacob Adeshina Academy Business Manager  
Tim Morris (Company Secretary/Secretary to the Board)  
Caroline Russell (Clerk to the Trustees)

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
4	Juniper Internal Scrutiny Report: Actions agreed per minute re Academies Handbook.	PG/JA/TP	Ongoing
4.2.1.	Health and Safety Audit: JA to confirm optimum timing with auditors re students on or off site.	JA	July 2022
4.3.	Juniper Scope of Work: JA to obtain costings per minute.	JA	Ongoing
5	Appointment of External Auditor: (i)JA to complete contract formalities. (ii)	JA	Ongoing
6	Risk Register: (i)Cyber Security: Input needed from RP, Chief Operations Officer re mitigation	PG/RP	Ongoing
8	Date and Time of Next Meeting: Thursday 30 June 2022-10.15. a.m.	All to note. School/GS to action.	30-06-2022

**1. WELCOME AND APOLOGIES FOR ABSENCE**

1.1 Welcome

All were welcomed to the meeting.

1.2 Apologies for Absence

There were no apologies for absence.

1.3 Quorum

The meeting was quorate with 4 governors present.

**2. DECLARATIONS OF INTEREST**

2.1 Declarations of Interest in the Current Agenda Items

There were no declarations made pertaining to any of the agenda items for this meeting.

2.2. Standing Declarations of Interest

These were declared by Ms Penfold as chair of governors of Edinburgh Primary School and a governor for Opossum Federation.

3. **MINUTES OF THE MEETING HELD ON 10 MARCH 2022**

- 3.1. These were received and accepted with no matters arising not considered elsewhere on the agenda. The minutes were considered signed, e-copies to be retained by the School and Governor Services.

4. **JUNIPER INTERNAL SCRUTINY REPORT 2021-2022-REPORT RECEIVED**

- 4.1. This was received and considered per the Academies Handbook with actions **AGREED** as follows:

**ACTIONS:**

- Populate the audit part of the Trustees portal with the internal scrutiny reports for the last couple of years. Action TM
- School Business Manager to prepare a template that details the Monthly Finance Meetings (held with Principal and TP) which will form a standing appendix to the agenda for the full Board Meeting. Action JA
- Separate folder on Governor Hub re monthly accounts, cash flow forecasts and balance sheet. Action JA

4.2. Health and Safety Audit-Copies Circulated

- 4.2.1. This was noted as a 2-part audit re processes and policies with risk assessments devised. JA proposed that physical inspections be made in the last week of July when student would be offsite. (Governor comment that this would not allow the effects of mass student movements to be realistically assessed).

**ACTION:** JA to confirm optimum timing of audit with assessors re students on/off site.

- 4.2.2. New software is to be used (cost £1600 per annum) to support staff INSET training e.g. re manual handling, work at heights, RIDOR (reporting of Injuries, Diseases and Dangerous Occurrences) and maintenance management e.g. re boilers and lifts and COSH (Care of Substances Hazardous to Health). The software will be shared at the estate's management meeting (expenditure committed).

4.3. Scope of Work re Juniper

This is committed for 2022/23 re financial controls and health and safety. The Committee will consider which other areas to cover in future e.g. cyber security, GDPR (General Data Protection Regulation) and external review of governance (2023/2024 by a National Leader of Governance as a paid service?).

**ACTION:** JA to obtain costs for governance and GDPR audits from Juniper/LBWF.

5. **APPOINTMENT OF EXTERNAL AUDITOR**

- 5.1. This was noted as Buzzacotts being appointed as Auditor with effect from 1<sup>st</sup> June 2022. The meeting watched a short video re Buzzacotts as background to the company. JA explained the extensive experience they have in auditing a local multi academy trust.

**ACTION:** Contract formalities to be completed by JA with the audit manager. Buzzacotts to meet with the audit and risk committee in due course but prior to presentation of the November audit findings.

6. **RISK REGISTER**

- 6.1. This is on the Portal (dated 28-04-2022) with risks recently updated and re-categorised. Discussion followed re 3 new potential risks:

6.1.1. **-IT Security:** This is an EFSA (Education Funding and Skills Agency) concern following problems in other trusts.

**ACTION:** Input needed from Richard Palmer, Chief Operations Officer.

6.1.2. **-Governance: White Paper in Education:** This has been e-circulated and sets out the governments' future vision for education. PG noted that there is a renewed determination that, by 2030, all schools will be part of a multi academy trust. The meeting noted that Highams Park School is currently a single academy trust following a transition from grant maintained and foundation status to academy. The risks and opportunities need to be considered with likeminded schools identified. A governor stated that the school does not wish to be part of a very large multi academy trust, the primary consideration being the benefit of the students. Historically, external control has been seen as a risk and so the school wishes to retain as much autonomy as possible. It was noted that Local Authorities can now become trust sponsors. The meeting noted that access to the Schools' Rebuilding Programme (SRP) may be contingent on membership of a MAT but also that the school does have significant reserves to support rebuild. However, significant reserves will need to be retained as there is no LA backstop. PG noted that any SRP should not be a distraction from the school's core purpose of providing a good quality of education.

6.1.3 **School Rebuilding Programme:** Potential impact of delays and calls on reserves noted.

## 7. **ANY OTHER BUSINESS**

There was none.

## 8. **DATE AND TIME OF NEXT MEETING**

-Thursday 30 June 2022-10.15 a.m.

The meeting closed at 11.30 a.m.

Chair: ..... (print)

..... (sign)

Date: .....