



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

Nigel Armsby (Observer)

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

Jacob Adeshina, (ABM)

LA Clerk to be advised (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 Board Room (opposite the Principals Office) on Thursday 17th November at 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. APPOINTMENT OF OFFICERS

- 2.1 Election of Chair for the audit and risk committee for the academic year 2022/2023

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, Governor Opossum Federation.

4. MINUTES OF THE AUDIT AND RISK MEETING – 30TH JUNE 2022

- 4.1 Trustees are asked to approve the previous minutes for content and accuracy.
- 4.2 MATTERS ARISING

5. INTERNAL AUDIT

- 5.1 Internal Audit Report 22/23 nr 1
JA to present report and findings provided by Juniper
- 5.2 GDPR Audit Report
NHE to present report and findings provided by the LBWF
- 5.3 Audit Tracker



Trustees to note progress made on items identified in previous internal audit reports

5.4 Internal Audit Summary Report 21/22

Trustees to note the summary report 21/22 to be included with the end of year accounts/audit submission.

6. RISK REGISTER

6.1 Risk Register 22/23

Trustees to note current risk register

7. EXTERNAL AUDIT

7.1 Draft External Audit report 21/22

JA to present draft external audit report prepared by Buzzacotts

7.2 Annual Report from the Audit and Risk Committee

Trustees are asked to note the report – ATH requirement ***

7.3 Review of Findings from External Audit Report 21/22

Trustees to note the how issues found have been resolved

8 AOB notified before the meeting

9 Date and Time of next meeting