



To: Nigel Armsby (Principal), Alan Benton, Dave Brown, Maria Eze, Tracy Penfold

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

This meeting will be held on MS Teams on Thursday 2<sup>nd</sup> March 2023 at 8 am 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 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**

- 3.1 Trustees to declare any interests they have in any of the following agenda items

### **3. MINUTES OF THE AUDIT AND RISK MEETING – 17<sup>th</sup> November 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 2  
JA to present report and findings provided by Juniper
- 5.2 Audit Tracker  
Trustees to note progress made on items identified in previous internal audit reports
- 5.3 Internal Audit Plan 23/24  
Trustees to consider internal audit plan for 23/24

### **6. RISK REGISTER**

- 6.1 Risk Register 22/23  
Trustees to note current risk register



**7. EXTERNAL AUDIT**

7.1 External Audit Report 21/22

JA to update on actions identified in the report issued in December 22.

7.2 External Audit 23/24 Planning meeting

JA to update if a date has been agreed with Buzzacotts. Note: AB and DB to attend.

**8 AOB notified before the meeting**

**9 Date and Time of next meeting**

Thursday 15<sup>th</sup> June 2023 at 8 am on TEAMS