



**MINUTES OF THE MEETING OF THE AUDIT AND RISK  
COMMITTEE OF THE HIGHAMS PARK TRUST BOARD  
HELD ON 14 OCTOBER 2021 AT 12.20 PM AT THE  
SCHOOL**

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

Also in attendance: Summaya Aziz (Chief Finance Officer)  
Tim Morris (Company Secretary/Secretary to the Board)  
Sue Gill (Clerk to the Trustees)

Action summary:

4.2.2	Chair and Summaya Aziz to review the progress of the Internal Audit tracker.
5.1	Summaya Aziz to send dates of the Audit Plan to the committee members.
5.2.2	Summaya Aziz to request the Accounts Plan from the auditors.

**1. WELCOME AND APOLOGIES**

- 1.1 There were no apologies for absence as all members were present.
- 1.2 To consider disqualification for non-attendance – this item was not applicable.
- 1.3 The meeting was confirmed as quorate with three Trustees and the Principal present.

**2. APPOINTMENT OF OFFICERS**

The Company Secretary welcomed nominations for the position of Chair of the Committee. Tracy Penfold proposed that Dave Brown be elected as Chair for the 2021/2022 academic year, this was seconded by Alan Benton. With no other nominations and no objections Dave Brown was duly elected as Chair.

**3. DECLARATION OF INTEREST**

- 3.1 No Trustees had any declarations of interest in the agenda items.
- 3.2 Standing declaration:  
Tracy Penfold - Chair of Governors Edinburgh Primary School and governor on Opossum Federation.

**4. INTERNAL AUDIT**

**4.1 Confirmation of visit dates for 21/22**

Trustees were advised that these will be carried out remotely. Summaya Aziz will share the dates and scope of each visit with Trustees.

**ACTION: Summaya Aziz.**

**4.2 Internal Audit Tracker**

- 4.2.1 The Chair stated that this item was to understand what items were outstanding. The financial year 2019-20 was noted and 28 items were identified. The status of the findings from the ICE report, 21 items were completed with one for information and six outstanding. This year there were 15 items identified. The summary of outstanding items was noted (coloured boxes).

- 4.2.2 In terms of process, reviews will take place on a termly basis. It was important to look over the spreadsheet and check the updates. It was noted that Summaya Aziz will check all the red boxes, reviewing the shortfall and reporting if those areas had been resolved or remain outstanding. She will work with the Chair to progress this.

**ACTION: Chair and Summaya Aziz to review the progress of the tracker.**

**5. EXTERNAL AUDIT**

5.1 Audit Plan for 21/22

Summaya Aziz reported that dates were to follow. She will ensure that the draft accounts were submitted to the next Resources Committee meeting on 18 November 2021 and AGM, so that Trustees and Members can raise questions in advance.

**ACTION: Summaya Aziz to send dates to the committee members.**

5.2 Accounts Plan for 21/22

5.2.1 Trustees noted that the external Accountants' milestone dates to meet the reporting deadline. Summaya Aziz will provide information first to the Resources Committee and then to this committee, so that everything was completed before the next meeting.

5.2.2 Trustees requested sight of the working draft report from the auditors earlier i.e., 11 November 2021, not 29<sup>th</sup> November as stated in the auditors document. It was requested Summaya request a revised schedule of dates

**ACTION: Summaya Aziz to request this from the auditors.**

5.3 Trustee Report and Governance Statement 21/22

Tracy Penfold went through the document with Summaya Aziz and Tim Morris. This will be part of the pack in the audit. It was noted that the pension deficit figures were not yet received.

5.4 Audit/Accounts tender for 22/23 onwards

The school will check the DfE timeline on the proposed tender timetable. It was noted that the accounts should be filed by 31 December 2021.

**ACTION: Summaya Aziz.**

**6 SCHOOL ITEMS**

6.1 Risk register 21/22

This was presented to members and it was noted that there were four medium and 48 low risks. The report was very comprehensive. There was a need to look at the categorisation/priority status and focus on the key issues. The Principal will work with the Chair to identify the top six (out of 52) risks.

6.2 ESFA common assurance themes 20/21

Trustees noted the ESFA's findings that the school had met the brief.

**7. ANY OTHER BUSINESS**

There were no other items for discussion.

**8. DATE OF NEXT MEETING.NEXT MEETING**

The next meeting will be held straight after the Resources Committee meeting on Thursday 18 November 2021 at the school.

The meeting closed at 12.50pm.

Chair: ..... (print)

..... (sign)

Date: .....

Chair's Initials:
-------------------