



**MINUTES OF A MEETING OF THE AUDIT AND RISK COMMITTEE OF THE TRUSTEES  
OF THE HIGHAMS PARK ACADEMY TRUST HELD ON THURSDAY 16 NOVEMBER  
2023 AT 11.30 A.M. AT THE SCHOOL AND VIRTUALLY**

Present: Dave Brown (Chair)-Trustee  
Erik Mesel  
Alan Benton  
Nigel Armsby-Principal  
Tracy Penfold  
Maria Eze

Also in Attendance: Tim Morris, Company Secretary  
Jacob Adeshina, School Business Manager

Clerk: Caroline Russell

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
6.2	Risk Register: NA/JA to adjust risk scoring.	NA/JA	31-12-23
9	Date and Time of Next Meeting: 29 February 2024.	All to note. School to action.	29-02-2024

**1. WELCOME**

**1.1 Welcome**

All were welcomed to the meeting.

**1.2. Quorum**

The meeting was quorate with 6 trustees present.

**1.3. Apologies for Absence**

There were none.

**2. ELECTION OF CHAIR OF COMMITTEE**

Dave Brown was elected unanimously. (Proposed by Tracy Penfold and seconded by Maria Eze).

**3. DECLARATIONS OF INTEREST**

**3.1 Declarations of Interest in the Current Agenda Items**

There were none.

**4. MINUTES**

**4.1. Minutes of the Last Meeting Held on 15 June 2023**

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.

Chair's Initials:



**5. INTERNAL AUDIT REPORT-2023/4**

- 5.1. DB noted presentation of the 1<sup>st</sup> audit of the current academic year by Juniper. There are 3 visits annually for themed reviews, currently governance and financial controls. Key recommendations are red, amber and green rated.
- 5.2. JA reported that findings from the 1<sup>st</sup> visit were categorised as 'for information' re:  
**-Governance Framework:** Noted that a Business Continuity Plan is in place.  
**-Banking:** Scheme of Delegation limits on authorisation to be approved on review of the scheme in October 2024).  
**-BACS Payments:** BACS payments to have 2 authorisers (actioned).
- 5.3. Internal Audit Dashboard Report 2023/4-Screenshared:  
This noted the audit timetable and outstanding items:  
**2019/2020:** Noted re fixed asset register.  
**2022/23:** Noted re fixed asset register, Pay policy, executive pay, scheme of delegation and dating of purchase orders.  
**2023/24:** Scheme of Delegation.
- 5.4. Internal Audit Summary Report 2022/23:  
This was noted as on the summary report including the status of recommendations. A full copy of the report is on the HP portal.

**6. RISK REGISTER**

- 6.1. This was reported as reviewed by DB and JA. The previous version has been archived as it was getting a little unwieldy with many aged risk including those relating to COVID. The new RR has been consolidated into 10 risks, ranked with pre and post mitigation risk scores, assigned.
- 6.2. Top risks were noted re:  
**-School Compelled to Become a Multi-Academy Trust:** White Paper not enacted to date.  
**-Long Term Financial Viability of School:** Risk to be reviewed given strength of reserves and cash at bank position.  
**-Failure of School to Recruit Sufficient Learners to Make it Viable:** The School is currently viable but 1<sup>st</sup> choice preferences have reduced so being monitored. The current PAN (predicted number to admit continues) and 6<sup>th</sup> form results have improved.  
**-School Rebuilding Programme Disruption to Running of School:** Ongoing. The influence of external factors e.g. 2024 General Election is unknown.  
**ACTION:** NA/JA to adjust risk scoring.

**7. EXTERNAL AUDIT**

- 7.1. Receipt of Buzzacotts' Audit Report: This was noted as having been presented and discussed in the Resources Committee due to availability of the Audit Partner Hugh Swainson
- 7.2. Annual Report of Audit and Risk Committee: Consideration deferred.
- 7.3. Review of Findings from External Audit Report 2021/22: Any issues from 21/22 are deemed to have been carried into the presentation by Buzzacotts of the 22/23 report e.g. state of the Fixed Asset Register. No further action required.

**8. ANY OTHER BUSINESS**

Chair's Initials:

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There was none.

**9. DATE AND TIME OF NEXT MEETING**

This is scheduled for 29 February 2024. The meeting closed at 12 noon.

Chair: ..... (print)

..... (sign)

Date: .....

Chair's Initials: