



**MINUTES OF A MEETING OF THE HIGHAMS PARK ACADEMY GOVERNING BODY
AUDIT AND RISK COMMITTEE HELD ON THURSDAY 30 JUNE 2022 AT 10.15 A.M. AT
THE SCHOOL AND VIRTUALLY**

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

Clerk to the Governors: Ms Caroline Russell

Also present: Mr Jacob Adeshina, School Business Manager
Dr Tim Morris Company Secretary

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
4.1.	Juniper: JA to negotiate service level agreements per minute with list of SLAs for 2022/23 academic year needed for FGB meeting on 14-07-2022. See re-wording below	JA	Ongoing and by 14-07-2022
5.2	External Audit: JA/PG to liaise with Buzzacotts. See re-wording below	JA/PG	As soon as possible
7	Risk Register: see actions below (i) DB/JA to update risk register including mitigations and outcomes. (ii) Risk register to be revised to be more strategic with a focus on the most current and highest risk areas.	DB/JA DB/JA DB/JA/PG	All as soon as possible
8	Dates and Time of Future Meetings: TM to advise Board meeting on 14-07-2022.	TM	14-07-2022 and ongoing

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All were welcomed to the meeting.

1.2 Apologies for Absence

There were none.

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 noted for Ms Penfold as chair of governors of Edinburgh Primary and a governor of Opossum Federation.

3. MINUTES

3.1. Minutes of the Last Meeting Held on 28-04-2022

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 SCOPE OF SERVICES OFFERED

4.1. Services offered were noted to include finance, strategic operations which includes, for example health and safety, staff well-being and cyber security. Charging arrangements were noted as single daily rates but it wasn't clear how many days Juniper would recommend for each service

Health and Safety: This service will be carried out by Juniper in July 22. The outcome will provide the committee with insight in respect of the depth of the review. Future Health and Safety reviews need to be cognisant of the planned rebuilding of the School and its impact. Other services may be considered once the Health and Safety report is digested.

Financial Audit: These are piece rate priced with service buy in for a year.

ACTION: JA/DB to liaise with Juniper re scope of health and safety audit and determine how Juniper's pricing model aligns with each of its services i.e. what duration would Juniper recommend. Action response by the FGB meeting on 14-07-2022.

5. SECTION 5 EXTERNAL AUDIT

5.1. It was reported that a meeting had been held with the Partner of Buzzacotts re fees and engagement letter (to be signed dated from expiry of the current audit contract). Handover arrangements from the previous auditor will need to be completed

5.2. Discussion followed noting that the audit findings may be presented to committee to allow questions and answers prior to formal agreement by the Board. Documentation will need to be presented to and approved by the committee to enable prompt sign off prior to presentation to and approval by the Board. This was unanimously **agreed**.

ACTION: JA to liaise with Buzzacotts regarding the Engagement letter and Planning document

6. TREATMENT OF RESERVES: Noted as briefly discussed with Buzzacotts.

7. RISK REGISTER-STANDING AGENDA ITEM-SCREENSHARED

7.1. DB noted that 55 risks are identified in total including 3 new ones. PG noted that the school rebuilding project is ongoing so a risk is needed concerning potential disruption to school accommodation and use of temporary buildings. However, the positive outcome will be upgrade of the Schools' oldest accommodation.

ACTIONS:

-DB/JA to update risk register including mitigations.

- DB to circulate the latest version of the Risk Register to PG/TM/JA



- Consider revising the risk register to be more strategic with a focus on the most current and highest risk areas.

8 DATE AND TIME OF NEXT MEETING

To be agreed.

ACTION: TM to propose dates to board.

9. ANY OTHER BUSINESS

There was none.

The meeting closed at 11.30 a.m.

Chair: (print)

..... (sign)

Date: