

The Swanage School

## MINUTES OF A MEETING OF THE AUDIT & RISK COMMITTEE

Held on 7 June 2023, 5.30pm

Present: William Knight (Chair), Tim Marcus, Jessica Starmer, Amanda Rowley

In attendance: Andrew Thomas (School Business Manager), Jenny Maraspin (Headteacher), Margarett Corben (Clerk)

Item		Action	Lead	By
AUD 3.1	<b>Apologies for Absence</b> No apologies			
AUD 3.2	<b>Declarations of Interest</b>			
AUD 3.3	<b>Minutes of the Last Meeting</b> The minutes and confidential minutes of the meeting held on 1 March 2023 were approved provided the amendment to Jessica Starmer has been corrected.			
AUD 3.4	<b>Matters Arising &amp; Actions</b> William Knight, Chair reported no matters arising from the minutes list. <ul style="list-style-type: none"><li>• WK reported that the risk register is ongoing.</li><li>• 1.71 internal audit report has been completed.</li><li>• 2.5 to be deleted, no longer seen as an issue.</li><li>• 1.93 as already above review risk descriptors were completed there were no objections.</li><li>• NGA (National Governance Association) update courses, action training for governors specifically with risk management in mind.</li><li>• The committee previously agreed that the risk register was a rolling program should now be sent through to Andrew Thomas, Business Manager, for consistency.</li><li>• AT,MC &amp; WK to organize a meeting to update and discuss risk register.</li></ul>	AT		

<p>AUD 3.5</p>	<p><b>Risk Register</b></p> <p>WK was concerned that not everything has been updated on risk register, as a result certain items have been missed .</p> <p>Tim Marcus expressed concern about potential cyber-attacks and that this should be added to the risk register as probable. TM made the committee aware of a recent incident at a school in Dorset that had recently been hit by a cyber-attack where GCSE work had been impacted.</p> <p>TM felt it would be wise to make sure that everyone is aware of the impact level and needs to discuss this with Jamie Langtree, the IT technician. TM felt it might be worth a consultancy for cyber testing. AT said there is a lot of our system online, so it may be wise to arrange a third party to look. The committee discussed the recent Thomas Hardy cyber-attack and felt it was worth seeking advice to put mechanisms in place to avoid such an attack, although this is a hypothetical risk it is relevant and could potentially have a big impact. WK felt that a committee review of the cyber protection procedures will ensure mitigations are impacting.</p>	<p>AT</p>		
<p>AUD 3.6</p>	<p><b>Internal Audit</b></p> <p>AT reported that the internal audit went well and agreed a two- and half-year schedule. May recruitment was followed exactly.</p> <p>Interview application DBS (Disclosure and Barring Service) there were no issues everything was done correctly and in sequential order</p> <p>AT was not aware of a starter and leaver checklist; this was only applicable for one case which involved missing ID.</p> <p>Cyber hacking risk three people changed bank accounts AT verified this by e-mail and filed a report.</p> <p>AT completes the payroll reports SF checks Audit hold it picked up a minor mistake of March put instead of April. The committee commented that there should always be an audit trail and data protection need to be worked into procedures for formal delegated power.</p> <p>AT to complete a Spring Summer audit topics list.</p>	<p>AT</p>		

AUD 3.7	<p><b>Financial Controls Review</b></p> <p>MK reported that where appropriate to raise limits and review in 12 months.</p> <ul style="list-style-type: none"> <li>The committee commented to avoid errors must be mindful of bureaucracy but also to keep in mind financial limits as inflation has increased, as this can influence the overall budget spend the committee was concerned about petty cash and disgust a multipay add system to keep a closer eye on the budget. AT reported that this was not currently an issue but will investigate the card system to see if it would be a viable option.</li> <li>AT to report a scheduled formal control by 22 November.</li> </ul>			
AUD 3.8	<p><b>Academy Trust Handbook</b></p> <p>Not yet published – defer to Autumn Term</p>			
AUD 3.9	<p><b>Committee Review and Effectiveness</b></p> <p>Defer to Autumn Term</p>			
AUD 3.10	<p><b>Any other business</b></p> <p>No other business</p>			
AUD 3.11	<p><b>Confidentiality</b></p> <p>The committee were happy that there were no items needed to be confidential</p>			
	<p>The meeting closed at 6.30pm</p> <p>The next meeting will be held on 22 November 2023</p>			