

QUEEN ELIZABETH GRAMMAR SCHOOL, PENRITH

Minutes of a meeting of the Governors' Risk and Audit Sub-Committee held on 27th June 2022 held via Zoom following the Finance Meeting held at 5.30pm

Present: Miss R McMann (Governance Professional)
Mr P Airey
Mrs T Boving-Foster
Mr M Worrall (Chair)
Mr J Ray

Quorum per Terms of Reference – 3 Governors

Governors present: 4

SLT present: Mr Buckland, Mr Dawson, Mrs Scott

Visitors: none

1. Apologies for absence

Apologies were accepted for Mr Miller (family)

2. Declaration of Interest in Agenda Items

There were no declarations of interest in agenda items.

3. Minutes from the meeting held in February 2022

It was unanimously agreed that the minutes are a true record and Mr Worrall will sign these when in school.

4. Statutory Accounts (update)

Mr Ray updated that the Statutory Accounts were filed on 31st May via recorded delivery and appeared on the Companies House website on 6th June (this is due to the jubilee bank holidays). However, Mrs Scott said that Companies House have claimed that the accounts were not received until 1st June and had therefore, issued a £150 late fine. Saints file the accounts on behalf of the school and they are contesting this.

5. Risk Register (update)

Mr Ray informed the committee that this has been adjourned for now due to everything that is happening. It was noted that there had been no major concerns with the current register but that as per previous minutes, Governors are keen to look at the best way to manage this document and add more detail behind the mitigation rather than just saying yes or no. **Action point: to add this to the agenda for the next meeting.**

6. Internal Audit (update)

As Mr Ray and the Finance team have been working solidly on the due diligence process and the ongoing EFSA situation, this is yet to be completed. However, it is still Mr Ray's intention to complete two internal audits a year and he has re-scheduled this for July.

As this committee only meets three times in the year, it was agreed that the first meeting of 2022/23 will be directly after the first Finance and Pay meeting which is currently scheduled for 26th September 2022.

The meeting closed at 6.20pm.