

QUEEN ELIZABETH GRAMMAR SCHOOL, PENRITH

Minutes of a meeting of the Governors' Risk and Audit Sub-Committee held on 9th November 2022 held via Teams following the Finance Meeting held at 5.30pm

Present: Mrs S Denyer (Secretary)
Mr G Miller (Chair)
Mr J Ray
Mr D Marchant

Quorum per Terms of Reference – 3 Governors

Governors present: 2

As this meeting is not quorate any matters needing a decision will be discussed and recommended to the Full Governing Body on 8th December for approval.

SLT present: Ms R Rourke

Visitors: none

1. Apologies for absence

Mr P Airey (work)
Mrs T Boving Foster (holiday)
Mr M Worrall

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 Miller will sign these when in school.

4. Internal Audit

Mr Ray has completed the Internal Audit and the findings report had been circulated prior to the meeting. Mr Ray found an area of concern in regard to banking signatories and correspondence details. He confirmed the school was not at risk. Ms Rourke explained it had not been an easy process to update the banking details, but this was now complete for the vast majority of accounts, including new HSBC credit cards.

A further update is required to the Financial Procedures Manual to remove reference to Dr Mawson and add Mr Dawson as signatory on page 35. Reference to Dr Mawson as security and master keyholder on page 39 should be changed to Mr C Atkinson.

The Governors unanimously agreed to update the Financial Procedures Manual as specified, subject to Full Governing Body approval.

Action: Ms Rourke to update accordingly

Mr Ray proposed Northwest Recycling and Grosvenor House Papers be added to the preferred suppliers list due to ongoing provision of services above the threshold. Mr Marchant stated a significant increase in the cost of supplies from Grosvenor House Papers meant the school were exploring more cost effective suppliers.

All Governors unanimously agreed that Grosvenor House Papers should NOT be added to the preferred supplier list, subject to Full Governing Body approval.

All Governors unanimously agreed that Northwest Recycling should be added to the preferred supplier list, subject to Full Governing Body approval.

Ms Rourke notified that any services provided by Brabners will need to be declared to the ESFA in advance. Mr Ray explained services were provided by Brabners in relation to the ESFA case. Mr Marchant expected ongoing provision to be minimal and he would propose they be removed from the preferred suppliers list.

5. Risk Register

Mr Ray requested additional detail to explain the mitigation action, rather than a yes or no. Mr Marchant agreed this is important, but will take some time to work through each item on the register. **Action: Mr Marchant to update Risk Register to include mitigation detail for each item.**

Mr Marchant is satisfied the school are compliant in safeguarding and is reassured this is embedded into day to day practice and not just on paper.

In regards to cyber fraud, the insurance company require all staff to receive training. Mr Marchant will incorporate this into the January inset day.

The Governors unanimously agreed to the risk register update and the addition of further mitigation information, subject to approval by the Full Governing Body.

6. Any other business

Mr Marchant highlighted the fencing around the old mobile was loose and gaps had started to appear. Additional fencing has been put in place, but is now becoming more urgent to remove the old foundations. Mr Miller suggested students should be informed of the dangers and the situation be risk assessed. Mr Marchant agreed.

The meeting closed at 7.20pm.

Date of next meeting: 27th February 2023