

Committee(s)	Dated:
Audit and Risk Management Committee – For Information	28/11/2017
Subject: Update Implementation of Audit Recommendations by City of London School for Girls	Public
Report of: Ena Harrop, Headmistress	For Information

Summary

At their last Audit and Risk Management Committee Members asked for an update on progress implementing Audit recommendations by the City of London School for Girls.

At the time of the last meeting there were 6 recommendations from two separate audits outstanding. This paper reports that 2 have now been closed, good progress has been made on 2 further recommendation, 1 is stalled due to staff shortages and 1 remains partially complete due to a combination of issues including multi-departmental responsibility and high turnover of staff.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

Background

1. At the last meeting of the Audit and Risk Management Committee 6 audit recommendations pertaining to the City of London School for Girls were incomplete:
 - a. MK1896 – relating to monitoring of training by School Governors
 - b. MK1895 – relating to inventory maintenance
 - c. MK1898 – relating to allocating of risks to Managers at the School
 - d. MK1901 – relating to evidence of discussions at SMT meetings
 - e. MK1686 – relating to penetration testing of IT systems at CLSG
 - f. MK1694 – relating to a Disaster Recover Walk Through test

Current Position

2. The following recommendations have now been closed following the provision of evidence by the School to Internal Audit:
 - a. MK1898 – The School's risk register now has managers identified as risk owners and an updated risk register was provided as evidence
 - b. MK1901 – Minutes of SMT meetings was shared with Internal Audit as evidence that this recommendation had been completed.
3. Progress has been made on the following recommendations:
 - a. MK1895 – a spot check of the inventory was carried out on 27 September it identified a number of items that needed to be removed from the inventory following refurbishment works that took place over the summer holidays. The remaining items were found to be where they should be. We are awaiting advice whether this combined with the proactive controls when new assets are purchased and added to the asset register is sufficient evidence of compliance with Financial Regulation 11.
 - b. MK1686 relating to penetration testing of CLSG IT systems. The Bursar and IT Manager at CLSG have met with Gary Brailsford-Hard, IT Director at City of London Police. CoLP have offered to carry out the penetration testing at the school both of externally facing websites and more complex servers. CoLP have been developing tools for their own use to reduce the costs of using external providers to test the Police IT systems. They are keen to pilot the new tools with the School which should be a win-win for both the School and CoLP. This work should be complete by the end of February 2018.
4. No further progress has been made on MK1694 relating to the Disaster Recover walk through. A simple review of our disaster recovery procedures was carried out. However, high staff turnover has meant that we have been unable to complete a fuller compliant assessment of our procedures. We have just filled one position and are hopeful that we will be fully staffed by the end of this term (mid-December) which will then enable us to revisit this recommendation for completion. We will target a completion date of the end of January 2018 for this recommendation.
5. On MK 1896, the School keeps records of the training provided by the School, however, other training and compliance records are kept in a variety of places (HR, Education Team and Town Clerks). Our Governors had asked Town Clerk's Department to co-ordinate their training records so that they did not have to a) undergo training multiple times to comply with requirements of the different committees that they sat on and b) did not have to keep providing evidence of completion of training to the various departments that needed to see proof of completion. A high turnover of staff in Town Clerks has hampered the establishment of an agreed process but we are in discussion with Town Clerks and others about how we might meet this recommendation in a proportionate and manageable way. We wish to highlight that there are no minimum standards

mandated by the Independent Schools Inspectorate for Governor training so we are not at risk of failing a compliance inspection by not having these records all in one place.

Conclusion

6. There remaining recommendations (with the exception of MK1895 and 1896) should be complete by the end of February 2018. MK 1895 and 1896 will be dependent upon further discussions across departments. I will be able to provide a further update at the School's risk review with the Committee scheduled for January 2018.

Appendices

- None

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