



Audit and Risk Committee of the City of London Academies Trust

Date: THURSDAY, 24 FEBRUARY 2022
Time: 10.00 am
Venue: VIRTUAL PUBLIC MEETING (ACCESSIBLE REMOTELY)

Members: Alderman Robert Howard (Chairman)
Peter Bennett
Edward Benzecry
Tijs Broeke
Dawn Elliott

Enquiries: John Cater
john.cater@cityoflondon.gov.uk

Accessing the virtual public meeting

Members of the public can observe the public part of the meeting here:
<https://youtu.be/tZvTFE7VmfU>

This meeting will be a virtual meeting and therefore will not take place in a physical location.

John Barradell
Town Clerk and Chief Executive

AGENDA

1. **APOLOGIES**

2. **DECLARATIONS**

3. **MINUTES**

To agree the public minutes and non-public summary of the meeting held on 9 December 2021.

For Decision
(Pages 5 - 6)

4. **PROPOSED ANNUAL MEETING PLAN**

Report of the Chief Financial Officer.

For Information
(Pages 7 - 8)

5. **QUESTIONS**

6. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

7. **EXCLUSION OF THE PUBLIC**

MOTION – That the public be excluded for the remaining items of business as they are likely to involve discussion on matters deemed commercially sensitive to the City of London Academies Trust.

For Decision

8. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 9 December 2021.

For Decision
(Pages 9 - 12)

9. **OUTSTANDING ITEMS**

Report of the Town Clerk.

For Information
(Pages 13 - 14)

10. **CHIEF FINANCIAL OFFICER'S UPDATE**

Report of the Chief Financial Officer.

For Decision
(Pages 15 - 20)

11. **INTERNAL AND EXTERNAL AUDIT UPDATE**

Report of the Chief Financial Officer.

For Information
(Pages 21 - 36)

12. **HEALTH AND SAFETY MONITORING IN TRUST SCHOOLS**

Report of the Director of Estates and Facilities Management.

For Decision
(Pages 37 - 46)

13. **NON-PUBLIC QUESTIONS**

14. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND THE COMMITTEE AGREES CAN BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

Confidential Agenda - Circulated Separately

15. **TRUST STRATEGIC RISK REGISTER**

Report of the Chief Financial Officer.

For Information

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AUDIT AND RISK COMMITTEE OF THE CITY OF LONDON ACADEMIES TRUST

Thursday, 9 December 2021

Minutes of the meeting of the Audit and Risk Committee of the City of London Academies Trust held at the Guildhall EC2 at 10.00 am

Present

Members:

Alderman Robert Howard (Chairman)	Tijs Broeke
Peter Bennett	Dawn Elliott
Edward Benzecry	

Officers:

Mark Emmerson	- Chief Executive Officer
Claire Hersey	- Chief Financial Officer
Smith Umoren	- Director of Estates and Facilities Management
Charlie Pearce	- Chief Operating Officer's Department
Clare Verga	- Chief Standards Officer
Jayne Moore	- Town Clerk's Department
Kerry Nicholls	- Town Clerk's Department
Edward Finch	- Buzzacott
Pooja Singh	- Buzzacott

1. APOLOGIES

There were no apologies.

2. DECLARATIONS

There were no declarations.

3. MINUTES

RESOLVED, that the minutes of the meeting of 30 September 2021 be approved as a correct record.

4. PROPOSED ANNUAL PLAN FOR THE AUDIT AND RISK COMMITTEE

The meeting considered the committee's proposed annual plan.

RESOLVED, that the annual plan be approved.

5. QUESTIONS

There were no questions.

6. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no other business.

7. **EXCLUSION OF THE PUBLIC**
RESOLVED, that the public be excluded from the following items of business.
8. **NON-PUBLIC MINUTES**
The Committee considered the non-public minutes of the meeting of 30 September 2021.
9. **OUTSTANDING ITEMS**
Trustees considered a report of the Town Clerk regarding outstanding actions arising from previous meetings.
10. **2021 YEAR-END FINANCIAL STATEMENTS AND EXTERNAL AUDIT**
The Committee received the report of the CFO.
11. **INTERNAL AUDIT UPDATE**
The Committee considered the report of the CFO.
12. **HEALTH AND SAFETY MONITORING IN TRUST SCHOOLS**
The Committee received the report of the Director of Estates & Facilities Management.
13. **TRUST STRATEGIC RISK REGISTER UPDATE**
The Committee received the strategic risk register update.
14. **NON-PUBLIC QUESTIONS**
There were no non-public questions.
15. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND THE COMMITTEE AGREES CAN BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There was no other business.

The meeting closed at 11.15am

Chairman

Contact Officer: Jayne Moore
jayne.moore@cityoflondon.gov.uk

Proposed annual plan for the Audit and Risk Committee

	Standing agenda items	Other
October	Strategic Risk Register to include detailed review of a chosen risk Internal audit update <ul style="list-style-type: none"> • Plan for next review • Draft findings from most recent review • Follow-up on recommendations from previous review External audit update <ul style="list-style-type: none"> • Follow-up on recommendations from previous review • Health and Safety Monitoring Report 	Annual review of effectiveness of the committee
December		Year-end: <ul style="list-style-type: none"> • Financial Statements • External audit report (to include private session without officers) • Letter of representation • Regularity and Fraud Checklists • Internal scrutiny review • Year-end report from internal auditors
February		Annual internal audit plan School Resource Management Self-Assessment Checklist (for submission to ESFA)
July		External audit planning memorandum

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