

Annual Risk Register

Key issues for 2018 – 2019



	Sub risk	Rating Low Medium High	Risk Consequences	Controls in place
Financial system Review 16/01/18	System suitability risk	Medium	<ul style="list-style-type: none"> System not fit for purpose Financial risk in terms of monitoring and delivering and thereby potential litigation 	<ul style="list-style-type: none"> Regular monitoring in place to monitor suitability for tasks
	Maintenance risk		<ul style="list-style-type: none"> System not maintained by provider i.e. Capita 	<ul style="list-style-type: none"> Provider kept under review and discussed on annual basis with financial staff
	Disaster risk	Low	<ul style="list-style-type: none"> Risk that financial information cannot be recovered in the event of a disaster e.g. fire theft vandalism 	<ul style="list-style-type: none"> Backup in place managed externally as well as internally
Funding	No one person with overall responsibility for financial oversight is appointed	Medium	<ul style="list-style-type: none"> One person has too much control 	<ul style="list-style-type: none"> Financial oversight is spread over a number of people e.g. finance officer, heads and finance committee, CEO. In Addition training for succession planning in place
	Income risk	Medium	<ul style="list-style-type: none"> National funding is cut Number of pupils on roll falls Additional funding is not secured for school 	<ul style="list-style-type: none"> Monitoring the national funding and ensuring that the five-year plan takes account of potential cuts and expenditure Ensuring the number of pupils is kept high through appropriate marketing and ensuring school retains its outstanding status To constantly look out for additional funding and spend accordingly
	Expenditure	Low	<ul style="list-style-type: none"> Expenditure does not match income Unexpected unplanned expenditure arises 	<ul style="list-style-type: none"> Monitor expenditure on a monthly basis, report to finance committee and a half term the basis and put embargoes in place should it start to exceed income Reserve in place to allow for unexpected expenditure
	Pension Scheme	Medium	<ul style="list-style-type: none"> Risk that pension scheme is in significant deficit / contribution rate increases – less funds. 	<ul style="list-style-type: none"> Annual updates and newsletters from LGPS Incorporate annual update in budget forecast Monitoring and review by Business management, CFO, bursar and accountants
	CEO/SBM absence	Medium	<ul style="list-style-type: none"> Risk of poor morale affecting stop beneficiaries 	<ul style="list-style-type: none"> Key staff know the role and responsibilities need to be carried out to ensure continuity of business

			<ul style="list-style-type: none"> Risk to the day-to-day operation of trust 	<ul style="list-style-type: none"> Access to personnel from other MATS to support
	Key staff loss	Medium to High	<ul style="list-style-type: none"> Key personnel e.g. finance officer absent and unable to carry out tasks at required time 	<ul style="list-style-type: none"> No one person has overall responsibility workload spread out and an awareness of each other's tasks Key tasks written down so the event of absence someone else is able to carry out the duties Support from audit as required
	Recruitment of staff	Medium	<ul style="list-style-type: none"> Senior staff and support staff not applying to jobs as required by the trust 	<ul style="list-style-type: none"> Succession planning in place so that roles can be filled internally as far as possible and backfill for other roles
Trust Risk	Competition risk	High	<ul style="list-style-type: none"> Too many multi-Academy trusts in area Risk of competition, i.e. share of the market if the same e.g. pupils 	<ul style="list-style-type: none"> Keep options of expanding the trust is an ongoing conversation and actively pursue expansion Appropriate marketing to attract pupils and keep the schools good and outstanding
	Delegation Risk	Low	<ul style="list-style-type: none"> Trustees have too much control reliance on too few people or person to carry out tasks 	<ul style="list-style-type: none"> Trust committees in place Senior management have clear roles and responsibilities Reporting systems in place
	Trustee risk	High	<ul style="list-style-type: none"> Not able to recruit trustees with appropriate skills Succession planning not in place 	<ul style="list-style-type: none"> Discussions at trust level with all personnel actively in conversations with regard to recruitment
Public Profile risk	Trustee profile risk	Low	<ul style="list-style-type: none"> Damage to school reputation should trustee not follow requirements of the trust bring brings the trust into disrepute 	<ul style="list-style-type: none"> Measures in place under code of conduct for the behaviour and practices of all trustees
	Quality of service	Medium	<ul style="list-style-type: none"> Schools receives unfavourable Ofsted report Parents see school as unfavourable and confidence in the schools is diminished 	<ul style="list-style-type: none"> Teaching and learning being monitored at all levels within schools, timely reports given to governors effective communication with parents about activity within the schools so that they are constantly kept up-to-date with practice
	Safeguarding	Medium	<ul style="list-style-type: none"> Potential risk of safeguarding issue in schools Schools do not maintain it safeguarding protocols 	<ul style="list-style-type: none"> All procedures and safeguarding but here too Annual LA safeguarding return Trustees check on schools, designated governor in place within schools
	Health and Safety Risk	Low	<ul style="list-style-type: none"> Failure to have appropriate measures in place Failure to have adequate insurance in place 	<ul style="list-style-type: none"> Health and safety policies in place, health and safety plans and measures carried out, responsible persons given duties Adequate insurance in place

IT infrastructure risk	IT failure	Low	<ul style="list-style-type: none"> IT security risk risk to the correct corruption or loss of data risk IT equipment and services are outdated and no longer fit for purpose 	<ul style="list-style-type: none"> IT technicians on-call each day, external IT support available through LEAMIS, external backup of all files and school-based on server regular review of equipment
GDPR compliance	Data breach, Fine	Medium	<ul style="list-style-type: none"> security risk risk to the correct corruption or loss of data Fine, ICO investigation, SAR, 	<ul style="list-style-type: none"> DPO in place and qualified. Trust Structure, training for all staff Paperwork in place
Numbers of pupils to increase or fall	Financial implications to Trust and individual school or schools.	Medium	<ul style="list-style-type: none"> Budget deficit, funds to support loss or increase of numbers, loan from Trust, pay plan. 	<ul style="list-style-type: none"> Numbers Monitored and reported termly to LGBS and at Trust level via Head teacher's reports. Funds available from Trust to support after consideration and terms agreed.

Approved by Chair of Trustees Date 25th June 2018