

The Shropshire Gateway Educational Trust
Risk register
As at 1st September 2020

Section 2 - Operational Risks	
Risk Description	Risk Consequences
Failure to ensure the income due to the school is collected in a timely and efficient manner and fully reconciled	Risk that performance cannot be managed or reviewed by SLT Risk that performance cannot be challenged or reviewed by Trustees Risk school receives poor audits/inspections
Failure to ensure quality of management information is of a high quality. Failure to ensure management information produced is timely. Failure to ensure the quantity of management information is of a quality to aid decision making	Risk that performance cannot be managed or reviewed by SLT Risk that performance cannot be challenged or reviewed by Trustees Risk school receives poor audits/inspections
Failure to ensure that goods and services are purchased in line with financial regulations and invoices paid in a timely manner	Financial risk Reputational risk Risk to achievement of school's strategic objectives Risk of breaking financial regulations Risk of poor audit reports
Failure to implement a risk management strategy	Failure to optimise opportunities Non-compliance with funding agency requirements Exposure to unnecessary risk Increased costs e.g. insurance
Risk in line with National issue-Coronavirus	Learning is interrupted. staffing levels inadequate Transport facilities inadequate Catering unable to operate Containment of infection and circulation

Controls in place/Warning Indicators	Likelihood	Impact	Score	Status
Monthly management accounts Effective use of schools financial systems Performance Monitoring reports Use of Debtor reports	1	3	3	Accept
Networking Regular reporting and review of performance against targets SLT review process Trustee reports and minutes Support from School Improvement Partner	1	4	4	Accept
Monthly creditor accruals Monthly reports from the school Financial regulations awareness Internal controls operated by school BACs payments used Effective internal and external audit	1	4	4	Accept
Risk strategy Risk register Local Governing Bodies External Audit	2	4	8	Reduce
Online learning programs, teaching remotely, relief staffing for transport and catering with reduced service plans. Risk assessment includes processes for cleaning and depp cleans.	4	4	16	

Actions to Improve Current Position
Debtor Management review. Centralisation of Finance function. Specific role to manage debtors across trust in place October 2019
Governor Challenge and input. Working in line with Academies accounts direction and financial handbook. Systems audited externally on termly basis. Submission of esfa/dfe reports on timely basis
Continue to remind staff of requirements within trust policy. Induction for new Budget Holders. Training across Trust.
Ensure that risk management is embedded within the organisational culture and governance arrangements.
A full risk assessment is in place at each school and is reviewed frequently Regular information updates are received from the ESFA and government websites and shared as appropriate.

Lead	Timescale	Comments
Trust Business Manager	On going	
Board	On going	
Trust Business Manager	On going	
Trust Business Manager	On going	
Heads Board and Directors	Ongoing	