



Bacton
Primary School



Cedars Park
Primary School



Mendlesham
Primary School



Stowupland
High School



The John Milton
Sixth Form
AT STOWUPLAND HIGH SCHOOL



JOHN MILTON ACADEMY TRUST

Ambition • Aspiration • Excellence

Risk Management Policy

JMAT 006

History:

| | Adoption / Review | Lead Personnel | Trust Board / Trust Committee | Review Date | Comments |
|-----------|-------------------|----------------|-------------------------------|------------------|--|
| V1 | September 2016 | CEO | Full Board | Autumn Term 2020 | Updates delayed due to COVID-19 |
| V2 | December 2021 | CEO | Audit & Risk Committee | Autumn Term 2022 | Updated in line with JMAT governance structure |
| V3 | December 2022 | DOF | Full Board | Autumn Term 2023 | |
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This policy is reviewed annually in the Autumn Term by the Audit and Risk Committee

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| Appendix A | Risk Register Template | Separate document |

1. Introduction

Risk is the threat that an event or action will adversely affect the ability of the organisation to achieve its objectives and to successfully execute its strategies.

Risk Management is the process by which risks are identified, evaluated and controlled. It is not about eliminating risk but about understanding it and managing it more effectively.

The purpose of the Risk Register is to maintain the focus of both the Executive Leadership Group and the Trust Board on the risks that are faced and on how best to mitigate consequences where practicable and possible.

2. Approach to Risk Management

2.1 The Trust Board has overall responsibility for maintaining a sound system of internal control that supports the achievement of policies, aims and objectives, while safeguarding the school's public and other funds and assets, in accordance with the Funding Agreement and the Academy Trust Handbook issued by the Education and Skills Funding Agency (ESFA).

The Risk Register categories are:

- Strategic and Reputational
- Operational Risks
- Compliance Risks
- Financial Risks

In addition to the Risk Register above, the Executive Leadership will produce a strategic document which identifies the principal risks associated with outcomes and achievement.

- 2.2** There is an open and receptive approach to resolving risk issues.
- 2.3** The Audit and Risk Committee advises the Trust Board on Risk Management.
- 2.4** The Trust Board makes conservative and prudent recognition and disclosure of the financial and non-financial implications of risks.
- 2.5** All members of the Local Boards, the Executive Leadership Group and senior leaders across all schools are responsible for encouraging and implementing good Risk Management practice within the Schools.
- 2.6** Early warning mechanisms are in place and monitored to alert the Trust to any risk events or near misses so that suitable remedial action can be taken.

3. Role of the Audit and Risk Committee

- To set the tone and influence the culture of Risk Management within the Trust. This includes:
 - Determining whether the Trust is 'risk taking' or 'risk averse' as a whole or on any relevant individual issue.
 - Determining which types of risk are acceptable and which are not.
 - Setting the standards and expectations of staff with respect to conduct and probity.
- To approve major decisions affecting the Trust's risk profile or exposure.
- To monitor the management of fundamental risks.
- To be satisfied that the less fundamental risks are being actively managed, with the appropriate level of controls in place and operating effectively.
- To review annually the Trust's approach to Risk Management and approve changes or improvements to key elements of its processes and procedures.

4. Role of the Executive Leadership Team

- To embed risk management into the system of internal control.
- To identify and evaluate the fundamental risks faced by the Trust for consideration by the Audit and Risk Committee.
- To provide adequate information in a timely manner on the status of risks and controls.
- To assist the Audit and Risk Committee in undertaking an annual review of Risk Management and the effectiveness of the System of Internal Control.
- To assist the Audit & Risk Committee in finalising and presenting the risk register to the Trust Board on an annual basis.
- To ensure that, with due reference to the Risk Register, there is a strategic document which identifies the principal risks associated with the delivery of achievement and outcomes.

5. System of Internal Control

The system of internal control incorporates Risk Management. It encompasses a number of elements that together facilitate an effective and efficient operation, enabling the Trust to respond to a variety of risks. These elements include:

Policies and Procedures

A series of policies underpin the internal control process. These policies are set by the Trust. Written procedures support the policies where appropriate.

Development Planning and Budgeting

The development planning and budgeting process is used to set objectives, agree action plans, and allocate resources. Progress towards meeting development plan objectives is monitored regularly.

Risk Register

The Risk Register is compiled by the Director of Operations and Finance and Chief Executive Officer for consideration by the Audit and Risk Committee. The Register helps to identify, assess and monitor risks significant to the Trust. The Risk Management Register is revised and presented to the board annually, but emerging risks are added as required and improvement actions and risk indicators are monitored regularly.

The Risk Register should also include:

- Pre and post mitigation risk scores
- An action plan, where appropriate, on how risks can be reduced still further
- A record of any early warning system notifications (as per 2.6)

Internal scrutiny

The Audit and Risk Committee will design and approve an annual programme of internal scrutiny to meet the Trust's obligations under the Academy Trust Handbook. Reports commissioned will be received by the Audit and Risk committee and findings reported to the Trust Board. An annual report of Internal Scrutiny will be submitted to the ESFA.

External Audit

The external audit informs the Trust and the EFA on the accuracy, regularity and feasibility of the Trust's accounts and financial management.

Additional Third Party Reports

From time to time, the use of external consultants may be appropriate in areas such as health and safety, and human resources. The use of specialist third parties for consulting and reporting can increase the reliability of the internal control system.
