| Meeting | Audit & Risk Committee |
|---|---|
| Date | 21/11/2024 |
| Time | 10:00 – 13:00 |
| Hybrid meeting: | Click here to join the meeting |

**Pre-meet between Non-Executive Board Members and Internal Audit from 09:15.**

**Agenda**

| 1 | Welcome and apologies | | 10:00 |
|---|---|---|---|
| 2 | Previous meeting<br>2.1   Minute – 12 September 2024<br>2.2   Action log | | 10:05 |
| 3 | Declarations or conflicts of interest | | 10:15 |
| **Substantive items for discussion** | | | |
| 4 | Internal Audit<br>4.1   DIAA Progress Report<br>4.2   DR&BC Follow up Report<br>4.3   Information Security Follow up Report | Dougie Shepherd/ Gary Gibb | 10:20 |
| 5 | External Audit update | Tommy Yule/Zoe Headridge | 10:35 |
| 6 | Outstanding Audit Recommendations<br>6.1   Audit Recommendation Cover Paper<br>6.2   Audit Recommendation Tracker | Roz McCracken | 10:50 |
| 7 | Finance Update<br>7.1   Finance Report<br>7.2   Finance Report - Annex 1 & 2 | Gillian Howells | 11:05 |
| 8 | 8.1   Procurement Annual Report Cover Paper<br>8.2   Procurement Annual Report<br>8.3   Procurement Annual Report – Annex A | Sandra Wilson | 11:15 |
| 9 | Risk Update<br>9.1   Education Scotland Risk Register Cover Paper<br>9.2   Education Scotland Risk Register<br>9.3   Power BI reports | Roz McCracken | 11:30 |
| 10 | Reform update – verbal update | Gillian Hamilton | 11:45 |
| **Items for Noting/for information (comments by exception)** | | | |
| 11 | 11.1   Safeguarding and Child Protection Policy | Catriona Scobbie | 12:05 |

| 12 | 12.1 Information Security Update | Murray Elliot | 12:20 |
|---|---|---|---|
| Any other Business | | | |
| 15 | Any Other Business<br>• Are there any risk implications from what has been discussed at this meeting?<br>• Are there any key messages from the meeting to be conveyed to staff? | | 12:25 |

Next meeting is on 27 Feb 2025