

Meeting	Audit and Risk Committee
Date	30/06/2020
Time	10:00 – 13:00
Virtual meeting information	See end of agenda

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

Agenda

1	Welcome and apologies		10:00
2	Previous meeting 2.1 Minute – 4 March 2020 2.2 Action log		10:05
3	Declarations or conflicts of interest		10:20
Substantive items for discussion			
4	Internal Audit 4.1 Progress Report & Charter 2020-21 4.2 Annual Assurance Report 2019-20 4.3 Risk Management Report 2019-20	Julie Taylor / Jim Montgomery	10:25
5	External Audit 5.1 Proposed 2019-20 Annual Audit Report, Independent Auditor's Report, and Letter of Representation 5.2 Annual Audit Report 2019-20 update	Dave Richardson / Andrew Kerr	10:45
6	Certificates of Assurance 6.1 Certificates of Assurance cover 6.2 Certificates of Assurance Report	Roz McCracken	11:05
7	Audit and Risk Committee's Annual Report and Assurance 2019-20 to the Accountable Officer	Chair	11:15
8	Annual Report and Accounts for 2019-20 8.1 Annual Report and Accounts cover 8.2 Annual Report and Accounts 2019.20	Gillian Hamilton	11.25
9	Finance Update 9.1 Report as at 31 March 2020 9.2 Finance spreadsheet	Gillian Howells	11:35
10	Education Scotland Risk Register update 10.1 ES Risk Register cover 10.2 ES Risk Register	Gillian Hamilton	11:50
For awareness and AoB			
11	Information Security & Governance 11.1 Information Security - update 11.2 Information Governance - update		12:05
12	Health, Safety and Well-Being		

	12.1 Quarterly update 12.2 Health, Safety and Sustainability Terms of Reference	
13	Any Other Business	
14	Risk Are there any risk implications from what has been discussed at this meeting?	12:20
15	Corporate communications • Are there any key messages from the meeting to be conveyed to staff?	
Next meeting	<ul style="list-style-type: none"> • 1 October 2020 • 10:00-13:00 • Boardroom (Optima) 	

Virtual meeting information	
Skype for Business (SCOTS users)	1451721.skype@vscene.net
Web browser	https://app.vscene.net/r/dDz7KnwAYg
Vscene audio call	+44 (0) 300 201 0142 / PIN 1451721#
Vscene mobile app	Meeting code: 1451721
Dial in only if instructed by Chair	0131 244 1111 / PIN 61108 #