

ST. LUKE'S CE PRIMARY ACADEMY

RISK REGISTER – AUTUMN TERM 2022

To be used in conjunction with SUAT's Risk Register.

The **descriptors** for high, medium and low **impact** and **probability** can be expanded as follows:

Impact	Description
High - 3	The financial impact will be significant [in excess of £100,000] Has a significant impact on St Luke's strategy or on teaching and learning Has significant stakeholder concern Can cause significant reputational damage to St Luke's CE Academy or SUAT
Medium - 2	The financial impact will be moderate [between £10,000 and £100,000] Has no more than a moderate impact on St Luke's strategy or on teaching and learning Moderate stakeholder concern Can cause moderate reputational damage to St Luke's CE Academy or SUAT
Low - 1	The financial impact is likely to be low [below £5,000 and £10,000] Has a low impact on St Luke's strategy or on teaching and learning Low stakeholder concern Is unlikely to cause any reputational damage to St Luke's CE Academy or SUAT

Probability	Description
High - 3	Likely to occur each year, or more than 25% chance of occurrence within the next 12 months Potential of it occurring several times within a 4 year period Has occurred recently
Medium - 2	Likely to occur within a 4-year time period or less than 25% chance of occurring within the next 4 years Could occur more than once within a 4-year period Some history of occurrence
Low - 1	Not likely to occur within a 4 year time period or less than 5% chance of occurrence Has not occurred within last 4 years Is not likely to occur

Top 5 Risks (not in order)

1. Senior Leadership –Headteacher been in post for 2 years is continuing to lead the school with the support of the Trust and experience SLT.
2. Ensuring senior and middle leaders maintain good standards of learning, progress and attainment in all year groups under new leadership arrangement and current provision arrangements.
3. Staff wellbeing – resignations of support staff in the last term has left us short staffed and covering fast club
4. Staff wellbeing – following the annual re-shuffling of staff – the changes have not been welcomed by all
5. Financial - maintaining a balanced budget with the reduced additional income from fast club and the additional costs of maintaining hygiene to prevent absence.
6. Provision of continuity of learning for pupil – 6 new staff members recruited to the academy in September 2022

Risk	Risk Consequences	Risk score – impact and probability	Existing internal controls and evidence	Response (transfer, tolerate, treat or terminate)	Details of actions required to improve controls	Person responsible
1. Senior leadership – Headteacher has been in post for 2 years and is continuing to lead the school with a new head but experienced SLT	<ul style="list-style-type: none"> • Wellbeing and health of HT • Ensuring good quality of provision and standards across SLPA are maintained. • Parental concerns regarding continuity of quality provision. 	Medium risk	<ul style="list-style-type: none"> • SLPA has maintained good educational standards over last 3+years • SLPA has a good reputation in the community • HT has worked at in an SLT level for over 8 years; systems are already in place 	Treat	<ul style="list-style-type: none"> • SUAT provision of regular support from DLSI and on demand as required. • SUAT Finance and Resources team to provide ongoing support. • Regular monitoring by SLT with external input. • Parents regularly reassured of what is happening in school via text, Classs Dojo, newsletters and the school website. 	Chair of LAC DLSI HT
2. Ensuring senior and middle leaders maintain good standards of learning, progress and attainment in all year groups under current provision arrangements.	<ul style="list-style-type: none"> • Standards of learning, progress and attainment could decline. • Reputational risk of not maintaining good standards 	Medium risk	<ul style="list-style-type: none"> • SLPA has maintained good educational standards over last 3+years • SLPA has a good reputation in the community • All leaders have already been allocated roles and responsibilities; ADP already written and active • Home learning is ready and waiting should another lockdown occur. 	Treat	<ul style="list-style-type: none"> • Expectations of standards to remain high for all pupils • Continued support via SUAT CPD offer and other high quality agencies 	HT DLSI SLT

			<ul style="list-style-type: none"> • Catch up learning activities are being implemented and are being monitored and regular feedback is provided. • Ongoing monitoring and support from internal and external sources. • Performance Management procedures continue to regularly monitor and support performance 			
3. Staff wellbeing – resignations of support staff in the last term has left us short staffed	<ul style="list-style-type: none"> • Staff absence due to work related stress. • Impact on individual needs- work/ life balance • Capacity and consistency to help SLPA to maintain good standards of provision 	Medium risk	<ul style="list-style-type: none"> • Team stress risk assessment in place • Well-being survey and action plan • Staff have access to Occupational Health • Support for each other • Open door policy to keep all communications open • Use Entrust – Health, safety and well-being. • In contract with HR Insight and use when needed. • Agency staff engaged to cover shortfall 	Treat	<ul style="list-style-type: none"> • Recruitment of 4 more support staff starting 1st September 2022 • Risk assessments in place • Support/ team work networks in place • Risk identified • Effective use of coaching to support each other • Actions from well-being survey 	HT SLT Bursar
4. Staff wellbeing – following the annual re-shuffling of staff – the changes have not been welcomed by all.	<ul style="list-style-type: none"> - Changes necessary but not well received. - Possibility of loss of staff to other employment 	Medium risk	<ul style="list-style-type: none"> • Team stress risk assessment in place • Well-being survey and action plan • Staff have access to Occupational Health • Support for each other • Open door policy to keep all communications open • Use Entrust – Health, safety and well-being. <p>In contract with HR Insight and use when needed.</p>	Treat	<ul style="list-style-type: none"> • Risk assessments in place • Support/ team work networks in place • Risk identified • Effective use of coaching to support each other • Actions from well-being survey 	HT SLT Bursar
5. Financial - maintaining a balanced budget with the reduced additional income from fast club	<ul style="list-style-type: none"> • Not being able to meet financial deadlines • Inability to maintain numbers of pupils in school and increasing 	Medium risk	<ul style="list-style-type: none"> • Setting a balanced budget • Reviewing management accounts on a monthly basis • Ensure all deadlines are met 	Tolerate	<ul style="list-style-type: none"> • LAC to approve a balanced budget and continue to monitor 	LAC Bursar HT

<p>and the additional costs of maintaining hygiene to prevent absence.</p>	<p>numbers in paid provisions due to</p> <ul style="list-style-type: none"> • Reputational damage to SLPA and SUAT if financial management isn't accurate and balanced 		<ul style="list-style-type: none"> • Completing a 5-year budget plan • Procuring resources as at MAT level to save money • Ongoing support from SUAT Finance team 		<ul style="list-style-type: none"> • Bursar to review accounts and report to HT every month • Bursar to have regular non-contact time away from distractions in school • Maintain a 5-year plan/updating changes accordingly • Working with the Trust to secure best value for money for resources within school • Continue to communicate provisions/updating website accordingly 	
<p>6 Continuity of quality provision – 6 new staff members recruited to the academy in September 2022</p>	<ul style="list-style-type: none"> • Wellbeing and health of newly appointed staff • Ensuring good quality of provision and standards across SLPA are maintained. • Parental concerns regarding continuity of quality provision. 	<p>Medium risk</p>	<ul style="list-style-type: none"> • SLPA has maintained good educational standards over last 3+ years • SLPA has a good reputation in the community • Induction systems are already in place • Rigorous recruitment process ensured the right skills • Annual restructure of staffing ensures the right skills are in the right year groups/children 	<p>Treat</p>	<ul style="list-style-type: none"> • SUAT provision of regular support from HT and SLT on demand as required. • Regular monitoring by SLT with external input. • Parents regularly reassured of what is happening in school via text, Classs Dojo, newsletters and the school website. 	<p>HT SLT</p>