



Risk Register

Approved on 1.12.21 by the FGB

| Risk Number | Risk Register | Description | Risk Likelihood | Risk Impact F+R | Risk Score | Risk Rating | Action Plan, Controls and Monitoring | Person Responsible | Date of Review |
|-------------|----------------------------|--|-----------------|-----------------|------------|-------------|--|----------------------------|----------------|
| 1 | Strategic and Reputational | Failure to achieve planned student numbers. | 3 | 4 + 2 | 18 | Medium | Maintain a good outwardly facing profile of the school. Ensure that the school's work is promoted across the Tees Valley. Maintain links with the SEN Service to enable us to identify possible pupils from a young age. | HT | 11/22 |
| 5 | Strategic and Reputational | Failure to reach end of KS2 achievement targets. | 3 | 3+3 | 18 | Medium | Ensure progress is monitored closely. Intervention support will be used effectively if pupils are not progressing. | HT DHT SLT GB | 7/22 |
| 11 | Strategic and Reputational | Failure to meet attendance targets. | 3 | 2+3 | 15 | Medium | Even though attendance has been excellent for the past 5 years, sickness bugs, unauthorised holidays, school refusal, at risk behaviour etc could occur. In a school with a small population, this could affect attendance on a significant scale. | HT | 7/22 |
| 16 | Financial | Failure to deliver necessary 2020/21 and 2021/22 financial savings to ensure balanced budgets can be achieved long term. | 2 | 4 + 4 | 16 | Medium | A healthy budget is forecasted for 2021 2022 | HT Office Manager GB | 7/22 |

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| 21 | Operational | Inability to recruit and retain key staff. | 2 | 4 + 4 | 16 | Medium | Even though Holmwood has a low turnover of staff, recruitment of staff with the knowledge needed to educate children with complex needs is difficult. | HT GB | 07/21 |
| 25 | Operational | Loss of a key member of staff due to illness or other reason. | 4 | 3 + 3 | 24 | Medium | Due to COVID – this is a risk Mrs J French has agreed that she would give support, if HT and DHT were not available to Lead. DL would do the same for Priory Woods. | HT DHT GB | 4/22 |
| 26 | Operational | SLT succession /absence risk. | 4 | 2 + 3 | 20 | Medium | Consider contingency plan for illness of a senior member of staff. | HT SLT | 12/21 |
| 2 | Strategic and Reputational | Failure to improve on teaching quality. | 1 | 1 + 1 | 2 | Low | Ensure support is given throughout the school.. Ensure maternity cover is supported. Respond to Ofsted recommendations. Maintain excellent CPD and appraisal practices. | HT DHT | 7/22 |
| 3 | Strategic and Reputational | Failure to achieve a Good or Outstanding Ofsted rating result at next inspection. | 1 | 1+1 | 2 | Low | Ensure progress, achievement and attendance percentages are improving. Ensure all practises and policies are of a high standard. Respond to current Ofsted recommendations. | HT GB SLT | 07/22 |
| 4 | Strategic and Reputational | Failure to improve the rates of progress for learners. | 2 | 3+3 | 12 | Low | Ensure progress is monitored closely. Intervention support is used effectively if pupils are not progressing. Review and evaluate SIP and SEF. | HT DHT SLT | 12/21 |
| 6 | Strategic and Reputational | Failure to improve the brand image of the school. | 1 | 1+1 | 2 | Low | Continue to deliver a good/outstanding educational provision for our stakeholders. Maintain positive relationships with agencies and the LA. Take advantage of positive publicity. | HT | 7/22 |
| 7 | Strategic and Reputational | Inability to improve and maintain parental and wider community support. | 1 | 1+2 | 3 | Low | Continue to deliver a good/outstanding educational provision for our stakeholders. Maintain positive relationships with agencies and the LA. Take advantage of positive publicity. | HT SLT PSA | 7/21 |

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| 8 | Strategic and Reputational | Failure to adhere to relevant aspects of legislation. | 1 | 1+1 | 2 | Low | Ensure all policies and procedures are updated and followed in accordance to current local and national expectations/legislation. Ensure the monitoring and evaluation of practise in school is happening at all times. | HT GB SLT | 7/22 |
| 9 | Strategic and Reputational | Failure to have effective Health and Safety arrangements in place and subsequent serious incident. | 1 | 2+2 | 4 | Low | Ensure all Health and Safety policies, risk assessment, training and procedures are updated and followed in accordance to current local and national expectations/legislation. Ensure the monitoring and evaluation of practise in school is occurring at all times. | HT AHT SLT | 7/22 |
| 10 | Strategic and Reputational | Failure to comply with STA requirements resulting in maladministration. | 1 | 1+1 | 2 | Low | Ensure all policies and procedures from the STA is shared and followed. | HT SLT | 7/22 |
| 12 | Strategic and Reputational | Failure to manage behaviour effectively. | 2 | 2 + 2 | 8 | Low | Maintain a consistent approach to behaviour across the school. | HT SLT TLR - Wellbeing | 12/22 |
| 13 | Strategic and Reputational | Risk that new initiatives detract management from core business and key priorities. | 2 | 2 + 2 | 8 | Low | All new initiatives need to be well planned out and Action Planned. All new initiatives need to be a part of the whole school vision and add to the ethos rather than distract from key priorities. | HT GB SLT whole staff | 12/22 |
| 14 | Strategic and Reputational | Failure to implement 'DBS checks and Disqualification by Association' checks correctly. | 1 | 1 + 1 | 2 | Low | All procedures need to be followed at all times. All staff, volunteers and students must follow the strict procedures in place. | HT Office Manager GB SLT | 12/22 |
| 15 | Financial | Failure to achieve 2020/21 budget plans. | 2 | 4 + 3 | 14 | Low | A healthy budget is forecasted for 2022 . | HT Office Manager GB | 04/22 |
| 17 | Financial | Failure to detect significant fraud. | 1 | 1 + 1 | 2 | Low | Ensure audit and accountancy processes are robust. Monitoring of budget done on a regular basis. | HT Office Manager | 7/22 |

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| | | | | | | | Governors informed of current situation and expected outturn throughout the year. | GB | |
| 18 | Financial | Failure to produce accurate financial statements. | 1 | 1 + 1 | 2 | Low | Ensure audit and accountancy processes are robust. Monitoring of budget done on a regular basis. Governors informed of current situation and expected outturn throughout the year. Advice sought from EFA and Accountants on appropriate reports for Governors. | HT Office Manager GB | 04/22 |
| 19 | Financial | Loss (or stealing) of valuable assets. | 1 | 1 + 1 | 2 | Low | Maintain security of premises. Adequate insurance in place. | HT Office Manager | 07/22 |
| 20 | Operational | Failure to have effective safeguarding arrangements in place and subsequent incident. | 1 | 1 + 1 | 2 | Low | Maintain security of premises. Ensure DBS checks and other recruitment and vetting checks are carried out. Appropriate training for all staff must be in place. | HT SLT All staff GB | 07/22 |
| 22 | Operational | Inability to respond effectively to a major incident. | 2 | 2 + 3 | 10 | Low | Emergency plan in place. | HT LEA GB | 07/22 |
| 23 | Operational | Significant failure of critical ICT systems. | 1 | 1 + 1 | 2 | Low | Work closely with OneIT to ensure risk of failure is slight. | HT OneIT GB | 07/22 |
| 24 | Operational | Information security risk. | 1 | 1 + 1 | 2 | Low | Personal information stored on laptops, papers or memory sticks should not be carried out of school or left unattended. | HT OneIT All staff GB | 07/22 |
| 27 | Operational | Failure to manage & monitor CPD needs of all staff. | 1 | 1 + 1 | 2 | Low | Utilise appraisal meetings to ensure CPD requirements are identified. Other new initiatives may also require CPD, as well as CPD that requires renewing eg First Aid, Team Teach and Safeguarding. | HT DHT | 12/22 |
| 28 | Operational | Failure to operate a duty of care & ensure work life balance of staff. | 1 | 1 + 1 | 2 | Low | Review the staff's paperwork responsibilities. Make staff aware of the support network in school and the LEA. | HT | 07/22 |

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| 29 | Operational | Payroll not processed/ checked whilst the Office Manager is absent. | 1 | 1 + 1 | 2 | Low | HT is familiar with Agresso Financial System | Office Manager HT | 07/22 |