

The Gryphon Trust

Arnewood LGB Risk Register

Description of the Risk	Inherent Risk Level (Probability/ Impact)	Description and Evaluation of Current Control or Mitigation methods	Residual Risk Level (Probability/ Impact)	Acceptable Risk? (Probability/ Impact)	Further Action Required	Monitored or Action By
Governance - Ineffectiveness of LBG due to lack of clear direction from BoD	High/High	FACC established	Medium/High (6)	No	1. 360 degree review of BOD performance 2. Ensure Scheme of Delegation understood	BoD/FACC
Governance - Reduced effectiveness of LBG due to skills mix and new governors	High/High	Support of new governors by chair and long serving governors	Medium/High (6)	No	1. LGB skills audit 2. 360 degree review of LGB performance 3. Governor Development and Training	LGB/FACC
Governance – Failure to identify a significant risk	High/High	Maintain Risk Register	Medium/High (6)	No	1. Improve understanding of RM process 2. Regular reviews and updates of RR	LGB/CEO/SLT
Political – new government initiatives diverting funding away from education	Low/High	5 year budget forecast Reduce future costs without consequential risk to standards	Low/Medium (3)	Yes	Prioritise spending. Further cost cutting will affect performance	LGB/SLT
Political – Leaving the EU, Loss of EU six form students (eg Italian students)	High/Medium	Continue to monitor situation. Review recruitment from other external sources. Review charge to country of origin.	High/Medium (6)	No	Risk Management Strategy required to increase income	LGB/SLT
Economic – sixth form funding shortfall	High/High	5 year budget forecast Reduce future costs without consequential risk to standards	High/Medium (6)	No		

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Economic – Insufficient funds to complete capital projects due to Main Contractor entering administration	High/High	Establish available projects funds after committed costs. Forecast cost to complete works using others. Maintain tight control on spending.	Medium/Medium (4)	Yes	Hold payments to main contractor. Establish counter-claim with Administrator.	CFO/Fac Man
Economic – Failed to educate pupil	Low/Medium	Generally time barred after age 21 so insurance from 2011 should now provide cover	Low/Low (1)	Yes	Maintain good records of assessment & reporting	SLT
Economic – continued income shortfall on all-weather pitch	High/High	Regular cost/income reports. Accept some costs due to educational benefit.	High/Medium (6)	No	Risk management Strategy required. Recruit Business Manager and increase marketing	BM (CFO)
Economic – Conditions of Building: Survey identified areas of health & safety requiring attention	High/High	Ongoing maintenance and improvements works. Further capital bids.	Medium/Medium (4)	Yes	Check report and budget for high priority repairs.	
Economic – iPad Scheme not compliant with legislation	High/High	Current iPad Scheme no longer offered. Only compliant schemes offered in future	Low/Low (1)	Yes	None	
Economic – iPad Scheme high number of claims could result in insurance cancellation	High/High	Leasing company to provide 3yr scheme including insurance. Discuss with leasing company the options available in the event of insurance cancellation	Medium/Medium (4)	Yes	Monitor level of claims	

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Economic – Access to banking information in absence of CFO	Low/Medium	New scheme with bank - Any cheque signatory can contact our bank to check balance or process inter account transfer in accordance with mandate	Low/Low (1)	Yes	Maintain arrangement	CFO
Social – more non-English speaking families moving to area, fewer sixth form applicants	Medium/Low	Provide English as a Second Language tuition. Increased cost new vocational courses making use of facilities available.	Medium/Low (2)	Yes	Increase TAs Current staff to teach NVQ	LGB/HT
Social – adverse publicity, e.g. public complaint by one parent may deter other parents choosing Arnewood	Medium/High	Maintain feeder school visits. Use publicity agent.	Low/High (3)	Yes	Continue to monitor and respond	LGB/HT
Social – reputation, loss of confidence e.g. negative incident at one school may impact on the other	Low/Medium	Internal self assessment	Low/Low (1)	Yes	Continue to monitor	SLT
Technological – equipment failure, computer viruses, internet mis-use	High/High	Up to date virus protection (ESET) and firewall Parent information evenings, monitoring of pupil use in school, inappropriate sites blocked	Medium/Medium (4)	Yes	Continual monitoring and assessment	ITM
Technological – server failure - downtime	Medium/Medium	Adopt alternative teaching methods and hand written records	Low/Low (1)		Continual monitoring and assessment	ITM

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Technological – server failure - loss of data	High/Medium	Regular data back-ups	Low/Low (1)		Continual monitoring and assessment	ITM
Legislative – changes in law regarding Health & Safety increasing cost of compliance	Medium/Medium	In-house training for staff. Notices issued to external contractors	Medium/Low (2)		Continual monitoring and assessment	H&S Governor Fac Man
Legislative – changes in law regarding pupil records	Medium/Medium	Archiving information in line with legislation	Medium/Low (2)	Yes	Continual monitoring and assessment	SLT
Legislative – major breach of GDPR data compliance incurring a monetary fine	Medium/High		Medium/High (6)	No	Risk management Strategy required	SLT
Environmental – safe travel to and from school	Medium/Medium	Student cycle permits, requirement to wear helmet and use cycle shed Students only allowed out of school with parents' authorisation	Low/Medium (2)	Yes	Register of cycle permits, home lunch students signing in and out book	SLT
Environmental – epidemics/pandemics	Low/Medium	In the event of a case being reported in school or in the local area, contact to be made with the Local Health Authority for advice on procedure	Low/Low (1)	Yes	Act on instructions from Local Health Authority	SLT
Environmental – extreme weather, eg snow/ice, flooding	Low/Medium	School closure if considered appropriate by SLT . Maintain some staff presence if possible.	Low/Low (1)	Yes	Consider Health & Safety implications each occasion	SLT

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Environmental – Boiler failure	High/Medium	Preparations made in case of boiler failure e.g. temp supply	Medium/High (6)	Yes	Plan for replacement through bids	SLT
Personnel – impact of reductions on staff morale	High/Medium	Keep staff informed at all phases. Emphasise positive future.	Medium/Low (2)	Yes	Line managers maintain open door policy	SLT
Personnel – impact of reductions on teaching	High/Medium	Target reduction to minimise effect	Medium/Medium (4)	Yes	Continual monitoring and assessment	SLT
Personnel – national shortage of teachers affecting standard of teaching and ability to offer places in AP	High/High	Maximise advantages of the schools and favourable setting ie on the coast/in the New Forest Ofsted Good with 6 th Form Outstanding	Medium/Medium (4)	Yes	Demonstrate CPD opportunities and expectations of career advancement	SLT
Personnel – Event or incident leading to the absence of key personnel over a long period of time	Low/Medium	Temporary cover by current personnel or agency. Refer to procedures manuals	Low/Low (1)	Yes	Monitor	SLT
Safeguarding Information	High/Medium	OFSTED regards current safeguarding procedures for as “good”	Medium/Medium (4)	Yes	Sustained monitoring	HT

When considering levels consider point when intervention would be triggered

		Probability		
Impact		High	Medium	Low
	High	High (9)	High (6)	Medium (3)
	Medium	High (6)	Medium (4)	Low (2)
	Low	Medium (3)	Low (2)	Low (1)

The Financial Impact Parameters set by the Arnewood LGB:

High – £50,000 and above

Medium – exceeding £25,000 but not exceeding £50,000

Low - £25,000 or lower

Reviewed and approved by The ALGB – 26.11.19