



## **INSPIRE MULTI-ACADEMY TRUST**

### **Risk Management Policy**

Version	2
Approved by:	Board of trustees
Approval date:	27/03/2023
Policy owner:	CFO

**Inclusion** – Improving education for everyone.

**Integrity** – We are consistently open, honest, ethical, and genuine.

**Initiative** – We have the courage to always seek a better way to a better future.

**Involvement** – We encourage our community to take ownership and responsibility.

**Inspiration** – We use our drive and commitment to energise, engage and inspire.

## Table of version reference

Revision	Date	Comments
2.1.1	13/02/2023	Correction to reference of Academies Financial Handbook
7.1	13/02/2023	Removal of LAC from 7.1 reference
8.3	13/02/2023	Removal of original 8.3 detailing responsibilities of Local Authority Committee
8.4, 8.5	13/02/2023	Removal of reference to LAC in line with change to process
8.5	13/02/2023	Removal of reference to Every Risk Management software

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## 1. Introduction

- 1.1 INMAT aims to “enable great leaders to create great schools where children always come first”. This statement informs our approach to policy and practice.
- 1.2 INMAT is committed to minimising risk through a framework of integrated governance and a proactive risk management culture and practical policy and procedures.
- 1.3 Risk management is recognised as a central part of any organisation’s strategic management. It is the process whereby organisations methodically identify and address the risks attached to their activities. With the goal of achieving sustained benefits within each activity and across the portfolio of each activity. The focus of good risk management is the identification, control, and treatment of risk.
- 1.4 Employees at all levels throughout the Trust should consider risk management and awareness of risk as a key element of their job description. This supports accountability, performance measurement and reward, thus promoting proactivity.

## 2. Background

- 2.1 It is a requirement of the academy Trust Handbook that the Trust:
  - has sound internal controls and risk management processes in place.
  - to follow guidance as set out in the Charities and Risk Management (CC26) document.
  - to include a section in the Trust’s annual report on principal risks and uncertainties, which are derived from the Trust’s Risk register.

Risk Management and best practice for MATs, is outlined in the Academies Financial Handbook, produced by the ESFA. All recommendations for the management of risk have been adopted and are followed by INMAT.

## 3. Risk Management

- 3.1 The objectives for managing risks are:
  - To comply with risk management best practice;
  - To ensure risks facing the MAT are identified, controlled, and mitigated;
  - To provide assurance to the trustees that risks are being adequately controlled, or identify areas for improvement;
  - To ensure action is taken appropriately in relation to accepting, mitigating, avoiding and transferring risks.
  - To regularly review, add, mitigate any risks.

- 3.2 The Chief Financial Officer is responsible for the coordination of the Trust's risk management process and the Accounting Officer is responsible for the Trust risk register. Each academies Head Teacher is responsible for ensuring they report potential risks, in partnership with their School Business Manager/Cluster Business Manager, as part of the month end reporting schedules. dealing with the risk and the register in their own organisation. The Accounting Officer is responsible for risk regarding the central team.
- 3.3 Risks will be categorised to reflect the strategic focus of the Trust. The risk categories are:
- Academy Improvement
  - Finance
  - Safeguarding
  - Human Resources
  - Governance and Compliance
  - Data Protection
  - IT
  - Premises
  - Health and Safety
  - Reputational Risk
- 3.3 The categories are managed by the Executive Team and supported by Head Teachers whose role is to:
- identify and measure risk and risk ownership.
  - provide policy and guidance to minimise risk and maximise benefit for the Trust.
  - have oversight of risk monitoring
  - create clear lines of sight of accountability for managing risk at Academy level.
  - ensure appropriate reporting to Trustees and the LAC.
- 3.5 The risk assessment process will be effectively managed through the monthly Management Accounts and consolidated in the central Risk Register by the CFO. The register coordinates the key aspects of the risk management process above.

## 4. Evaluation of Risks

- 4.1 The Risk Management Standard states that risks should be evaluated against agreed criteria to make decisions about the significance of risks to the organisation. Academies rank each risk from 5 (highest) to 1 (lowest) to assess impact and probability. The descriptors for impact and probability can be expanded as follows:

<b>Impact</b>	<b>Description</b>	<b>Value</b>
Insignificant	The financial impact is likely to be low below £1,000. Has no impact on teaching and learning. No stakeholder concerns. No injury. No safeguarding concerns.	1
Minor	Financial impact likely to be under £5,000. Low impact on strategy or teaching and learning. Low stakeholder concern. H&S may require first aid. Low safeguarding concern.	2
Moderate	Moderate financial impact between £5,000 and £25,000. Moderate impact on strategy or teaching and learning. Moderate stakeholder concern. May result in H&S related absence up to 3 days. Moderate safeguarding concern.	3
Major	Financial impact between £25,000 and £50,000. Major impact on strategy or on teaching and learning. High stakeholder concern. May result in H&S related absence over 3 days. High safeguarding concern.	4
Critical	Significant financial impact in excess of £50,000. Significant impact on the MAT's strategy or on teaching and learning. Has significant stakeholder concern. Catastrophic impact on life. Significant safeguarding concern.	5

<b>Likelihood</b>	<b>Description</b>	<b>Value</b>
Very Unlikely	Not likely to occur within a 4-year period or less than 5% chance of occurrence. Indicator: Has not occurred/ Is not likely to occur	1
Unlikely	Unlikely to occur within a 4-year period or less than 10% chance of occurring within the next 12 months. Indicator: Unlikely to occur more than once in a 4-year period. Has occurred but not in last 4 years	2
Fairly Likely	Likely to occur within a 4-year period or less than 25% chance of occurring within the next 12 months. Indicator: Some history of occurrence. Could occur more than once within a 4-year period.	3
Likely	Likely to occur within a 2-year period or less than 50% chance it will occur in the next 12 months. Indicator: Potential of it occurring more than once within a 4-year period or has occurred in last 2 years.	4
Very Likely	Likely to occur each year, or more than 50% chance of occurrence within the next 12 months. Indicator: Potential of it occurring several times within a 4-year period or has occurred recently.	5

## 5. Risk Tolerance and Appetite

- 5.1 Risks are evaluated by determining the risk magnitude, which is the product of the likelihood and impact based on the above criteria.
- 5.2 The term 'risk appetite' describes the Trust's readiness to accept risks and those risks it would seek to reduce. The Trust's risk threshold is the boundary delineated by the red shaded area (represented by scores of 15 and above) in the risk matrix below. Above this threshold, the Trust will actively seek to manage risks and will prioritise time and resources to reducing, avoiding, or mitigating these risks.
- 5.3 The overall level of risk or 'exposure' that will be tolerated is determined by the finance, audit and risk committee and will be reviewed annually to ensure that it remains within tolerance.

Impact	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	Likelihood					

## 6. Risk Control

- 6.1 Actions to control risk will reflect the exposure determined above using the “4 T’s” approach:

<b>Transfer</b>	Risk is transferred to a third party, for example through an insurance policy.
<b>Treat</b>	The response actions either reduce the likelihood of a risk developing or limit the impact on the Trust to acceptable levels.
<b>Tolerate</b>	We accept the possibility that the event might occur, for example because the cost of the counter measures will outweigh the possible downside, or we believe there is only a remote probability of the event occurring.
<b>Terminate</b>	Counter measures are put in place that will either stop a problem or threat occurring or prevent it from having an impact on the business

- 6.2 Depending on the response above, identified risks will be managed by the ‘Risk Owner’, with an action plan, which seek to mitigate the risk and reduce exposure. The allocation of a risk action confers the responsibility of ‘Risk Owner’ to the individual.
- 6.3 Actions may be linked to one or multiple risk ‘owners’ for individual sites. Risk actions may be outsourced to a third-party specialist e.g. Legionella testing, but the responsibility for the activity is not ‘transferred’ and the risk remains with the academy and the Trust.

## 7. Risk Reporting

- 7.1 The aim of reporting risk is to provide assurance to the trustees, governors, senior leadership teams and auditors that the Trust is effectively managing its risks and has a robust system of internal controls. Risk registers will be monitored and updated by the CFO on a monthly basis. Consolidated reports will be presented at Finance, Audit and Risk Committee meetings.

## 8. Responsibilities

- 8.1 The Trust Board is responsible for:
- understanding the most significant risks facing the organisation;
  - providing strategic leadership, review, and challenge to the Executive Team
  - reviewing the Strategic Risk register at every meeting;
  - overseeing the completion of the section regarding risk management within the annual report.



8.2 The Executive Leadership Team is responsible for:

- managing their risk register areas, ensuring it is regularly reviewed and updated;
- ensuring risk owners reassess and update their risks at appropriate intervals.
- ensuring that allocated leads complete the further actions required;
- for those risks for which they act as lead, ensuring controls are monitored and managed;

8.3 Head teachers will:

- be aware of risks within their Academies, the possible impacts these may have on other areas and the consequences other areas may have on them;
- ensure risk treatment is effective and compliant.
- confirm completion of activities to manage risks that are assigned to them
- report to the Local Academy Committees any perceived new risks or failures as necessary

8.4 Risk Owners will:

- ensure risk actions assigned to them are completed in a timely manner
- record completion in the Risk Register
- review outstanding risks on a termly basis and flag barriers to managing risk in their report to Head Teachers, Local Academy Committees or Trustees as appropriate.

8.5 Individuals must:

- understand their accountability for individual risks;
- understand how they can enable continuous improvement of risk management response;
- understand that risk management and risk awareness are a key part of our culture; and
- report systematically and promptly to senior management any perceived new risks or failures of existing control measures.

## 9. Approval and Review

This policy will be reviewed by the Finance, Audit and Risk Committee annually, or as significant ESFA/Trust updates occur, and will be ratified by the Trust Board.