

New Schools Risk Register

No	Risk Type	Risk	Risk Description	Likelihood	Impact	Gross Risk	Risk Mitigation	Likelihood	Impact	Retained Risk	Target Risk	Monitoring process	Risk Owner	Review Date
	Strategic, financial, operational, reputational, programmatic, sustainability, external		List risk factors	1-4	1-4	Likelihood x impact	List actions initiated to manage risk	1-4	1-4	Likelihood x impact		Detail how risk is going to be monitored	Name and Job Title	
1	Financial	Financial/Reputational	Any time without dedicated financial support during the critical start-up of the monitoring could mean substantial delays to financial deliverables such as budgeting, developing financial progress reports and reporting templates, and general/crucial financial support to the SLT.	1	1	Low	Recruit a part-time dedicated finance advisor.	1	1	Low	Low	Ongoing finance team oversight and ensuring the allocated finance advisor is working the agreed 50% LOE.	School Business Manager	May-24
13	Financial	Audit	LA funding not being disbursed to departments	1	1	Low	Increased financial support with DD (due diligence) process	4	4	Very High	Low		School Business Manager	
2	Operational	Due Diligence	Little support from qualified auditors/due diligence skilled staff. Time-consuming for the SLT who are not trained in DD processes and who might overlook limitations in Teachers policies and procedures.	3	3	High	Support from risk or finance manager. Simplify and update Beam due diligence process. Train project staff on DD process.	1	3	Medium	Medium		SLT	
3	Reputational	Due Diligence	(different from above as external risk) Suppliers find Beam procedures too arduous, intrusive and imposing	2	3	High	Simplify and update Beam due diligence process	2	2	Medium	Medium		SLT	
14	Financial	Due Diligence	Due diligence not fully finalised before payments to suppliers disbursed	2	2	Medium	Project team working to finalise DD process before next payments are due	1	1	Low	Low		School Business Manager	
4	Curriculum	Operational	No dedicated project management involvement during planning and budgeting of project means we have little ownership of planned activities and outputs.	2	3	High	Quicker recruitment of project team that can engage in strategic and budget conversations at the onset of project. Gets involved with setting and managing realistic expectations right at the outset to help influence and shape outputs.	1	2	Low	Low		SLT	
5	Operational	Operational	suppliers not complying/understand/deliver on agreed roles but outsourcing/on-ward granting local organisation to deliver on activates	2	3	High	Set up monthly meetings to check who is comfortable and has the capacity/ability to do what, refer to the project proposal, take part in monthly steering committee calls, read each monthly Beam updates, don't make assumptions - check	2	3	High	Medium		SLT	
6	Curriculum	Operational	Teachers have multiple projects and do not prioritise Beam activities	2	2	Medium	Holding one another to account on delivery in Beam, schedule meeting with Beam SLT and teacher if there is a concern	1	3	Medium	Low		SLT	
7	Curriculum	Operational	Managing project to expectation and commitment	2	2	Medium	Ensure continued internal finance support. Organise, plan and oversee activities and teachers' workplans. Ensure the project scope is clear and well communicated. Work with teachers and set up meetings to adjust expectation and delivery, if necessary.	2	2	Medium	Low	Monthly teachers meetings	SLT	
8	External	Operational	Political instability interrupts project implementation	1	2	Low	Monitor news, assess circumstances and pause implementation if political instability will put Beam or its suppliers at risk, liaise with the Local Authority	1	2	Low	Low	Ongoing scanning, quarterly reviews	SLT/Headteacher	
9	Curriculum	Operational	No ownership of planned activities due to SLT agreement to give teachers full autonomy.	2	2	Medium	Work closely with teachers and implementing organisation to understand and ensure delivery against School Improvement Plan	2	2	Medium	Low		SLT/Headteacher	
10	Reputational	Suppliers	Not part of the selection and procurement of suppliers as these were already selected by previous staff before the existing SLT came into place.	2	2	Medium	Work closely with suppliers to understand and ensure delivery is accountable, ethical and in line with Beam practices.	2	2	Medium	Low			
11	Reputational	Reputational	Faculty members deliver teaching of varying quality, including poor delivery in some parts of the school	1	3	Medium	High quality teaching; frequent interaction with colleagues to check on progress and quality of work	1	2	Low	Low	Quarterly reviews	Headteacher	

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12	Curriculum	Contracts with third	Lengthy process to agree on Term and Conditions due to outdated agreements and clauses.	3	3	High	Update and revise agreements	2	2	Medium	Low		SLT	
15	Financial	Financial	Timely and accurate financial reporting from faculty	1	2	Low	Strong funding and financial reporting support; develop simplified financial reporting template; annual audit	2	2	Medium	Low	Ongoing scanning, check annual audit reports	School Business Manager	Jun-24
16	Curriculum	M&E (monitoring and	No baseline conducted yet, due conflicting deadlines	2	2	Medium	Allocate specific Strategic Planning time	1	1	Low	Low		School Business Manager	
17	Strategic	Communication	No communication plan in place	2	1	Low	Set up meeting with Governors lead to help develop a comms plan that can be used for external/strategic purposes	1	1	Low	Low		Headteacher	
18	Sustainability	Funding sustainability	Organisation is not able to raise resources to meet strategy due to changing funding landscape	2	1	Low	Produce 2 year forecasting scenarios Develop and implement donor strategy develop alternative income streams	1	2	Low	Low	Review forecasting scenarios Maintain opportunities pipeline	School Business Manager	May-24